



Student Handbook & Academic Catalog
2018-2019: Edited Version

TABLE OF CONTENTS

INTRODUCTION	10
HUGH B. LOGAN: FOUNDER.....	11
PRESIDENT WELCOME	11
DEAN OF STUDENTS WELCOME.....	12
MISSION, VISION, VALUES	13
STRATEGIC PLANNING AND CONTINUOUS IMPROVEMENT	14
LOGAN 2025	14
SCHOOL COLORS.....	14
MASCOT.....	14
ACADEMIC FREEDOM	15
INSTITUTIONAL LEARNING OUTCOMES (ILO).....	15
NOTICE OF NONDISCRIMINATION.....	16
CONTACT INFORMATION	16
EQUAL OPPORTUNITY EMPLOYMENT	17
DIRECTORY	17
ACCREDITATION AND AUTHORIZATIONS	17
CREDIT HOUR DEFINITION	18
ADMISSIONS AND NEW STUDENT ORIENTATION.....	19
CAMPUS VISIT.....	19
INTERNATIONAL STUDENT APPLICATION	20
COLLEGE OF CHIROPRACTIC	20
ADMISSIONS REQUIREMENTS	20
TECHNICAL STANDARDS FOR ADMISSION, PROGRESSION, AND GRADUATION	24
TRANSFER CREDIT	26
NEW STUDENT ORIENTATION.....	28
DOCTOR BAGS	28
COLLEGE OF HEALTH SCIENCE	29
UNDERGRADUATE PROGRAMS.....	29
MASTER DEGREE PROGRAMS	41
DOCTORATE DEGREE PROGRAMS.....	45
NON-DEGREE STUDENTS.....	46
TECHNICAL STANDARDS	48

document edited January 29, 2019:		Page numbers listed are based on prior edition, edits will shift new page numbers.	
P. 10 removed bad link.	➤ P. 95 RIME description removed, outdated 2 years prior.	➤ P. 166 Office 365 address link updated	➤ P. 193, 198 iPad and Exemplify requirements updated
P. 14 removed bad link.	➤ P. 167 Self Service address link updated	➤ P. 167 Emergency Notification address updated	➤ P. 214 Notification address link updated.

NEW STUDENT ORIENTATION.....	51
DUAL DEGREE STUDENTS	51
REGISTRAR	52
TRANSCRIPTS AND RECORDS.....	52
REGISTRATION AND RECORDS HOLDS	52
RECORD RETENTION PROCEDURES.....	53
FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)	58
GRADE RECORDS	66
ENROLLMENT DEFINITION/STATUS	66
REGISTRATION	67
ADDING, AUDITING, DROPPING AND COURSE WITHDRAWAL	73
WITHDRAWAL AND LEAVE OF ABSENCE FROM THE UNIVERSITY	76
READMISSION POLICY AND PROCEDURE.....	83
TUITION, FEES, AND FINANCIAL AID.....	86
DOCTORATE OF CHIROPRACTIC	86
DOCTORATE OF HEALTH PROFESSIONS EDUCATION	87
MASTER OF SCIENCE: NUTRITION, SPORTS SCIENCE, HEALTH INFORMATICS	87
BACHELOR OF SCIENCE: HUMAN BIOLOGY, LIFE SCIENCE.....	88
NON-DEGREE	89
PAYMENT POLICY & OPTIONS.....	89
REFUNDS.....	89
PENALTIES	92
SOURCES OF FINANCIAL AID AND SCHOLARSHIPS.....	93
VETERANS BENEFITS	96
FINANCIAL AID POLICY AND PROCEDURES	97
RETURN OF TITLE IV (FEDERAL AID) POLICY	97
STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)	97
PROGRAM INFORMATION	104
DOCTORATE OF CHIROPRACTIC	104
PROGRAM OUTCOMES	104
CLINIC	105
ACADEMIC DEGREE PLAN & COURSE DESCRIPTIONS.....	106
NATIONAL BOARD OF CHIROPRACTIC EXAM (NBCE).....	106
ACUPUNCTURE	109

document edited January 29, 2019:		Page numbers listed are based on prior edition, edits will shift new page numbers.	
P. 10 removed bad link.	➤ P. 95 RIME description removed, outdated 2 years prior.	➤ P. 166 Office 365 address link updated	➤ P. 193, 198 iPad and Exemplify requirements updated
P. 14 removed bad link.	➤ P. 167 Self Service address link updated	➤ P. 167 Emergency Notification address updated	➤ P. 214 Notification address link updated.

LICENSURE AND SCOPE OF PRACTICE.....	109
GRADUATION REQUIREMENTS.....	110
OPTIONAL CERTIFICATIONS.....	110
DOCTORATE OF HEALTH PROFESSIONS EDUCATION (ONLINE)	112
PROGRAM OUTCOMES	112
ACADEMIC DEGREE PLAN & COURSE DESCRIPTIONS.....	113
GRADUATION REQUIREMENTS.....	113
MASTER OF SCIENCE IN HEALTH INFORMATICS (ONLINE)	114
PROGRAM OUTCOMES	114
ACADEMIC DEGREE PLAN & COURSE DESCRIPTIONS.....	116
GRADUATION REQUIREMENTS.....	116
OPTIONAL CERTIFICATIONS.....	116
MASTER OF SCIENCE IN NUTRITION AND HUMAN PERFORMANCE (ONLINE).....	117
PROGRAM OUTCOMES	117
ACADEMIC DEGREE PLAN & COURSE DESCRIPTIONS.....	118
GRADUATION REQUIREMENTS.....	118
OPTIONAL CERTIFICATIONS.....	118
MASTER OF SCIENCE IN SPORTS SCIENCE AND REHABILITATION (ONLINE W/HANDS-ON INTERNSHIP)	119
.....	
PROGRAM OUTCOMES	120
ACADEMIC DEGREE PLAN & COURSE DESCRIPTIONS.....	120
GRADUATION REQUIREMENTS.....	120
OPTIONAL CERTIFICATIONS.....	121
BACHELOR OF SCIENCE IN HUMAN BIOLOGY (ONLINE OR ON-CAMPUS)	121
PROGRAM OUTCOMES	121
GENERAL EDUCATION OUTCOMES	122
ACADEMIC DEGREE PLAN & COURSE DESCRIPTIONS.....	122
GRADUATION REQUIREMENTS.....	123
BACHELOR OF SCIENCE IN LIFE SCIENCE 3+1 WITH LOGAN'S DC PROGRAM (ONLINE OR ON-CAMPUS)	123
.....	
PROGRAM OUTCOMES	123
GENERAL EDUCATION OUTCOMES	124
ACADEMIC DEGREE PLAN & COURSE DESCRIPTIONS.....	125
GRADUATION REQUIREMENTS.....	126
STUDENT RESEARCH.....	127
LOGAN UNIVERSITY RESEARCH DAY.....	128
GRADUATION INFORMATION.....	128
APPLICATION TO GRADUATE.....	129

document edited January 29, 2019:		Page numbers listed are based on prior edition, edits will shift new page numbers.	
P. 10 removed bad link.	➤ P. 95 RIME description removed, outdated 2 years prior.	➤ P. 166 Office 365 address link updated	➤ P. 193, 198 iPad and Exemplify requirements updated
P. 14 removed bad link.	➤ P. 167 Self Service address link updated	➤ P. 167 Emergency Notification address updated	➤ P. 214 Notification address link updated.

GUEST HOODING	129
LOGAN LEGACY	131
CODE OF CONDUCT POLICIES	131
CODE OF ACADEMIC CONDUCT	136
ACADEMIC DISHONESTY & PLAGIARISM	138
ANATOMY LAB POLICY	143
PRACTICING WITHOUT A LICENSE.....	144
INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY	145
COPYRIGHT INFRINGEMENT POLICY AND SANCTIONS.....	149
CODE OF BEHAVIORAL STANDARDS	151
PROFESSIONAL INFRACTIONS	153
SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING	154
DUTIES OF THE TITLE IX COORDINATOR.....	154
DEFINITIONS	155
RETAILIATION IS PROHIBITED	158
RECORDS ARE NORMALLY RETAINED FOR 10 YEARS	158
CONFIDENTIALITY IS MAINTAINED TO THE EXTENT	159
EDUCATION AND PREVENTION PROGRAMS ARE PROVIDED	159
CONDUCT COMMITTEE	169
POTENTIAL DISCIPLINARY ACTION	170
REPRIMAND	170
DISCIPLINARY PROBATION	170
SUSPENSION.....	171
CONSULTATION	171
DRESS CODE.....	171
CRIMINAL BACKGROUND CHECKS.....	173
CHILDREN ON CAMPUS	175
SOCIAL MEDIA POLICY	176
WEAPONS ON CAMPUS POLICY.....	177
DRUGS AND ALCOHOL ON CAMPUS.....	179
DRUG AND ALCOHOL ABUSE POLICY	179
DRUG TESTING.....	185
RESOURCES	185
ACADEMIC SUCCESS	186
ADVISING	186

document edited January 29, 2019:		Page numbers listed are based on prior edition, edits will shift new page numbers.	
P. 10 removed bad link.	➤ P. 95 RIME description removed, outdated 2 years prior.	➤ P. 166 Office 365 address link updated	➤ P. 193, 198 iPad and Exemplify requirements updated
P. 14 removed bad link.	➤ P. 167 Self Service address link updated	➤ P. 167 Emergency Notification address updated	➤ P. 214 Notification address link updated.

SCHEDULES	187
TIME MANAGEMENT	187
COURSE SYLLABUS	188
LANGUAGE SKILLS.....	188
REQUIRED TECHNOLOGY.....	188
INFORMATION TECHNOLOGY.....	191
HELPDESK	191
LOGAN UNIVERSITY EMAIL.....	192
OFFICE 365 BENEFITS.....	192
COMPUTERS	192
PRINTERS	193
WIRELESS ACCESS.....	193
SELF-SERVICE PORTAL.....	193
LOGAN'S EMERGENCY NOTIFICATION SYSTEM.....	193
ACADEMIC TECHNOLOGY.....	194
LEARNING MANAGEMENT SYSTEM	194
EXAMSOFT.....	195
FREQUENTLY ASKED QUESTIONS	196
ATTENDANCE.....	196
LAST DATE OF ATTENDANCE	197
EXCUSED ABSENCE.....	198
STUDENT BEREAVEMENT POLICY	201
JURY DUTY/COURT APPEARANCE.....	201
MILITARY SERVICE.....	202
NATIONAL LICENSING EXAM	202
OFF-SITE SANCTIONED EVENTS.....	202
RELIGIOUS OBSERVANCE	202
SERIOUS ILLNESS & MEDICAL EMERGENCIES OF A DEPENDENT	203
FINAL EXAMS & CULMINATING PROJECTS.....	204
STUDENT SUPPORT.....	204
SERVICES FOR STUDENTS WITH DISABILITIES	204
TESTING CENTER.....	206
TUTORING	206
LEARNING RESOURCE CENTER.....	207
ALUMNI & FRIENDS	211
OFFICE OF ALUMNI RELATIONS	211
POSTGRADUATE DEPARTMENT	211
THE PURSER CENTER.....	212

document edited January 29, 2019:		Page numbers listed are based on prior edition, edits will shift new page numbers.	
P. 10 removed bad link.	➤ P. 95 RIME description removed, outdated 2 years prior.	➤ P. 166 Office 365 address link updated	➤ P. 193, 198 iPad and Exemplify requirements updated
P. 14 removed bad link.	➤ P. 167 Self Service address link updated	➤ P. 167 Emergency Notification address updated	➤ P. 214 Notification address link updated.

GRADING POLICIES	212
GRADING SCALES	214
DOCTORATE AND MASTER'S DEGREE PROGRAMS.....	214
BACHELOR DEGREE PROGRAMS.....	214
INCOMPLETE.....	215
GRADE APPEAL.....	215
FACULTY GRADE CHANGE PROCEDURE.....	218
NOTIFICATION OF GRADES	218
GRADES.....	219
SATISFACTORY ACADEMIC PROGRESS (SAP)	219
REMEDIATION.....	222
ACADEMIC PROBATION.....	225
TRANSCRIPTS	228
OFFICIAL TRANSCRIPTS.....	228
ACADEMIC HONORS	229
DEAN'S LIST.....	229
GRADUATION HONORS.....	230
OTHER GRADUATION AWARDS.....	231
HONOR SOCIETIES.....	231
STUDENT AFFAIRS	232
DIVERSITY AND INCLUSION	232
STUDENT INVOLVEMENT IN GOVERNANCE	233
CLASS OFFICER ROLES AND RESPONSIBILITIES.....	233
STUDENT IDENTIFICATION BADGES	235
PREGNANT AND BREASTFEEDING MOTHERS	236
PRIVATE LACTATION ROOMS.....	237
HOUSING	238
STUDENT HEALTH & WELLNESS	238
LOGAN HEALTH CENTERS.....	238
COMMUNITY RESOURCES.....	239
WELLNESS CENTER.....	239
LOST & FOUND	240
STUDENT LOCKERS	240
CLASSROOMS	241
RESERVING SPACE ON CAMPUS	241

document edited January 29, 2019:		Page numbers listed are based on prior edition, edits will shift new page numbers.	
P. 10 removed bad link.	➤ P. 95 RIME description removed, outdated 2 years prior.	➤ P. 166 Office 365 address link updated	➤ P. 193, 198 iPad and Exemplify requirements updated
P. 14 removed bad link.	➤ P. 167 Self Service address link updated	➤ P. 167 Emergency Notification address updated	➤ P. 214 Notification address link updated.

RENTING SPACE ON CAMPUS	243
WILLIAM D. PURSER, DC CENTER (INCLUDING AMPITHEATER)	243
ON-CAMPUS SPEAKERS & PRODUCT PROMOTIONS.....	244
SOLICITATION.....	244
DINING SERVICES	246
TEXTBOOKS & UNIVESITY BOOKSTORE.....	247
EVENT PROMOTIONS/MARKETING	248
TOBACCO-FREE CAMPUS.....	249
PETS ON CAMPUS	249
CAMPUS CLOSURE	250
CAMPUS CLOSURE DEFINITIONS	250
CLOSURE NOTIFICATION.....	251
INSURANCE & HEALTH CLEARANCE.....	252
HEALTH INSURANCE	252
PROFESSIONAL LIABILITY COVERAGE	252
ANNUAL HEALTH CLEARANCE (COLLEGE OF CHIROPRACTIC).....	252
IMMUNIZATION POLICY.....	253
COMMUNICABLE DISEASE POLICY	256
NEEDLESTICK & BLOOD-BORNE PATHOGENS.....	257
STUDENT AND VISITOR PARKING.....	257
REPORTING ACCIDENTS & INCCIDENTS	259
STUDENT ORGANIZATIONS & EXTRA CURRICULAR ACTIVITIES	260
ELIGIBILITY	261
STUDENT ORGANIZATIONS.....	261
HAZING	262
INTRAMURAL ATHLETIC PROGRAM	262
<i>STUDENT GRIEVANCE PROCEDURE.....</i>	<i>263</i>
TYPES OF GRIEVANCES	264
RECORD KEEPING.....	265
CONFIDENTIALITY	265
RETALIATION	266
<i>CAMPUS SECURITY</i>	<i>266</i>
CAMPUS WARNING AND NOTIFICATION SYSTEM	268

document edited January 29, 2019:		Page numbers listed are based on prior edition, edits will shift new page numbers.	
P. 10 removed bad link.	➤ P. 95 RIME description removed, outdated 2 years prior.	➤ P. 166 Office 365 address link updated	➤ P. 193, 198 iPad and Exemplify requirements updated
P. 14 removed bad link.	➤ P. 167 Self Service address link updated	➤ P. 167 Emergency Notification address updated	➤ P. 214 Notification address link updated.

EMERGENCY SAFETY PROCEDURES 268

 GENERAL INFORMATION..... 268

 CAMPUS LOCKDOWN PROCEDURES..... 269

 WHAT TO DO DURING A CAMPUS LOCKDOWN..... 270

 CAMPUS SECURITY ESCORT 271

PROFESSIONAL STANDARDS & PROMOTIONS COMMITTEE..... 271

DOCTOR OF CHIROPRACTIC 271

 WHITE COAT CEREMONY 271

 CLINIC INDUCTION CEREMONY 272

 GRADUATION 272

DOCTORATE DEGREE PROGRAMS (NON-CHIROPRACTIC) 273

 GRADUATION 273

MASTER DEGREE PROGRAMS 273

 GRADUATION 273

UNDERGRADUATE DEGREE PROGRAMS 274

 GRADUATION 274

STUDENT ADVANCEMENT COMMITTEE (SAC) 274

WHERE DO I GO FOR HELP?..... 275

HANDBOOK ADDITIONS, DELETIONS AND CHANGES 277

HANDBOOK DISCLAIMER 277

APPENDIX 278

WHITE COAT OATH 278

CLINIC INDUCTION OATH 279

CHIROPRACTIC PHYSICIAN OATH..... 280

document edited January 29, 2019:		Page numbers listed are based on prior edition, edits will shift new page numbers.	
P. 10 removed bad link.	➤ P. 95 RIME description removed, outdated 2 years prior.	➤ P. 166 Office 365 address link updated	➤ P. 193, 198 iPad and Exemplify requirements updated
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INTRODUCTION

Logan University has been a trailblazer in holistic health education for over 80 years. Our programs give students specialized training to help mold them into the leaders of tomorrow. Our expert faculty and staff provide students with unmatched hands-on education and our specially designed curriculum ensures that students are ready to make a difference as leaders in their fields after graduating.

Logan University is dedicated to providing its students, faculty, staff and patients with an environment of respect, dignity and support. All members of the Logan University community are responsible for protecting student rights as specified in our Student and Faculty Code of Conduct policies, in our professional oaths and in our overarching institutional mission, vision, values and policies. Educators hold significant responsibilities in creating and maintaining this atmosphere. As role models and evaluators, educators must practice appropriate professional behavior both toward, and in the presence of, students, who are in a particularly vulnerable position due to the formative nature of their status. This handbook, therefore, is a useful guide, but is not exhaustive of all expectations.

The handbook supplements the institutional policies and assists in creating a positive, learning-centered culture that is mutually respectful, engaging and continually improving. Students, faculty, staff and administrators alike assume each will take their role in this journey seriously to help Logan University be the best it can be.

In addition to the University policies, procedures, handbooks and catalogs, programs and courses may have program/course specific guidebooks and syllabi. Students are responsible for obtaining and understanding program, course and faculty expectations. If issues or concerns arise, Logan University will take the appropriate steps necessary to work towards resolution. As such, unsigned complaints or concerns leave little room for action on the part of the University.

*For the purpose of policies in this handbook, days are considered business days and exclude weekends, breaks and holidays unless otherwise stated.

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HUGH B. LOGAN: FOUNDER

Our founder, and one of the early leaders of chiropractic education, Hugh B. Logan is the perfect example of the university's pioneering and leadership-driven attitude. Dr. Logan worked hard to create a pillar of holistic education when he established Logan University in 1935, and we work hard to continue this tradition of excellence and innovation today.

You can learn more about our rich history on our website on the "About Logan" page.

PRESIDENT WELCOME

Welcome to Logan University!

We are thrilled you have made the choice to join one of the leading academic institutions in chiropractic and health sciences. Our faculty and staff are passionate about educating and empowering the next generation of leaders in health care and in doing so, they exercise their ability to create enriching learning environments and to facilitate and champion thought leadership, critical thinking and innovation.

Whether you choose to be involved in student life or take advantage of the abundant opportunities we offer in the classroom, in practice or beyond, we are committed to your success. We offer a number of programs and resources that can support you in nearly every area of your trajectory here at Logan, and we urge you to find out more about what is available to you as a student through this Handbook. Once again, welcome to Logan! I look forward to accomplishing great things with you.

Sincerely,

Clay McDonald, DC, JD, MBA

President of Logan University

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DEAN OF STUDENTS WELCOME

Dear Logan University students,

Welcome to Logan University and its community of students, faculty and staff dedicated to excellence in chiropractic and health sciences education. The Logan community strives to maximize performance in others and ourselves; therefore, you've chosen to join a community of hard-working and high-achieving individuals. The curriculum is rigorous and will challenge and motivate you, but we also work hard to provide the resources and services to support your academic growth and success.

As with most things, you will get out of your experience at Logan what you put into it, so I encourage you to truly engage in the University by way of your academic program and take advantage of opportunities to get involved on campus. Learning doesn't happen just in the classroom. Rather, education takes place when you interact with others to broaden your understanding of various experiences and worldviews. Logan offers a variety of opportunities to get involved through student organizations, campus activities, student employment and hands-on clinical experiences. Use this Student Handbook to familiarize yourself with the resources, policies and procedures at Logan. One of our institutional values is to empower all community members and hold one another accountable. To that end, this handbook outlines your rights and responsibilities as a student. Awareness of policies and procedures will assist you in successfully navigating your way at Logan.

Whether you are a new student or continuing your education at Logan, I hope that you are excited about this upcoming year and all of the possibilities that it holds! I look forward to working with you.

Sincerely,

Shelley Sawalich, Ph.D. Dean of Students

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MISSION, VISION, VALUES

Logan's mission, vision and core values serve as a benchmark for measuring our commitment to excellence through quality educational programs, outstanding faculty scholarship and service to the community and the profession.

Logan University

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

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

Values:

Logan empowers all community members and holds each accountable. Logan strives to maximize performance in others and ourselves.

Logan is agile and innovative.

Logan acts with respect, compassion and integrity.

Logan promotes evidence-informed, learning-centered communities. Logan seeks and supports diversity in people, programs and ideas.

Logan provides service to the University and to the local, state, national and international communities.

Logan College of Chiropractic

Mission: Logan College of Chiropractic prepares students to become Doctors of Chiropractic who are superbly educated and clinically competent practicing portal-of-entry chiropractic physicians.

Vision: Logan College of Chiropractic will be the premier Chiropractic College.

Logan College of Health Sciences

Mission: The Logan College of Health Sciences is committed to excellence in health care education and preparing students to become leaders in their professions in integrative health care.

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Vision: The Logan College of Health Sciences is committed to be leaders in health care education, to make a difference in the lives of our students, their careers and the health of future patients; to continuously seek to improve existing programs and identify, design and implement additional complementary programs.

STRATEGIC PLANNING AND CONTINUOUS IMPROVEMENT

As a member of the Baldrige community, Logan University is dedicated to enhancing incremental sustainable improvement. Baldrige takes a holistic systems approach in viewing an organization’s performance across seven categories: Leadership, Strategic Planning, Customer Focus, Measurement/Analysis/Knowledge Management, Workforce Focus, Operations Focus and Results. Intentional incremental changes based on evidence in each of these seven areas ensures Logan University will always be ready to take on the challenges of the future. Part of the Continuous Quality Improvement (CQI) data collection process includes formal and informal data collection. We use surveys such as end-of-course surveys, student satisfaction surveys, faculty evaluations, speaker evaluations, task force conversations, focus groups and more. Students have a responsibility to participate in these activities to help ensure the current and future health of the institution.

LOGAN 2025

Logan 2025 can be found on our website on the “About Logan” page.

SCHOOL COLORS

Our school colors are Havilland blue and white.

MASCOT

In 2015, we invited the Logan University community to help us come up with our new mascot. The Logan Leopard represents our capability to adapt to various environments and our students’ ability to thrive in the health care community.

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ACADEMIC FREEDOM

Logan University supports the freedom of each faculty member to organize his/her course delivery and content according to the pedagogical and industry best practices based in evidence and excellence consistent with the mission, vision and values of the colleges and University. Every member of the University faculty is entitled to discuss relevant topics freely in the classroom. In research and publication, faculty are entitled to discuss freely those subjects with which they are versed in order to encourage scholarly inquiry, debate, and to present and solicit relevant questioning, beliefs, perspectives and conclusions. While free to express those ideas, which seem justified by the facts, faculty will maintain standards of sound scholarship and competency in teaching. The denigration or disparagement of individuals or ideas is not tolerated.

When presenting either in verbal or written form as citizens, faculty are free from institutional censorship or discipline. All communication will be in accordance with the principles of scholarship. Faculty will be accurate, show respect to other various viewpoints, exercise appropriate restraint and will clearly indicate when they are serving as spokespersons for the University or speaking as a citizen of their community.

This policy is limited in scope by the prescriptive nature of health professions education, accreditation and practice, and should not be out of the scope of the mission, vision and values of the University.

Guest speakers are expected to adhere to this policy and maintain the same standards of scholarship as regular faculty.

INSTITUTIONAL LEARNING OUTCOMES (ILO)

Logan University graduates will:

1. communicate meaningfully with different audiences through written and oral modes (Communicating);
2. integrate questioning, analysis and reasoning to develop solutions to complex problems (Higher Order Thinking);
3. use information from a multitude of sources to make informed decisions for self and with others (Managing Information); and
4. make informed, service-oriented and ethical decisions based on the complexities of human cultures (Valuing).

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The Institutional Learning Outcomes will be reviewed by the University Curriculum Committee three years from their effective date (Summer 2018), by which time the University Assessment Committee will consider and make recommendations based on outcomes for all programs, co-curricular environments and general education.

NOTICE OF NONDISCRIMINATION

Logan University does not discriminate on the basis of race, color, sex (or sexual orientation), national origin, religion, disability, age, veteran status, genetic information in the admissions, or employment in its programs and activities. Any persons having inquiries concerning Logan’s compliance with the regulations implementing Title IV, VI, IX and Section 504 are directed to contact either Human Resources (for employment and patient treatment) or the Diversity Compliance Officer.

Any person who witnesses or has knowledge of incidents of discrimination, harassment, retaliation or any other situation prohibited by this policy should report such information to the persons listed in this general order. All reporting parties are protected from adverse action or retaliation under the provisions of this policy and by Logan’s Whistleblower policy. Good faith reports, even if erroneous, will not result in punitive action. Deliberately false and/or malicious accusations of harassment are just as serious an offense as harassment and will be subject to appropriate disciplinary action.

To report violations of Logan’s nondiscrimination policies, request information, or for assistance filing a police report, contact the following persons:

CONTACT INFORMATION

Employees, members of the public or beneficiaries should contact:

Nichole Nichols

Director of Human Resources Deputy Title IX Coordinator 1851 Schoettler Rd.

Chesterfield, MO 63017

636-230-1720

Nichole.Nichols@Logan.edu

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Student's should contact:

Herb Caldwell
Diversity Compliance Officer Title IX Coordinator
1851 Schoettler Rd.
Chesterfield, MO 63017
636-230-1932
Herb.Caldwell@Logan.edu

EQUAL OPPORTUNITY EMPLOYMENT

It is the policy of Logan University to provide an equal employment opportunity to all prospective and current employees. All employment practices - such as employment, promotion, demotion, transfer, compensation, assignment of work duties, recruiting, advertisement, layoff, termination, rate of pay and selection for training - are based on each individual's qualifications and merit without regard to race, color, sex (or sexual orientation), national origin, religion, disability, age or veteran status.

DIRECTORY

The online directory contains contact information, photos and brief biographies. The directory is located online at: [HTTPS://WWW.LOGAN.EDU/HOME/FACULTY-SEARCH](https://www.logan.edu/home/faculty-search)

ACCREDITATION AND AUTHORIZATIONS

Logan University's accreditation and authorization page, along with links to accreditors and online authorization information can be found online at: <https://www.logan.edu/about-logan/accreditation-authorization>

The Higher Learning Commission (HLC) authorizes Logan University to grant degrees at the bachelor, master and doctorate levels. Concerns and complaints can be filed at <https://www.hlcommission.org/HLC-Institutions/complaints.html>.

The Missouri Department of Higher Education (MDHE) recognizes university programs from private, not-for-profit institutions. Any complaint against an institution should begin by going through your institution's complaint process. Contact your institution to determine how to begin this process. <http://dhe.mo.gov/contactus.php>

document edited January 29, 2019:		Page numbers listed are based on prior edition, edits will shift new page numbers.	
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The Doctor of Chiropractic degree program and some residency programs at Logan University are awarded programmatic accreditation by The Council on Chiropractic Education, 8049 North 85th Way, Scottsdale, AZ 85258, Phone: (480) 443-8877. <https://www.cce-use.org>

CREDIT HOUR DEFINITION

Logan University holds the responsibility for determining and upholding standards related to the awarding of credit hour for student work consistent with the best practices in higher education and all applicable regulatory bodies. Logan defines a credit hour as the minimum level of student achievement of specific and stated learning outcomes. The Integrated Postsecondary Education Data Systems requirements of the National Center for Education Statistics defines a credit hour as: “A unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. It is applied toward the total number of credit hours needed for completing the requirements of a degree, diploma, certificate, or other formal award.”

Credit hour definitions are established to quantify academic activity for the purpose of awarding academic credentials and determining federal funding, including institutional eligibility, program eligibility, and student enrollment status and eligibility.

Logan adheres to the Federal and State of Missouri guidelines for definition of a credit hour per semester:

- No less than one hour of classroom or direct faculty instruction and a minimum of two hours out-of-class student work each week for approximately 15 weeks for one semester of credit, or the equivalent amount of work over a different amount of time, or
- At least an equivalent amount of work as required in the above bullet for other academic activities as established by the institution including laboratory work, internships, practicums, studio work and other academic work leading to the award of credit hours

1 credit hour lecture	Minimum of 750 minutes of classroom experience, such as lecture, discussion or similar instructional approach with coordinating out-of-class activities (15 weeks x 50 minutes x 1)
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1 credit hour lab	Minimum of 1,500 minutes of experiential learning, such as laboratory, studio or equivalent experiences (15 weeks x 50 minutes x 2)
1 credit hour field experience	Minimum of 2,250 minutes of field experience, such as practicums, internships and preceptorships (15 weeks x 50 minutes x 3)

Accelerated courses at Logan meet for half of the regular semester. Accelerated courses are prorated so they contain the same number of hours as if the course were scheduled for a full semester. To maintain the integrity of the instructional program, care must be taken when scheduling accelerated courses so that there is adequate time for students to complete homework assignments.

Online and hybrid courses must mirror the learning outcomes and academic standards of an equivalent face-to-face course. Online courses must demonstrate active student and faculty engagement during each week; in addition to weekly assessments, this may be accomplished by, but is not limited to, weekly asynchronous discussions with engagement at an appropriate level for the course level. One unit of academic credit is awarded based on the time commitment of 150 minutes of work per week for an average student, or demonstration of competency/proficiency through the fulfillment of learning outcomes.

ADMISSIONS AND NEW STUDENT ORIENTATION

CAMPUS VISIT

Logan University’s Campus Visit Program is structured for any prospective student interested in learning more about our campus and programs. Students are invited to spend the day with the Admissions staff listening to presentations from faculty and staff discussing the curriculum, prerequisites and student life at Logan. For students interested in our chiropractic program, Logan offers a mock adjustment demonstration where students and their guests can get “hands-on” and learn more about what a chiropractic adjustment entails. Students will then enjoy lunch in the Logan Cafeteria before heading on a campus tour led by our Student Ambassadors. Toward the end of the day, students have time for one-on-one conversations with their Admissions Coordinator and team member from Financial Aid. Applicants whose program requires an admissions interview can complete their interview during this time.

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INTERNATIONAL STUDENT APPLICATION

An international student seeking admission to Logan must provide the following documentation in addition to other admissions requirements:

Proficiency in English. Students who have not earned the equivalent of a baccalaureate degree taught in English are required to submit a Test of English as a Foreign Language (TOEFL) score. TOEFL scores of 500 or higher on paper-based exams or 79 on the iBT Test are acceptable. A breakdown of the sub-scores for the iBT Test is below:

Writing	18
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Listening	21
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Reading	21
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Speaking	19
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As an alternative to TOEFL, International English Language Testing System scores of 6.5 or higher are also accepted.

COLLEGE OF CHIROPRACTIC

ADMISSIONS REQUIREMENTS

The Doctor of Chiropractic degree program has multiple admissions paths, as listed below. Logan University **encourages** students to complete their bachelor degree prior to enrolling in the DCP or entering through a 3+1 degree program and **recommends** students complete the following courses as part of their life and physical science requirements to best prepare them for the rigor of the degree program:

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- 6 semester hours of biological sciences (with related lab)
- 12 semester hours of chemistry
 - General/inorganic and organic/biochemistry (with related lab)
- 6 semester hours of physics
 - 3 semester hours with labs
- 3 additional hours in additional physics, biomechanics, kinesiology, statistics or exercise physiology

Some states require students to have a bachelor degree for licensure. Students are responsible for knowing the licensure requirements for the state in which they intend to practice or may practice in the future. Logan strongly recommends all students who have not yet earned a bachelor degree do so during their time at Logan University so they are able to practice in all 50 states. Acceptance into the Doctor of Chiropractic program does not imply acceptance into the Bachelor of Science in Life Science program. Students who wish to earn both a bachelor degree and the Doctor of Chiropractic must apply and be admitted into both programs.

OPTION ONE – GENERAL ADMISSION

- Earned at least 90 credit hours with preference given to those earning a baccalaureate degree
 - Credits and degrees earned must accredited by an organization recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA). If the baccalaureate degree was earned at an unaccredited institution, an accredited post-baccalaureate degree is an acceptable alternative.
- Requested that an official transcript be sent directly to Logan from the institution awarding the qualifying entrance degree. If the applicant attended multiple institutions, an official transcript must be sent from each institution directly to Logan.
- A Technical Standards acknowledgement form on file.
- Earned a minimum of a 3.0 on a 4.0 for the best of 90 credits earned with preference given to those earning a cumulative grade point average of a 3.0 on a 4.0 scale in their qualifying bachelor’s degree.
 - An applicant with qualifying post undergraduate coursework may have those courses and cumulative GPA re-evaluated by the Admissions Committee.
- Completed the prerequisite course work listed below from an accredited institution:
 - 24 hours of life and/or physical science
 - Half of these hours must have labs

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Students are encouraged to complete their bachelor degree prior to entering the Doctorate of Chiropractic program, those entering under Option One C are strongly encouraged to complete their bachelor degree through a 3+1, 3+3 or like program as many states require a bachelor degree for licensure. Students admitted through the general admission pathway take the standard 10 trimester program.

OPTION TWO – DUAL DEGREE 3+1

Logan University’s Bachelor of Science in Life Science degree allows a student to enter as a first-time freshman or transfer student. It is understood that students admitted into this program have the intention of enrolling into the Doctor of Chiropractic degree program for their final year of their bachelor’s degree.

Students complete their first three years of their bachelor degree coursework taking undergraduate courses and finish their undergraduate degree program through designated courses within the first year of their Doctor of Chiropractic degree program. This reduces the time students need to complete their degrees and saves them money on their overall education.

Students enrolled in the Bachelor of Life Science degree program must have a 3.0 cumulative grade point average before beginning courses in the Doctor of Chiropractic (DC) program.

Students who have a cumulative grade point average higher than 2.75 but less than 3.0 at the time their Doctor of Chiropractic courses are scheduled to commence may be admitted through the Alternate Admission Track Program (AATP).

Students with a cumulative grade point average below a 2.75 do not meet the admission requirements of the DC program and may consider changing their major to the Bachelor of Science in Human Biology degree. Students with a cumulative grade point average below a 2.0 may be academically dismissed from Logan.

OPTION THREE – PARTNER COLLEGES

Logan University has partnership agreements with many universities across the United States. These agreements allow students to begin their university career at the partner school and enter Logan’s Doctor of Chiropractic program once the required credits and courses are completed. Required credits and courses from partner universities include: 90 college credits with at least 24 hours of life and/or physical science (at least half of those science courses must have lab components), and earning a 3.0 or above. Students can then transfer the remaining 30 or more credits from Logan

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back to the original university in order to complete their bachelor degree at the partner school. In this way, the student is able to reduce the time to completion for both degrees, saving time and money.

Current partner schools can be found at: <http://www.logan.edu/admissions/partnership-institutions>

If your school is not listed as a partner school and you are interested in a 3+1 arrangement with Logan, please contact the Executive Director of Admissions at 636-230-1718 for more information.

OPTION FOUR – ALTERNATIVE ACADEMIC TRACK PROGRAM (AATP)

The AATP program is for those candidates who meet the admission requirements outlined above with the exception of one or more of the following:

- Earned a minimum of a 3.0 on a 4.0 for the best of 90 credits earned with preference given to those earning a cumulative grade point average of a 3.0 on a 4.0 scale in their qualifying bachelor’s degree.
 - An applicant with qualifying post undergraduate coursework may have those courses and cumulative GPA re-evaluated by the Admissions Committee.
- Completed the prerequisite course work listed below from an accredited institution:
 - 24 hours of life and/or physical science
 - Half of these hours must have labs

Students may be admitted through the AATP program if their best of 90 grade point average is a 2.75 or above and they agree to a specialized acceptance plan designed to optimize their success. These plans may include additional preparatory coursework, admissions through Logan’s 3+1 Bachelor of Science in Life Science degree program, regular meetings with academic success coaches, scheduled meetings with tutors and/or other reasonable requests designed to increase a student’s chances for success. These requirements will be outlined in the student’s acceptance letter.

OTHER

Students who do not fit any of the four admissions pathways may choose to take courses as a non-degree-seeking student to work toward one of the above options. Taking courses as a non-degree student does not guarantee admission. Students may not take classes in the Doctor of Chiropractic program as non-degree students without the approval of the Dean of the College of Chiropractic.

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TECHNICAL STANDARDS FOR ADMISSION, PROGRESSION, AND GRADUATION

The goal of the Doctor of Chiropractic is to prepare every student to think critically and practice chiropractic competently and compassionately in rapidly changing health care environments. All efforts are designed to build chiropractic knowledge, enhance chiropractic practice and patient safety, foster professional integrity and ultimately improve the health outcomes of patients, families and communities across the continuum of care. In addition, certain functional abilities are essential for the delivery of safe, effective chiropractic care during clinical training activities. Therefore, certain technical standards are requisite for admission, progression and completion of the Doctor of Chiropractic program.

In addition to classroom learning, clinical learning occurs throughout the program and involves considerations (such as patient safety and clinical facilities) that are not present for classroom accommodations. For this reason, any applicant or student who seeks accommodations prior to or immediately after enrolling in the chiropractic program must also request an assessment of the types of reasonable accommodations needed for the clinical training component of the program.

An individual must be able to independently, with or without reasonable accommodation, meet the following technical standards of general abilities, specifically of (1) observation; (2) communication; (3) motor; (4) intellectual, conceptual and quantitative abilities; (5) essential behavioral and social attributes; and (6) ability to manage stressful situations. Individuals unable to meet these technical standards, with or without reasonable accommodation, will not be able to complete the program and are counseled to pursue alternate careers.

General Abilities: The student is expected to possess functional use of the senses of vision, touch and hearing, so that data received by the senses may be integrated, analyzed and synthesized in a consistent and accurate manner. The student must also possess the ability to perceive pain, pressure, temperature, position, vibration and movement, which are important for gathering the necessary information to effectively evaluate patients. The student must be able to respond promptly to urgent situations that may occur during clinical training activities and must not hinder the ability of other members of the health care team to provide prompt treatment and care to patients.

Observational Ability: The student must have sufficient capacity to make accurate visual observations and interpret them in the context of laboratory studies and patient care activities. In addition, the student must be able to document these observations and maintain accurate records.

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Communication Ability: The student must effectively communicate both verbally and non-verbally to elicit information and to translate that information to others. The student must have the ability to read, write, comprehend and speak the English language to facilitate communication with patients, their family members and other professionals in health care settings. In addition, the student must be able to maintain accurate patient records, present information in a professional, logical manner and provide patient counseling and instruction to effectively care for patients and their families. The student must possess verbal and written communication skills that permit effective communication with instructors and students in both the classroom and clinical settings.

Motor Ability: The student must be able to perform gross and fine motor movements with sufficient coordination to perform complete physical examinations, utilizing the techniques of inspection, palpation, percussion, auscultation and other diagnostic maneuvers. The student must develop the psychomotor skills reasonably needed to perform or assist with procedures, treatments, management and operation of diagnostic and therapeutic health care equipment, and such maneuvers to assist with patient-care activities such as lifting and mobility. The student must have sufficient levels of neuromuscular control and eye-to-hand coordination as well as possess the physical and mental stamina to meet the demands associated with extended periods of sitting, standing, moving and physical exertion required for satisfactory and safe performance in the clinical and classroom settings, including performing CPR and manual manipulation therapy. The student must possess the ability of manual dexterity to perform fine motor movements such as light palpation.

Intellectual, Conceptual and Quantitative Abilities: The student must be able to develop and refine problem-solving skills that are crucial to practice as a doctor of chiropractic. Problem-solving involves the abilities to measure, calculate, reason, analyze and synthesize objective and subjective data and to make decisions, often in a time-sensitive environment, that reflect consistent and thoughtful deliberation and sound clinical judgment. The student must demonstrate mastery of these skills and possess the ability to incorporate new information from peers, teachers and the chiropractic and other reputable health care literature to formulate sound judgment in patient assessment, intervention, evaluation, teaching and setting short- and long-term goals.

Behavioral and Social Attributes: Compassion, integrity, motivation, effective interpersonal skills and concern for others are personal attributes required of those in the chiropractic program. Personal comfort and acceptance of the role of a chiropractor functioning under supervision of a clinical instructor or preceptor is essential for a chiropractic student. The student must possess the skills required for full utilization of the student's intellectual abilities: the exercise of good judgment; the prompt completion of all responsibilities in classroom and clinical settings; and the development of mature, sensitive and effective relationships with patients and other members of the health care team.

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The student must be able to exercise stable, sound judgment and to complete assessment and interventional activities. The ability to establish rapport and maintain sensitive, interpersonal relationships with individuals, families and groups from a variety of social, emotional, cultural and intellectual backgrounds is critical for practice as a chiropractor.

The student must be able to: adapt to changing environments; display flexibility; accept and integrate constructive criticism given in classroom and clinical settings; effectively interact in the clinical setting with other members of the health care team; and learn to function cooperatively and efficiently in the face of uncertainties inherent in clinical practice.

Ability to Manage Stressful Situations: The student must be able to adapt to and function effectively in stressful situations in both classroom and clinical settings, including emergency situations. The student will encounter multiple stressors while in the chiropractic program. These stressors may be (but are not limited to) personal, patient care, family, faculty/peer and/or program-related.

In the event a student is unable to maintain these standards, with or without accommodation, the student may be required to withdraw from the course or program.

If a student has a disability that he/she feels may require accommodations to perform any of the tasks identified as essential to education program, it is the student's responsibility to inform the Office of Student Affairs so appropriate steps can be taken to accommodate the student's needs.

TRANSFER CREDIT

Credit may be awarded for coursework completed at institutions accredited by an accrediting organization recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA) as well as institutions accredited by the Council on Chiropractic Education (CCE). Students who wish to submit academic coursework completed outside of the U.S. for transfer consideration must have their transcripts evaluated by an Educational Credential Evaluation Service that is a member of the National Association of Credential Evaluation Services (NACES) or the Association of International Credentials Evaluators (AICES). Courses must be similar in nature, level and content to a course in our chiropractic curriculum and applicable to our Doctor of Chiropractic curriculum. Continuing education courses, undergraduate or master level courses (with the exception of some MBA courses) and courses that are remedial, technical, vocational or doctrinal in nature are not transferable.

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When a student has completed basic science courses at another CCE-accredited college of chiropractic and passed all six sections of Part I NBCE, but the basic science courses do not perfectly align with the basic science courses at Logan University, the student will be given transfer credit for the appropriate basic science credits and will not be required to repeat basic science coursework.

When a student has completed the requisite chiropractic coursework for Part II NBCE and it does not perfectly align with the chiropractic coursework required at Logan, the student may be given transfer credit for the appropriate chiropractic coursework and may not be required to repeat chiropractic coursework. This is evaluated by the Dean of the College of Chiropractic.

Students may not transfer clinical practicum hours into the Doctor of Chiropractic degree program. Students must complete all of Logan’s clinical practicum requirements at Logan.

Credit Hours: There is no limit on transferable credits; however, the last four trimesters before graduation must be taken at Logan.

Credit Conversion: If a student has taken courses at an institution that uses quarter credits or units other than semester credits, Logan will convert quarter credits/units to semester credits. If a student has attended an institution that uses quarter credits, the student will not lose credits in the conversion.

For example, 40 quarter credits (40 x .666 = 26.64) results in 27 semester credits.

Credits completed at an international institution will be converted to Logan credits using the average number of credits taken by a Logan student (15 credits per semester). Total degree credits granted may not equal total course credits due to rounding in the conversion of fractional credits to semester hours.

Grades: A minimum grade of C is required for a course to transfer (with the exception of MBA courses, which must have a minimum grade of B or higher). The grades you received at your previous institution(s) will not be calculated into your Logan grade point average.

Equivalent vs. Elective Credit: Transfer courses with descriptions that closely match the descriptions of courses taught at Logan will generally transfer as direct course equivalent credits. For example, a doctorate level functional anatomy course at your previous institution will transfer as Logan’s FANT 10101 Functional Anatomy. Transfer courses that do not have direct course equivalents at Logan will transfer as elective credits within the appropriate

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academic department. For example, a technique course not offered at Logan might satisfy a technique elective credit, but not a required technique core course.

Advanced Placement, CLEP, Military, Life Experience, etc. are not acceptable forms of credit in the Doctor of Chiropractic program.

NEW STUDENT ORIENTATION

At the beginning of each trimester, new Doctor of Chiropractic students participate in a two-day on-campus new student orientation. Through participation in the orientation program, students:

- Learn about the mission, programs and services of Logan University
- Become acquainted with campus
- Interact with other students
- Connect to the technology needed to complete their academic program
- Learn about available campus resources
- Gain an understanding of their academic program
- Interact with an instructor in their academic program

DOCTOR BAGS

All students entering the Doctor of Chiropractic program receive the necessary equipment to actively participate in clinical skills and chiropractic technique courses in the first trimester. These supplies include a doctor’s bag that contains equipment needed during the clinical methods and diagnosis courses. This allows students to train with the set of tools that they will use in establishing a patient diagnosis during their time at Logan and during their career as a Doctor of Chiropractic. Students will also receive equipment that will assist them in their development of chiropractic technique skills, such as a speeder board for the second trimester Diversified Course. The equipment and supplies are standard tools of the trade in the chiropractic profession, and the goal is to give incoming students early exposure and use of this equipment so that they can continue to develop and refine their diagnostic and management skills as they progress toward their clinical experience. Cost allowances have been included in the tuition for financial aid purposes.

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UNDERGRADUATE PROGRAMS

BACHELOR OF SCIENCE IN HUMAN BIOLOGY

ADMISSIONS REQUIREMENTS

- Complete the online application.
- Successfully complete new student orientation.
- Submit official transcripts from an accredited high school.
 - 2.0 high school CGPA or higher (college CGPA accepted after completion of one year – 24 or more semester credit hours with a 2.0 or higher grade point average)
 - Students who do not have a 2.0 or higher cumulative grade point average may appeal to the Admissions Review Board for a probationary acceptance to Logan University.
- Submit ACT or SAT scores (valid for five years) – this may be waived if the student has successfully completed ENG 101 and college algebra with at least a C at another institution, along with a total of 24 or more semester credit hours with a 2.0 or higher grade point average.
 - Students with ACT or SAT scores below the minimum requirement may be conditionally admitted on probation.
 - 21 in English for automatic placement in ENG 101
 - 18 in reading for a reading course to not be required
 - 23 in math for automatic placement in college algebra

BACHELOR OF SCIENCE IN LIFE SCIENCE (3+1)

Logan University’s Bachelor of Science in Life Science degree allows a student to enter as a first-time freshman or transfer student. It is understood that students admitted into this program have the intention of enrolling into the Doctor of Chiropractic degree program for their final year of their bachelor’s degree.

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Students complete their first three years of their bachelor degree coursework taking undergraduate classes and finish their undergraduate degree program through designated courses in the first year of their doctor of chiropractic degree program. In this way, students reduce the time to degree completion and save money on their overall education.

Students enrolled in the Bachelor of Life Science degree program must have a 3.0 cumulative grade point average before beginning courses in the Doctor of Chiropractic (DC) program.

Students who have a cumulative grade point average higher than 2.75 but less than 3.0 at the time their Doctor of Chiropractic courses are scheduled to commence may be admitted through the Alternate Admission Track Program (AATP).

Students with a cumulative grade point average below a 2.75 do not meet the admission requirements of the DC program and may consider changing their major to the Bachelor of Science in Human Biology degree. Students with a cumulative grade point average below a 2.0 may be academically dismissed from Logan.

ADMISSIONS REQUIREMENTS

- Complete the online application.
 - Some states require students to have a bachelor degree for licensure. Students are responsible for knowing the licensure requirements for the state in which they intend to practice or may practice in the future. Logan University strongly recommends all students who have not yet earned a bachelor degree do so during their time at Logan to help prepare them to be practice ready in all 50 states.
- Successfully complete new student orientation.
- Submit official transcripts from an accredited high school.
 - 2.0 high school CGPA or higher (college CGPA accepted after completion of one year – 24 or more semester credit hours with a 2.0 or higher grade point average)
 - Students who do not have a 2.0 or higher cumulative grade point average may appeal to the Admissions Review Board for a probationary acceptance to Logan.
- Submit ACT or SAT scores (valid for five years) – may be waived if the student has successfully completed ENG 101 and college algebra with at least a C at another institution, along with a total of 24 or more semester credit hours with a 2.0 or higher grade point average.
 - Students with ACT or SAT scores below the minimum requirement may be conditionally admitted on probation
 - 21 in English for automatic placement in ENG 101

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- 18 in reading for a reading course to not be required
- 23 in math for automatic placement in college algebra

Acceptance into the Doctor of Chiropractic program does not imply acceptance into the Bachelor of Science in Life Science degree program. Students who wish to earn both a bachelor degree and the Doctor of Chiropractic must apply and be admitted into both programs.

UNDERGRADUATE TRANSFER CREDIT & EXAM FOR CREDIT POLICY

Credit may be awarded for coursework completed at institutions accredited by an organization recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA). Students who wish to submit college-level academic coursework completed outside of the United States for transfer consideration must have their transcripts evaluated by an Educational Credential Evaluation Service that is a member of the National Association of Credential Evaluation Services (NACES) or the Association of International Credentials Evaluators (AICES). Courses must be similar in nature, level and content to a course in our undergraduate curriculum and applicable to one of our academic programs. Continuing education courses, graduate-level courses and courses that are remedial, technical, vocational or doctrinal in nature are not transferable.

Credit Hours: The last 25% of the program must be completed at Logan University. Students may transfer no more than 75% of non-elective course work.

Logan University participates in Missouri's Department of Education 42 credit hour block, making general education transfer credit more achievable.

Credit Conversion: If you have taken courses at an institution that uses quarter credits or units other than semester credits, Logan will convert your quarter credits/units to semester credits. You will not lose credits in the conversion. For example, if you have 40 quarter credits ($40 \times .666 = 26.64$), you will receive 27 semester credits.

Credits completed at an international institution will be converted to Logan credits using the average number of credits taken by a Logan student (15 credits per semester). Total degree credits granted may not equal total course credits due to rounding in the conversion of fractional credits to semester hours.

Grades: A minimum grade of C is required for a course to transfer. The grades received at your previous institution(s) will not be calculated into your Logan grade point average.

document edited January 29, 2019:		Page numbers listed are based on prior edition, edits will shift new page numbers.	
P. 10 removed bad link.	➤ P. 95 RIME description removed, outdated 2 years prior.	➤ P. 166 Office 365 address link updated	➤ P. 193, 198 iPad and Examplify requirements updated
P. 14 removed bad link.	➤ P. 167 Self Service address link updated	➤ P. 167 Emergency Notification address updated	➤ P. 214 Notification address link updated.

Equivalent vs. Elective Credit: Transfer courses with descriptions that closely match the descriptions of courses taught at Logan will generally transfer as direct course equivalent credits. For example, an introductory macroeconomics course at your previous institution will transfer as our Econ 102 Principles of Macroeconomics. Transfer courses that don't have direct course equivalents at Logan will transfer as elective credits within the appropriate academic department. For example, a course on the geography of Italy would transfer as geography elective credits because Logan does not offer a course with that particular content. Elective credits count toward a degree in the same way that a direct course equivalent does.

International Language Credit: International students will not be awarded credit for any English coursework or native-language coursework completed at a non-U.S. institution, since these courses are not taught at the university level in the U.S.

College-Level Examination Program (CLEP)

Credit is granted for an exam score of 65 when the examination was taken before the student completed 16 semester hours of college credit. Logan does not charge a fee to award credit.

CLEP allows students who have gained knowledge through independent study, advanced high school courses, non-credit adult courses or professional development to take examinations for possible college credit. Students must earn a minimum score of 65 and take CLEP exams before completing 16 semester hours of college credit in order to receive credit. Review the chart below to see how CLEP credit will be awarded.

<u>CLEP Exam</u>	<u>Min. Score</u>	<u>Credit/Course Equivalent</u>
American Government	65	3 credits, political science electives
American Literature	65	3 credits, English literature electives
Analyzing and Interpreting Literature	65	3 credits, English electives
Biology	65	3 credits, biology electives
Calculus	65	3 credits, math electives
English Literature	65	3 credits, English literature electives

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P. 14 removed bad link.	➤ P. 167 Self Service address link updated	➤ P. 167 Emergency Notification address updated	➤ P. 214 Notification address link updated.

Humanities	65	3 credits, humanities electives
Principles of Macroeconomics*	65	3 credits, economics electives
Principles of Microeconomics*	65	3 credits, economics electives
Natural Sciences	65	3 credits, natural science electives
<u>CLEP Exam</u>	<u>Min. Score</u>	<u>Credit/Course Equivalent</u>
Introduction to Psychology	65	3 credits, psychology electives
Social Sciences and History	65	3 credits, social studies electives
Introduction to Sociology	65	3 credits, sociology electives

ADVANCED PLACEMENT

To earn AP credit, students must have their official AP grade report sent directly to the Office of Admissions and Recruitment from the College Board. We do not charge a fee to award credit.

AP credit will be accepted by Logan as either Logan equivalent coursework or as a categorical elective.

<u>AP Exam</u>	<u>Min Score</u>	<u>Logan Course</u>	<u>Hours Given</u>
Government and Politics: U.S.	4	Humanities Elective	3
Government and Politics: Comparative	3	Humanities Elective	3
United States History	4	Humanities Elective	5
European History	4	Humanities Elective	3
World History	4	Humanities Elective	3

document edited January 29, 2019:	Page numbers listed are based on prior edition, edits will shift new page numbers.		
P. 10 removed bad link.	➤ P. 95 RIME description removed, outdated 2 years prior.	➤ P. 166 Office 365 address link updated	➤ P. 193, 198 iPad and Exemplify requirements updated
P. 14 removed bad link.	➤ P. 167 Self Service address link updated	➤ P. 167 Emergency Notification address updated	➤ P. 214 Notification address link updated.

<u>AP Exam</u>	<u>Min Score</u>	<u>Logan Course</u>	<u>Hours Given</u>
Econ: Macroeconomics	4	Social Behavioral Science Elective	3
Econ: Microeconomics	4	Social Behavioral Science Elective	3
Psychology	4	PSYH 01101	3
Human Geography	3	Humanities Elective	3
English Language and Composition	4	ENGL01101	3
English Literature and Composition	4	ENGL01101 or English Elective	6
Calculus AB	3	Math Elective	10
Calculus BC	3	Math Elective	15
Calculus BC (AB Subscore)	3	Math Elective	10
Computer Science A	4	Science Elective	3
Statistics	3	MATH02103	3
Biology	4	BIOL01111	5
Chemistry	3	CHEM01101	4
Environmental Science	4	BIOL03101	3
Physics I	3	PHYS01101	4

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Physics II	3	PHYS01102	4
Physics C-Mechanics	4	Science Elective	4
Physics C-Electricity/Magnetism	3	Science Elective	4

INTERNATIONAL BACCALAUREATE (IB)

IB transcripts must be sent directly to the Office of Admissions and Recruitment from the International Baccalaureate Organization. We do not charge a fee to award credit.

IB credit will be accepted by Logan University as either Logan equivalent coursework or as a categorical elective.

<u>IB Exam</u>	<u>Min. Score</u>	<u>Logan Course</u>	<u>Hours Given</u>
History SL	5	Natural Science Elective	6
History HL	5	Humanities Elective	5
Geography HL	5	Humanities Elective	6
Economics HL	6	Social Behavioral Science	3
Philosophy HL	6	Humanities Elective	3
Psychology SL	5	PSYH01101	3
Psychology HL	5	PSYH01101	3
Social Anthropology HL	6	Humanities Elective	3
English A: Literature HL	5	English Elective	3

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P. 14 removed bad link.	➤ P. 167 Self Service address link updated	➤ P. 167 Emergency Notification address updated	➤ P. 214 Notification address link updated.

English A: Language & Literature HL	5	ENGL01101	3
French SL	5	Humanities Elective	3
French HL	5	Humanities Elective	3
German HL	5	Humanities Elective	13
Spanish SL	5	Humanities Elective	3
Spanish HL	5	Humanities Elective	3
Latin and Greek HL	5	Humanities Elective	3 + 13
Theater Arts SL & HL	5	Humanities Elective	3
Music SL & HL	5	Humanities Elective	3
Mathematics SL	5	Math Elective	10
Mathematics HL	5	Math Elective	13
Math Studies SL	5	Math Elective	3
Info. Tech SL & HL	4	Humanities Elective	3
Biology SL & HL	4	Natural Science Elective	5
Chemistry SL	5	Chemistry Elective	3
Chemistry HL	5	Chemistry Elective	3
Environmental Systems & Societies SL	4	Natural Science Elective	3
Marine Science SL	5	Natural Science Elective	3

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P. 14 removed bad link.	➤ P. 167 Self Service address link updated	➤ P. 167 Emergency Notification address updated	➤ P. 214 Notification address link updated.

LIFE EXPERIENCE

Logan does not award credit based solely on life experience.

UNDERGRADUATE MILITARY CREDIT POLICY

We award up to six credits in military science for students who have completed basic training. In addition, we evaluate military transcripts for possible transfer credit. In general, learning experiences at military schools are occupational in nature and therefore are not eligible for transfer credit. Courses must be similar in nature to a course in our undergraduate curriculum and applicable to one of our academic programs to receive transfer credit.

BASIC TRAINING: Enrolling students who have completed basic training will receive up to six transfer credits in military science as elective credits per the approval of the College of Health Sciences Dean.

COMMUNITY COLLEGE OF THE AIR FORCE (CCAF): Physical education courses may be accepted for transfer credit, but all other CCAF courses are occupational in nature and are not accepted.

DANTES STANDARDIZED SUBJECT TESTS (DSST): DSST transcripts must be sent directly to the Office of Admissions and Recruitment from the International Baccalaureate Organization. We do not charge a fee to award credit.

Any credit accepted by Logan University will be either Logan equivalent coursework or a categorical elective.

<u>DSST Test</u>	<u>Min. Score</u>	<u>Logan Course</u>	<u>Hours Given</u>
Art of the Western World	48	Humanities Elective	3
Astronomy	48	Natural Science Elective	3
Business Ethics and Society	400	Social Behavioral Science Elective	3

document edited January 29, 2019:	Page numbers listed are based on prior edition, edits will shift new page numbers.		
P. 10 removed bad link.	➤ P. 95 RIME description removed, outdated 2 years prior.	➤ P. 166 Office 365 address link updated	➤ P. 193, 198 iPad and Exemplify requirements updated
P. 14 removed bad link.	➤ P. 167 Self Service address link updated	➤ P. 167 Emergency Notification address updated	➤ P. 214 Notification address link updated.

<u>DSST Test</u>	<u>Min. Score</u>	<u>Logan Course</u>	<u>Hours Given</u>
Business Law II	44	Humanities Elective	3
Business Mathematics	48/400	Math Elective	3
Criminal Justice	49/400	Social Behavioral	3
Environment and Humanity	46	Humanities Elective	3
Ethics in America	46/400	Social Behavioral Science Elective	3
Foundations of Education	46	Humanities Elective	3
Fundamentals of College Algebra	47/400	Math Elective	3
General Anthropology	47	Natural Science Elective	3
History of the Vietnam War	44	Humanities Elective	3
Human Resource Management	46	Social Behavior Science Elective	3
Human/Cultural Geography	48	Social Behavior Science Elective	3
Art of the Western World	48	Humanities Elective	3
Astronomy	48	Natural Science Elective	3
Business Ethics and Society	400	Social Behavioral Science Elective	3
Business Law II	44	Humanities Elective	3

Document edited January 29, 2019:		Page numbers listed are based on prior edition, edits will shift new page numbers.	
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P. 14 removed bad link.	➤ P. 167 Self Service address link updated	➤ P. 167 Emergency Notification address updated	➤ P. 214 Notification address link updated.

<u>DSST Test</u>	<u>Min. Score</u>	<u>Logan Course</u>	<u>Hours</u>
Business Mathematics	48/400	Math Elective	3
Criminal Justice	49/400	Social Behavioral	3
Environment and Humanity	46	Humanities Elective	3
Ethics in America	46/400	Social Behavioral Science Elective	3
Foundations of Education	46	Humanities Elective	3
Fundamentals of College	47/400	Math Elective	3
General Anthropology	47	Natural Science Elective	3
History of the Vietnam War	44	Humanities Elective	3
Human Resource Management	46	Social Behavior Science Elective	3
Human/Cultural Geography	48	Social Behavior Science Elective	3
Introduction to Business	46/400	Humanities Elective	3
Introduction to Computing	45/400	Humanities Elective	3
Introduction to Law	45	Social Behavior Science Elective	3
Intro to Modern Middle East	47	Humanities Elective	3
Introduction to World	48/400	Social Behavior Science Elective	3
Lifespan Development	46	Social Behavior Science Elective	3

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P. 14 removed bad link.	➤ P. 167 Self Service address link updated	➤ P. 167 Emergency Notification address updated	➤ P. 214 Notification address link updated.

<u>DSST Test</u>	<u>Min. Score</u>	<u>Logan Course</u>	<u>Hours</u>
Management Information	46/400	Humanities Elective	3
Money and Banking	48	Humanities Elective	3
Organizational Behavior	48	Social Behavior Science Elective	3
Personal Finance	46/400	Humanities Elective	3
Physical Geology	46	Natural Science Elective	3
Principles of Finance	46/400	Humanities Elective	3
Principles of Financial	47	Humanities Elective	3
Principles of Physical Science I	47	Natural Science Elective	3
Principles of Public Speaking	47	English/Comm. Elective	3
Principles of Statistics	48/400	Math Elective	3
Rise and Fall of the Soviet	45	Humanities Elective	3
Technical Writing	46	English Elective	3
Western Europe Since 1945	45	Humanities Elective	3

DEFENSE LANGUAGE INSTITUTE FOREIGN LANGUAGE CENTER (DLIFLC): We accept up to 16 credits for sequential courses in a foreign language (we do not award transfer credit for language courses of an applied or functional nature).

MILITARY OCCUPATIONAL SPECIALTIES (MOS): MOS courses (on AARTS or SMART transcripts) are occupational in nature and therefore not accepted for transfer credit.

document edited January 29, 2019:		Page numbers listed are based on prior edition, edits will shift new page numbers.	
P. 10 removed bad link.	➤ P. 95 RIME description removed, outdated 2 years prior.	➤ P. 166 Office 365 address link updated	➤ P. 193, 198 iPad and Examplify requirements updated
P. 14 removed bad link.	➤ P. 167 Self Service address link updated	➤ P. 167 Emergency Notification address updated	➤ P. 214 Notification address link updated.

MASTER DEGREE PROGRAMS

MASTER OF SCIENCE IN HEALTH INFORMATICS

ADMISSIONS REQUIREMENTS

An applicant must have:

- Earned baccalaureate degree or higher from an accredited college or university recognized by the U.S. Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA).
 - If the baccalaureate degree was earned at an unaccredited institution, an accredited post-baccalaureate degree is an acceptable alternative.
- Requested that an official transcript be sent directly to Logan University from the institution awarding the qualifying entrance degree. If the applicant attended multiple institutions, an official transcript must be sent from each institution directly to Logan.
- Earned a minimum cumulative grade point average of a 2.5 on a 4.0 scale in his or her qualifying bachelor's degree.
 - An applicant with qualifying post undergraduate coursework may have those courses and cumulative GPA re-evaluated by the Admissions Committee.
- Completed the prerequisite coursework listed below from an accredited institution with grades of C or higher in each course.
- Completed six semester credit hours of coursework in business, accounting, management, math, statistics, health care or computer science.
 - Students not meeting the course prerequisites may be conditionally admitted with a status of probation. Probational students acknowledge that the prerequisite courses prepare stronger candidates for success but still wish to pursue the degree. Probational students may be requested to take a reduced course load, and meet regularly with their Academic Success Coach.

document edited January 29, 2019:	Page numbers listed are based on prior edition, edits will shift new page numbers.		
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P. 14 removed bad link.	➤ P. 167 Self Service address link updated	➤ P. 167 Emergency Notification address updated	➤ P. 214 Notification address link updated.

MASTER OF SCIENCE IN NUTRITION AND HUMAN PERFORMANCE

ADMISSIONS REQUIREMENTS

An applicant must have:

- Earned a baccalaureate degree or higher from an accredited college or university recognized by the U.S. Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). If the baccalaureate degree was earned at an unaccredited institution, an accredited post-baccalaureate degree is an acceptable alternative.
- Requested that an official transcript be sent directly to Logan University from the institution awarding the qualifying entrance degree. If the applicant attended multiple institutions, an official transcript must be sent from each institution directly to Logan.
- Earned a minimum cumulative grade point average of a 2.5 on a 4.0 scale in his or her qualifying bachelor's degree.
 - An applicant with qualifying post undergraduate coursework may have those courses and cumulative GPA re-evaluated by the Admissions Committee.
- Completed the prerequisite coursework listed below from an accredited institution with grades of C or higher in each course.
- Completed six semester credit hours of either physics, kinesiology, exercise science, biomechanics or statistics and six semester credit hours of biological science
 - Students not meeting the course prerequisites may be conditionally admitted with a status of probation. Probational students acknowledge that the prerequisite courses prepare stronger candidates for success but still wish to pursue the degree. Probational students may be requested to take a reduced course load, and meet regularly with their Academic Success Coach.

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P. 14 removed bad link.	➤ P. 167 Self Service address link updated	➤ P. 167 Emergency Notification address updated	➤ P. 214 Notification address link updated.

MASTER OF SCIENCE IN SPORTS SCIENCE AND REHABILITATION

ADMISSIONS REQUIREMENTS

An applicant must have:

- Earned a baccalaureate degree or higher that is recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA). If the baccalaureate degree was earned at an unaccredited institution, an accredited post-baccalaureate degree is an acceptable alternative.
- Requested that an official transcript be sent directly to Logan University from the institution awarding the qualifying entrance degree. If the applicant attended multiple institutions, an official transcript must be sent from each institution directly to Logan.
- Earned a minimum cumulative grade point average of a 2.5 on a 4.0 scale in his or her qualifying bachelor's degree.
 - An applicant with qualifying post undergraduate coursework may have those courses and cumulative GPA re-evaluated by the Admissions Committee.
- Completed the prerequisite course work listed below from an accredited institution with grades of C or higher in each course.
- Earned six semester credit hours of either physics, kinesiology, exercise science, biomechanics or statistics and six semester credit hours of biological science.
 - Students not meeting the course prerequisites may be probationally admitted. Probational students acknowledge that the prerequisite courses prepare stronger candidates for success but still wish to pursue the degree. Probational students may be requested to take a reduced course load and meet regularly with their Academic Success Coach.

MASTER DEGREE TRANSFER CREDIT POLICY

Credit may be awarded for coursework completed at institutions accredited by an organization recognized by the U.S. Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). Students who wish to submit academic coursework completed outside of the United States for transfer consideration must have their transcripts evaluated by an Educational Credential Evaluation Service that is a member of the National Association of Credential Evaluation Services (NACES) or the Association of International Credentials Evaluators (AICES). The Program

document edited January 29, 2019:	Page numbers listed are based on prior edition, edits will shift new page numbers.		
P. 10 removed bad link.	➤ P. 95 RIME description removed, outdated 2 years prior.	➤ P. 166 Office 365 address link updated	➤ P. 193, 198 iPad and Exemplify requirements updated
P. 14 removed bad link.	➤ P. 167 Self Service address link updated	➤ P. 167 Emergency Notification address updated	➤ P. 214 Notification address link updated.

Director will evaluate the courses submitted for transfer credit. Courses must have been taken within the last ten years, be similar in nature, level and have an 80% content match to courses in the program to which it is being transferred. Continuing education courses, undergraduate courses and courses that are remedial, technical, vocational or doctrinal in nature are not transferable.

Credit Hours: Students must complete the last 30% of their program with Logan University, not including elective credit.

Credit Conversion: If you have taken courses at an institution that uses quarter credits or units other than semester credits, we will convert your quarter credits/units to semester credits. You will not lose credits in the conversion. For example, if you have 40 quarter credits ($40 \times .666 = 26.64$), you will receive 27 semester credits.

Credits completed at an international institution will be converted to Logan credits using the average number of credits taken by a Logan student (nine credits per semester). Total degree credits granted may not equal total course credits due to rounding in the conversion of fractional credits to semester hours.

Grades: A minimum grade of B is required for a course to transfer. The grades you received at your previous institution(s) will not be calculated into your Logan grade point average.

Equivalent vs. Elective Credit: Transfer courses with descriptions that closely match the descriptions of courses taught at Logan will generally transfer as direct course equivalent credits. For example, Legal and Ethics in Health Informatics courses at your previous institution will transfer as our HLT106102 Legal and Ethical Issues in Health Informatics course. Transfer courses without direct course equivalents at Logan will transfer as elective credits within the appropriate academic department. For example, a course on the geography of Italy would transfer as geography elective credits because Logan does not offer a course with that particular content. Elective credits count toward a degree in the same way that a direct course equivalent does.

Advanced Placement, CLEP, Military, life experience, etc., are not acceptable forms of credit in Logan Master of Science degree programs.

document edited January 29, 2019:		Page numbers listed are based on prior edition, edits will shift new page numbers.	
P. 10 removed bad link.	➤ P. 95 RIME description removed, outdated 2 years prior.	➤ P. 166 Office 365 address link updated	➤ P. 193, 198 iPad and Exemplify requirements updated
P. 14 removed bad link.	➤ P. 167 Self Service address link updated	➤ P. 167 Emergency Notification address updated	➤ P. 214 Notification address link updated.

DOCTORATE DEGREE PROGRAMS

DOCTORATE OF HEALTH PROFESSIONS EDUCATION

ADMISSIONS REQUIREMENTS

An applicant must have:

- Earned a master’s degree or higher from an accredited college or university recognized by the U.S. Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). Applicants who graduated outside the United States must provide an official equivalency evaluation.
- Requested that an official transcript be sent directly to Logan University from the institution awarding the qualifying entrance degree. If the applicant attended multiple institutions, an official transcript must be sent from each institution directly to Logan.
- Earned a minimum cumulative grade point average of a 3.0 on a 4.0 scale in their qualifying degree.
 - An applicant with qualifying postgraduate coursework may have those courses and cumulative GPA re-evaluated by the Admissions Committee.
 - Applicants with a GPA between 2.5 and 2.99 may appeal to the Admissions Review Board for a probationary acceptance to Logan.
- Completed the admissions application with non-refundable application fee and current resume or CV
- Applicants wishing to complete their practicum and/or research projects related to their clinical practice skills must provide a copy of a valid license and must remain in good standing with their licensing board.

COLLEGE OF HEALTH SCIENCE DOCTORATE DEGREE TRANSFER CREDIT POLICY

Credit may be awarded for coursework completed at institutions accredited by an organization recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA). Students who wish to submit academic coursework completed outside of the United States for transfer consideration must have their transcripts evaluated by an Educational Credential Evaluation Service that is a member of the National Association of Credential Evaluation Services (NACES) or the Association of International Credentials Evaluators (AICES). The Program Director will evaluate courses submitted for transfer credit. Courses must have been taken within the last 10 years, be similar in

document edited January 29, 2019:	Page numbers listed are based on prior edition, edits will shift new page numbers.		
P. 10 removed bad link.	➤ P. 95 RIME description removed, outdated 2 years prior.	➤ P. 166 Office 365 address link updated	➤ P. 193, 198 iPad and Exemplify requirements updated
P. 14 removed bad link.	➤ P. 167 Self Service address link updated	➤ P. 167 Emergency Notification address updated	➤ P. 214 Notification address link updated.

nature, level and have an 80% content match to courses in the program to which it is being transferred. Continuing education courses, undergraduate and master level courses and courses that are remedial, technical, vocational or doctrinal in nature are not transferable.

Credit Hours: Students must complete the last 30% of their program with Logan University, not including elective credit.

Credit Conversion: If you have taken courses at an institution that uses quarter credits or units other than semester credits, we will convert your quarter credits/units to semester credits. You will not lose credits in the conversion. For example, if you have 40 quarter credits ($40 \times .666 = 26.64$), you will receive 27 semester credits.

Credits completed at an international institution will be converted to Logan University credits using the average number of credits taken by a Logan student (nine credits per semester). Total degree credits granted may not equal total course credits due to rounding in the conversion of fractional credits to semester hours.

Grades: A minimum grade of B is required for a course to transfer. The grades you received at your previous institution(s) will not be calculated into your Logan grade point average.

Equivalent vs. Elective Credit: Transfer courses with descriptions that closely match the descriptions of courses taught at Logan will generally transfer as direct course equivalent credits. For example, an Instructional Design course at your previous institution will transfer as our HLTE07102 Instructional Design. Transfer courses without direct course equivalents at Logan will transfer as elective credits within the appropriate academic department. For example, a course on the geography of Italy would transfer as geography elective credits because Logan does not offer a course with that particular content. Elective credits count toward a degree in the same way that a direct course equivalent does.

Advanced Placement, CLEP, Military, life experience, etc. are not acceptable forms of credit in Logan’s Master of Science degree programs.

NON-DEGREE STUDENTS

EARLY START COLLEGE CREDIT PROGRAM

The Early College Credit (ECC) program allows qualified high school juniors and seniors to earn college credit on the Logan University campus or online while still in high school, thus getting an “early start” on their college education. Qualified students may enroll in 100- or 200-level courses. Students will be advised by their Academic Success Coach

document edited January 29, 2019:		Page numbers listed are based on prior edition, edits will shift new page numbers.	
P. 10 removed bad link.	➤ P. 95 RIME description removed, outdated 2 years prior.	➤ P. 166 Office 365 address link updated	➤ P. 193, 198 iPad and Examplify requirements updated
P. 14 removed bad link.	➤ P. 167 Self Service address link updated	➤ P. 167 Emergency Notification address updated	➤ P. 214 Notification address link updated.

on which courses to enroll in based on background and interests. While considering early college credit, students should check with the institutions they plan to attend upon graduation to ensure they are taking classes best suited for their educational goals. Course transferability cannot be guaranteed.

ADMISSIONS REQUIREMENTS

- High school students entering their junior or senior year
- 3.0 CGPA or higher
- Official high school transcript
- Letter of recommendation from high school counselor (or parent if homeschooled)
- Early Start College application

DUAL ENROLLMENT PROGRAM

Dual enrollment courses are college-level courses taught at the student’s high school by university-qualified faculty, using the same curriculum and textbooks as the equivalent course on Logan University’s campus. When high school students successfully complete a dual enrollment course, they earn both high school and college credit. The student will have an official student record with a grade and grade point average at Logan just as if they had taken the course on campus. While considering dual enrollment courses, students should check with the institutions they plan to attend upon graduation to ensure they are taking classes best suited for their educational goals. High school counselors are a good source of information for assistance when making the decision to take a dual enrollment course or not. Course transferability cannot be guaranteed.

ADMISSIONS REQUIREMENTS

- High school junior or senior (or written recommendation from high school counselor, written parent/legal guardian approval and ACT or SAT in the 90th percentile or above)
- 3.0 CGPA or higher (juniors and seniors with 2.5-2.99 may be enrolled with a signed letter of recommendation from their principal or guidance counselor and written permission from a parent or legal guardian.)
- Official high school transcript
- Dual enrollment application

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GENERAL NON-DEGREE

Students who wish to take College of Health Science courses as a non-degree seeking student must meet the minimum admissions requirements for the degree program the course is associated with. Non-degree seeking students are responsible for all tuition, fees and course requirements in the same way as a degree seeking student.

TECHNICAL STANDARDS

The College of Health Sciences delivers courses online and on campus. Regardless of delivery method, all College of Health Sciences courses utilize technology and online delivery tools. All applicants accepted into the College of Health Sciences must meet the program's technical standards with or without reasonable accommodations. Technical standards are tied to the essential duties a student must demonstrate for the safe and reasonable practice of their discipline and the ability to meet the minimum graduation requirements of their program. The technical standards for the College of Health Sciences were developed by assessing the fundamental components essential to demonstrate the capabilities, knowledge and skills necessary to achieve the core learning objectives while also preserving the academic integrity of the learning, assessment and accreditation process.

Within the professional context to which each College of Health Sciences student aspires, all students must have:

Communication/Interpersonal Skills: Students effectively communicate concepts, assignments, evaluations and expectations with members of the learning community including but not limited to University faculty, internship supervisors, students, administrators and other staff.

- Students write clearly and use correct grammar and spelling. They demonstrate sufficient skills in written English to understand content presented in the program and to adequately complete all written assignments as specified by faculty.
- Students communicate effectively with other students, faculty, staff and professionals. They express ideas and feelings clearly and demonstrate a willingness and an ability to listen to others.
- Students demonstrate sufficient skills in English to understand content presented in the program, to adequately complete all verbal assignments and to meet the objectives of internship/preceptor experiences as specified by faculty.
- Students appreciate the value of diversity and look beyond self in interactions with others. They must not impose personal, religious, sexual and/or cultural values on others.
- Students demonstrate positive social skills in professional and social interactions with faculty, administration and colleagues.

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- Students demonstrate the ability to express their viewpoints and negotiate difficulties appropriately without behaving unprofessionally with instructors, administration, other professionals or peers.

Emotional and Physical Abilities: Students work under time constraints, concentrate in distracting situations, make subjective judgments and ensure safety in all situations.

- Students possess the sensory ability to effectively assess behavior within the context of their professional setting.
- Students possess the sensory, cognitive and physical abilities to make and execute appropriate decisions in a stressful environment.
- Students demonstrate the ability to work with frequent interruptions, to respond appropriately to unexpected situations and to cope with extreme variations in workload and stress levels.
- Students have the capacity to maintain composure and continue to function well in a myriad of situations.
- Students have the physical stamina to work a typical day within their desired profession.
- Students exhibit motor and sensory abilities to attend and participate in class and practicum placements.
- Students are able to tolerate physically demanding workloads and function effectively under stress.

Cognitive Dispositions: Students organize time and materials, prioritize tasks, perform several tasks at once and adapt to changing situations.

- Students have the mental capacity for complex thought as demonstrated in prerequisite college level coursework and in standardized testing.
- Students have sufficient cognitive capacities to assimilate the technically detailed and complex information presented in formal lectures, small group discussions and individual teaching, counseling or administrative settings, as well as in classroom and school settings.
- Students analyze, synthesize, integrate concepts and problem-solve to formulate assessments and educational judgments.
- Students demonstrate the ability to think analytically about educational issues. They are thoughtfully reflective about their practice.
- Students demonstrate the ability to multitask and to adapt to and display flexibility in changing situations.
- Students perceive events realistically, think clearly and rationally and function appropriately in routine and stressful situations.

Personal and Professional Requirements: Students arrive on time for professional commitments, including classes and field experiences.

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- Students meet deadlines for course assignments and program requirements. A pattern of repeated absences, lateness and failure to meet deadlines in courses or fieldwork is not acceptable.
- Students seek assistance and follow supervision in a timely manner, and they accept and respond appropriately to constructive review of their work from supervisors.
- Students show that they are ready to reflect on their practice and accept constructive feedback in a professional manner. They demonstrate the ability to act upon reasonable criticism.
- Students are flexible, open to new ideas and willing and able to modify their beliefs and practices related to their work.
- Students demonstrate attitudes of integrity, responsibility and tolerance.
- Students demonstrate honesty and integrity by being truthful about background, experiences and qualifications. Students complete their own work, give credit for the ideas of others and provide proper citation of source materials.
- Students interact courteously, fairly and professionally with people from diverse racial, cultural and social backgrounds and of different genders or sexual preferences.
- Students understand the perspectives of others in the context of their profession and are able to separate personal and professional issues.
- Students protect the confidentiality of information as appropriate to their profession unless disclosure serves professional purposes or is required by law.
- Students show respect for self and others.
- Students exhibit respect for all Logan University personnel, as well as peers and members of their professional communities.
- Students are expected to be free of the influence of illegal drugs and alcoholic beverages in classes and field placements.
- Students demonstrate the ability to deal with life stressors through the use of appropriate coping mechanisms. They handle stress effectively through appropriate self-care and by developing supportive relationships with colleagues, peers and others.
- Students use sound judgment. They seek and effectively use help for medical and emotional problems that interfere with scholastic and/or professional performance.
- Students project an image of professionalism.
- Students demonstrate appropriate personal hygiene habits.
- Students dress appropriately for their professional contexts.
- Students possess maturity, self-discipline and good judgment.
- Students demonstrate good attendance, integrity, honesty, teamwork and are conscientiousness in their work.

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Students in the Bachelor of Science in Life Science program must meet the technical standards for both the College of Health Sciences and the College of Chiropractic.

In the event a student is unable to maintain these standards, with or without accommodation, the student may be required to withdraw from the course or program.

If a student has a disability that he/she feels may require accommodations to perform any of the tasks identified as essential to the education program, it is the student's responsibility to inform the Office of Student Affairs so appropriate steps can be taken to accommodate the student's needs.

NEW STUDENT ORIENTATION

Online students complete an Online Student Orientation via Canvas, Logan University's learning management system, prior to starting classes at Logan. Students are required to join and complete the interactive course. This orientation provides in-depth information about Logan and services available, allowing students to gain valuable access to and information about Canvas.

New on-campus students participate in a half day on-campus new student orientation. Through participation in the orientation program, students:

- Learn about the mission, programs and services of Logan
- Become acquainted with campus
- Interact with other students
- Connect to the technology needed to complete their academic program
- Learn about campus resources
- Gain an understanding of their academic program

DUAL DEGREE STUDENTS

With the exception of the official 3+1 degree programs, students who wish to enroll in more than one degree program at the same time must complete a dual degree application and gain permission from the dean of their primary degree program prior to applying to the secondary degree program. Not all degrees are offered as dual degrees.

The written permission must accompany the application to the second degree program. This policy is to ensure students are fully counseled on the time commitment necessary to complete multiple degrees and the possible impact adding a

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second degree could have on the primary degree, as well as to ensure that current academic performance supports the theory that there is a reasonable expectation the student will be successful. Students applying for dual degree status must be in good academic standing in their current degree program in order to apply to a second Logan University degree or certificate program.

REGISTRAR

The Bureau of Labor Management states “Registrars are the custodians of students’ records.” This means the Registrar team is responsible for documenting official grades, student transcripts, providing the official registration of classes and important dates to the financial offices for tuition billing and refund processing as well as evaluating academic records and assisting with the preparation of catalogs, class schedules, and enrollment statistics.

TRANSCRIPTS AND RECORDS

Official transcripts and official student records are maintained by the Office of the Registrar. Students needing an official transcript may request them from the Registrar’s office. Unofficial transcripts are available using the self-service portal.

REGISTRATION AND RECORDS HOLDS

A registration and/or record hold may be placed on a student’s account for the following reasons:

- Registration hold
 - Administrative withdraw
 - Dismissal
 - Financial aid suspension
 - Account balances
 - Invalid address
 - Missing documents
 - Scheduling issue
- Records hold
 - Account balances
 - International check
 - Invalid address
 - Missing documents

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Note: Transcripts will note the following:

- Administrative withdrawal
- Dismissal
- Academic probation
- Course remediation

RECORD RETENTION PROCEDURES

Logan University’s Registrar’s Office is the official custodian of the academic records of enrolled students and complies with the provisions of the Family Educational Rights and Privacy Act.

The Registrar’s Office retains records and disposes of records within the guidelines noted below. This policy will supersede all other policies on student records retention and destruction pertaining to the academic records in the Registrar’s Office. The purpose of this policy is to ensure that necessary records and documents are adequately protected and maintained, and to ensure that records that are no longer needed or are of no value are discarded at the appropriate time. In the event of a governmental audit, investigation or pending litigation, record disposal will be suspended at the direction of the Registrar. In addition, the Registrar should be informed of any situation that might give rise to legal action as soon as the situation becomes apparent.

The Registrar’s Office will release information from the student’s academic record to college personnel who have demonstrated legitimate educational interest in the materials. A legitimate educational interest exists if the information requested has an educationally related purpose and is necessary for the college official to perform appropriate tasks, make a judgment within the scope of her/his assigned responsibilities or is related to a matter of safety and security of a student or the campus community.

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RECORDS RETENTION POLICY

The following records are kept in the Office of the Registrar for individuals who register for courses at Logan University.

INDIVIDUAL STUDENT ADMISSIONS RELATED DOCUMENTS*:

Document	Retention Time
Acceptance letter	5 years after graduation/8 years from last attendance date for non-graduates
Application for admission or readmission	5 years after graduation/8 years from last attendance date for non-graduates
Advanced placement records	5 years after graduation/8 years from last attendance date for non-graduates
Official applicant correspondence	5 years after graduation/8 years from last attendance date for non-graduates
High school transcripts	5 years after graduation/8 years from last attendance date for non-graduates
International student documents (I-20)	5 years after graduation or last date of attendance for non-graduates
Letters of recommendation and waivers	Until first graduation
Military documents	5 years after graduation/8 years from last attendance date for non-graduates
Other test scores	5 years after graduation/8 years from last attendance date for non-graduates
Other admissions correspondence	Until first registration
Standardized testing reports/scores	5 years after graduation/8 years from last attendance date for non-graduates
Transcripts of other colleges attended	5 years after graduation/8 years from last attendance date for non-graduates

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Individual student record related documents*:

Document	Retention Time
Academic actions (letters)	5 years after graduation/8 years from last attendance date for non-graduates
Academic change forms	5 years after graduation/8 years from last attendance date for non-graduates
Academic Transcript	Permanent
Change of grade forms	5 years after graduation/8 years from last attendance date for non-graduates
Correspondence (relevant)	5 years after graduation/8 years from last attendance date for non-graduates
Credit by exam reports	5 years after graduation or last date of attendance for non-graduates
Graduation certification	5 years after graduation or last date of attendance for non-graduates
Name change requests	5 years after graduation/8 years from last attendance date for non-graduates
Personal data forms	5 years after graduation/8 years from last attendance date for non-graduates
Petition to graduate/Graduation Application	5 years after graduation or last date of attendance for non-graduates
Registration and drop/add forms	1 year after relevant trimester
Student's request for non-disclosure	Permanent
Transcript requests	Electronic record in database; 1 year if hard copy record

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DOCUMENT	RETENTION TIME
Transcript requested by third party	1 year after submitted
Transfer credit evaluation and requests	5 years after graduation or last date of attendance for non-graduates
Veteran's application and certifications	5 years after graduation or last date of attendance for non-graduates
Withdrawal from college forms	5 years after graduation or last date of attendance for non-graduates

Committee Records:

Document	Retention Time
Academic standing appeal letters	5 calendar years
Conduct committee appeal letters	5 calendar years
Conduct committee	10 years after graduation or last date of attendance for non-graduates
Student advancement committee	1 year after review
Graduation committee	5 years after graduation or last date of attendance for non-graduates

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Institutional Related Documents:

Document	Retention Time
Catalogues	Permanent
Commencement programs	Permanent
Degree statistics	Permanent/Electronically in student management system
Enrollment statistics	Permanent/Electronically in student management system
Class grade rosters	Permanent/Electronically in student management system
Grade statistics	Permanent/Electronically in student management system
Race/ethnicity statistics	Permanent
Schedule of classes	Permanent/Electronically in student management system
Inter-institutional registration forms	Two years from end of relevant semester

*Not all items noted in the listing apply to each individual student.

Records are maintained in the Registrar’s Main Office and in the folders for current students, the previous year of graduates, and records of students who attended but did not graduate unless otherwise noted.

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FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. §1232g, as amended, is a federal law giving certain rights to parents or students regarding education records at schools of every level receiving funding from the

Department of Education. At the postsecondary school level, the rights afforded by FERPA belong, in general, to the student rather than the parent. The five rights, as summarized in the Department of Education regulations, 34 CFR §99.7, are as follows:

- The right to inspect and review the student’s education records.
- The right to request the amendment of the student’s education records that the student believes to be inaccurate, misleading or otherwise in violation of the student’s privacy rights.
- The right to consent to disclose personally identifiable information contained in the student’s education records, except to the extent that FERPA and the regulations authorize disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements and regulations of FERPA.
- The right to obtain a copy of the institution’s student record policy.

RIGHT TO INSPECT AND REVIEW

Students may inspect and review their education records upon request to the appropriate record custodian. (See list of types, locations and custodians of student records at the end of this policy.) The regulations define “education records” as meaning, subject to the few exceptions, those records that are (1) directly related to a student and (2) maintained by an educational institution or by a party acting for the institution.

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A student should submit to the record custodian a written request, which identifies, as precisely as possible, the record or records he/she wishes to inspect. The office of the record custodian will make the necessary arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given within a reasonable time, but in no event more than 45 days from the receipt of the request.

When a record contains information about more than one student, the student may inspect and review only that part of the record that relates to him/her.

Logan University reserves the right to deny a student from inspecting the following records:

- Financial records of the student’s parents.
- Confidential letters and statements of recommendation for which the student has waived his/her right of inspection and review.
- Records connected with an application to attend Logan if the application was denied.
- Those records that are excluded from the FERPA definition of education records.

Logan reserves the right to deny copies of transcripts or copies of records (but not access to the records) in any of the following situations:

- The student has an unpaid financial obligation to Logan.
- The student has failed to comply with disciplinary sanctions.

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RIGHT TO SEEK AMENDMENT

If a student believes the education record(s) relating to the student contain(s) information that is inaccurate, misleading or in violation of the student’s privacy rights, he/she may ask Logan University to amend the record. The procedures for amendment of records are the following:

- The student should submit to the office of the record custodian a written request for amendment of the record, identifying the part of the record requested to be changed and specifying why it is inaccurate, misleading or in violation of his/her privacy rights.
- Logan will decide whether to amend the record as requested within a reasonable time after receiving the request.
- If Logan decides not to amend the record as requested, it shall inform the student in writing of its decision and of his/her right to a hearing.
- If the student requests a hearing, Logan shall hold the hearing within a reasonable time after receiving the request. Logan shall give the student reasonable advance notice of the date, time and place. The hearing may be conducted by an individual without a direct interest in the outcome, including a Logan official. At the hearing, Logan shall give the student a full and fair opportunity to present evidence relevant to the issues.
- Logan shall make its decision in writing within a reasonable period of time after the hearing. The decision will be based solely on the evidence presented at the hearing and will include a summary of the evidence and the reasons for the decision.
- If, as a result of the hearing, Logan decides that the information is inaccurate, misleading or otherwise in violation of the privacy rights of the student, it will amend the record accordingly and inform the student of the amendment in writing.
- If, as a result of the hearing, Logan decides that the information is not inaccurate, misleading or otherwise in violation of the privacy rights of the student, it will inform the student of the right to place a statement in the record commenting on the contested information and stating why he/she disagrees with Logan’s decision.

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- If a statement by the student is placed in the record, Logan shall maintain the statement with the contested part of the record for as long as the record is maintained and disclose the statement whenever it discloses the portion of the record to which the statement relates.

RIGHT TO CONSENT TO DISCLOSURE

Logan University will not disclose personally identifiable information from a student’s educational record without the prior written consent of the student, except:

- to comply with a federal grand jury subpoena or any subpoena issued for a law enforcement purpose, in which case the court or other issuing agency orders, for good cause shown, that the existence or contents of the subpoena or any information furnished in response to the subpoena not be disclosed;
- to parents or legal guardians of students under 21 regarding a disciplinary violation involving a Logan rule or policy governing the use or possession of alcohol or a controlled substance; and
- to school officials within Logan who Logan has determined to have a legitimate educational interest in the records.

The definition of a school official includes, but is not necessarily limited to:

- a person employed by Logan in an administrative, supervisory, academic, research or support staff position;
- a person employed by or under contract to Logan to perform a special task, such as an attorney or auditor;
- a person serving on the Board of Trustees; and
- a student serving on an official committee, such as a disciplinary committee, or assisting another school official in performing his/her task.

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A school official, in most cases, will have a legitimate educational interest if the official is carrying out the duties or responsibilities of his/her position. A school official has a “legitimate educational interest” if the official is:

- performing a task that is specified in his/her position description or by a contractual agreement;
- performing a task related to a student’s education;
- performing a task related to the discipline of a student; or
- providing a service or benefit relating to the student or student’s family, such as health care, counseling, maintenance of the safety and security of the campus or students, job placement or financial aid.

Without prior consent by the student, FERPA authorizes releases of personal information to third parties as follows:

- to certain officials of the U.S. Department of Education, the Comptroller General and state and local educational authorities in connection with the audit or evaluation of certain state or federally supported education programs;
- in connection with a student’s request for or receipt of financial aid as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid;
- to institutions from which the student has received or applied to for financial aid;
- as required by state law;
- to organizations conducting certain studies for or on behalf of Logan;
- to accrediting organizations to carry out their functions;
- to parents of an eligible student who claim the student as a dependent for income tax purposes;

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- to comply with a judicial order or a lawfully issued subpoena;
- the results of any disciplinary proceeding conducted by Logan against an alleged perpetrator of a crime of violence to the alleged victim of that crime;
- at a time of emergency defined in terms of the following considerations:
 - the seriousness of the threat to health or safety;
 - the need for access to the record in meeting the emergency;
 - whether the person requesting the records is in a position to deal with the emergency; or
 - the extent to which time is of the essence in dealing with the emergency.

In these instances, a record of access will be kept by Logan that indicates (a) the name and signature of person who requested or examined the file; (b) the purpose for which the file was accessed; (c) the date on which access to record occurred; and (d) clear notice that the information must not be released by a third party without the consent of the student. Logan will keep notification of releases made to third parties in the student’s record.

Directory information is information that Logan may disclose but is not required to be disclosed without prior consent by the student.

Logan designates the following as directory information: name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received (including Dean’s list) and the most recent previous educational agency or institution attended by the student.

In accordance with the requirements of FERPA, Logan will give annual public notice to students in the Student Handbook, Academic Catalog and website of the types of personally identifiable information that Logan has designated as directory information. Furthermore, Logan will give the student the opportunity to refuse to let Logan designate any or all types of information about him or her as

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directory information. Copies of forms to request non-disclosure of directory information are available in the Office of the Registrar.

RECORD OF REQUESTS FOR DISCLOSURE

Subject to certain expectations set forth in FERPA regulations, the record custodians within Logan will maintain a record of all requests for and/or disclosure of information from a student’s educational records. The record will indicate the name of the party making the request, any additional party to whom it may be redisclosed and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the student.

RIGHT TO FILE A COMPLAINT

Students have a right to file a complaint with the U.S. Department of Education if they believe that Logan University has failed to comply with the requirements of FERPA. The complaint should be in writing and contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA has occurred.

The complaint should be sent to:

Family Policy Compliance Office
 U.S. Department of Education Washington, D.C. 20202-4605

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TYPES, LOCATION AND CUSTODIANS OF STUDENT RECORDS

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

<u>Type</u>	<u>Location</u>	<u>Custodian</u>
Admissions records	Admissions Office	Executive Director of Admissions
Advising records	Academic Advisor/ASC Office	Academic Advisor/ASC
Credential files	Registrar's Office	Registrar
Academic records	Registrar's Office	Registrar
Disability records	Student Affairs	Assistant Dean of Student Success
Disciplinary records	Student Affairs	Dean of Students
Accounting records	Business Office	Chief Financial Officer
Financial aid records	Financial Aid Office	Financial Aid Director
Supplemental Seminar & Training Certification	Postgraduate Office	Vice President of Chiropractic Affairs

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THIRD PARTY STUDENT DIRECTOR INFORMATION RELEASE FORM

Any individual requesting Student Directory information available under FERPA guidelines must submit a Third-Party Student Directory Information Release Form stating the following information: person requesting; date of request; description of information requested; how the information will be used; and signature of requesting party. The request must be reviewed and approved by the Registrar. If the requestor uses the information for purposes not specified in the request, Logan University may impose sanctions based upon Federal FERPA guidelines.

GRADE RECORDS

In accordance with the recommendations under FERPA, student grades are not posted in a public forum either by name, social security number or student identification number. FERPA permits the posting of grades only if the student is assigned a unique identifier only known by the student and individual faculty member.

ENROLLMENT DEFINITION/STATUS

DOCTORATE OF CHIROPRACTIC DEGREE PROGRAM

Full-time load = 12 or more credit hours Part-time load = Less than 12 credit hours

MASTER OF SCIENCE AND DOCTORATE OF HEALTH PROFESSIONS EDUCATION DEGREE PROGRAMS

Full-time load = 9 or more credit hours

Part-time load = Less than 9 credit hours

*More than 9 hours must be approved in advance by the Program Director

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BACHELOR OF SCIENCE DEGREE PROGRAMS

Full-time load = 12 or more credit hours Part-time load = Less than 12 credit hours

*More than 18 hours must be approved in advance by the Program Director

REGISTRATION

DOCTORATE OF CHIROPRACTIC DEGREE PROGRAM

Students returning to Logan University who were not registered the prior trimester must register one week prior to the first day of class. Former Accelerated Science and Bachelor of Science degree program students beginning the Doctor of Chiropractic program are not required to pay a tuition deposit for the Doctor of Chiropractic degree program.

For continuing students, registration for the next term occurs each trimester following midterm examinations.

Doctor of Chiropractic students who are not on probation and/or classified as a mixed trimester student are automatically pre-registered in the next trimester's courses by the Office of the Registrar. A preregistered student is subject to all Logan policies including academic, administrative and those of professional conduct. Students receiving financial aid are expected to complete all paperwork and documentation in a timely manner so that sufficient funds are available to cover educational and living expenses by the start of the next trimester.

Students who are not following a regular full-time schedule, are on an Academic Plan or on a mixed schedule, must meet with their Academic Success Coach to prepare their schedules for the coming trimester. The student is encouraged to meet with his/her Academic Success Coach at least two

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weeks before the end of the trimester to prepare a schedule. Once the schedule has been prepared, the student is expected to promptly deliver the schedule to the Office of the Registrar.

The Office of the Registrar will notify any pre-registered student who has a course failure at the end of each trimester. The student is required to meet with his/her Academic Success Coach to either prepare a schedule or revise the previously prepared schedule.

Financial aid funds will not be released until the registration process, including an approved class schedule, is complete. A student who has an incomplete grade outstanding is not considered registered for the upcoming term unless the incomplete was approved for longer than one trimester, which is not the typical length. Therefore, financial aid funds will not be released until the incomplete grade is resolved and an academic schedule prepared.

Failure of the student to meet all obligations to Logan in the designated time limits may result in revocation of registration, removal from class or disenrollment from Logan.

1. Students who have an outstanding balance after anticipated aid has been applied to their account must have the outstanding balance paid prior to the first day of the trimester.
2. Students who are unable to pay their outstanding balance will be dropped from their courses for financial reasons at the close of business, 4:30 p.m., at the end of the drop-add period. Students who are dropped from classes are responsible for any assessed pro-rated tuition and fees.
3. Notification of students who should be dropped is given to the Registrar and an email notification sent to students that they are going to be dropped.
4. Faculty will receive notification of students who were dropped from their class. Students who are dropped may not attend classes.
5. Students participating in a preceptorship program must be registered for trimester ten and must complete a preceptorship checkout with the Office of the Registrar before leaving for a preceptorship. This checkout does not replace the senior checkout that occurs two days before graduation.

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6. The Office of Finance and/or the Office of Financial Aid may extend the period of time, but the grace period must not exceed a total of 30 days past the first day of the trimester.
7. It is the student's responsibility to provide Logan with a current address and phone number, and to immediately report any changes to the Office of the Registrar. Committee decisions often necessitate that students appear at committee hearings. If the College cannot contact a student by mail or phone, then the student will have no recourse but to accept the decision of the committee.
8. All late registrants will be assessed a \$25 late registration fee.

ELECTIVE COURSE REGISTRATION

Doctorate of Chiropractic students must have a class standing of Tri 6 or higher in addition to all of the listed pre-requisites to register for elective courses. All other programs require students to meet the listed pre-requisite courses.

Eligible students will be notified one week prior to the beginning of elective course registration for the upcoming trimester. The registration for ALL students will open on the first Monday of the registration period.

Students in the Doctor of Chiropractic Program are required to take six credit hours of electives to meet graduation requirements. These may be completed in a single trimester or over multiple trimesters. Students may take additional electives once the requirement is satisfied.

Two weeks after the beginning of elective registration, any courses not meeting the minimum enrollment requirement will be canceled. Any course that drops below the minimum requirement, even after the two weeks since the start of registration, may be canceled. Any student enrolled in a course that is canceled will be notified and will have the option to enroll in a different elective.

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Students may change their selection of electives through the end of the Add/Drop period.

Any student who would like to withdraw from a course after the end of the Add/Drop period must see their Academic Success Coach to complete the Withdrawal process.

Please note that for certain elective courses, there are additional charges. A student who Drops or Withdraws from an elective course with an associated fee, may still be held responsible for those charges.

COLLEGE OF HEALTH SCIENCES GRADUATE DEGREE PROGRAMS

MASTERS AND DOCTORATE

For new students, a tuition deposit of \$100 and an appointment with an Academic Success Coach for course registration is required one week prior to the first day of class. Early registration and advising is recommended up to one month prior to the beginning of the trimester upon admission by contacting an Academic Success Coach. Students returning to Logan University who were not registered the prior trimester must contact their Academic Success Coach for a revised academic plan. Doctor of Chiropractic degree program students, beginning a Master of Science degree program, are not required to pay a tuition deposit for the Master of Science degree program or Doctorate of Health Professions Education. Students may register for their courses through Self-Service.

For continuing students, registration for the next term occurs each trimester following midterm examinations. The Academic Success Coach sends an email to all students informing them when registration is open. Students are instructed to contact their Academic Success Coach to prepare schedules based on their academic plan. Master's students are directed to register for their courses through Self-Service; their registration requests are verified and approved by their Academic Success Coach and the student is notified of successful registration and approval. The registration process is

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their commitment to be enrolled and to meet all financial obligations in a manner consistent with Logan policies.

Registration is not finalized until all required paperwork has been submitted to the Office of the Registrar and all financial obligations have been met either by payment in full or evidence of approval of sufficient financial aid to cover educational costs. Financial aid funds will not be released until the registration process, including an approved class schedule, is complete. A student who has an incomplete grade outstanding is not considered registered for the upcoming term. Therefore, financial aid funds will not be released until the incomplete grade is resolved and an academic schedule prepared.

Failure of the student to meet all obligations to Logan within designated time limits may result in revocation of registration, removal from class or disenrollment from Logan.

1. Students who have an outstanding balance after anticipated aid has been applied to their account must have the outstanding balance paid prior to the first day of the trimester.
2. Students who are unable to pay their outstanding balance will be dropped from their courses for financial reasons at the close of business, 4:30 p.m., at the end of the drop/add period. Students who are dropped from classes are responsible for any assessed pro-rated tuition and fees.
3. Notification of students who should be dropped is given to the Registrar and an email notification sent to students that they are going to be dropped.
4. Faculty will receive notification of students who were dropped from their class. Students who are dropped may not attend classes.
5. The Student Accounts Representative and/or Financial Aid may extend the period of time, but the grace period must not exceed a total of 30 days past the first day of the trimester.
6. It is the student's responsibility to provide Logan with a current address and phone number, and to immediately report any changes to the Registrar. Committee decisions often

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necessitate that students appear at committee hearings. If the University cannot contact a student by mail or phone, the student will have no recourse but to accept the decision of the committee.

7. All late registrants will be assessed a \$25 late registration fee.

UNDERGRADUATE (NON-DEGREE, ACCELERATED AND BACHELOR OF SCIENCE)

For new students, an appointment with an Academic Success Coach for course registration and development of an academic plan is required. Early registration and advising is recommended up to one month prior to the beginning of the trimester upon admission by contacting an Academic Success Coach. Students returning to Logan University who were not registered the prior trimester must contact their Academic Success Coach for an updated academic plan.

Students continuing in the accelerated science courses or Bachelor of Science degree programs will be notified by their Academic Success Coach when registration is open. Students will register through Self-Service for their classes; their Academic Success Coach will approve all registration requests and the students will be notified of successful registration and course approval.

Students registered for classes at Logan are subject to the following requirements:

1. Students who have an outstanding balance after anticipated aid has been applied to their account must have the outstanding balance paid prior to the first day of the trimester.
2. Students who are unable to pay their outstanding balance will be dropped from their courses for financial reasons at the close of business, 4:30 p.m., at the end of the drop/add period. Students who are dropped from classes are responsible for any assessed pro-rated tuition and fees.
3. Undergraduate students registered in either Session 1 and/or 4 must have any outstanding balance paid by the first day of class. Students enrolled only in Session 2 must have their

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outstanding balance paid before the first class of Session 2. Students who have not made payment will be dropped at the close of business on day 5 and are responsible for any assessed pro-rated tuition and fees.

4. Notification of students who should be dropped is given to the Registrar and an email notification sent to students that they are going to be dropped.
5. Faculty will receive notification of students who were dropped from their class.
6. The Student Accounts Representative and/or the Office of Financial Aid may extend the period of time, but the grace period must not exceed a total of 30 days past the first day of the trimester.
7. It is the student's responsibility to provide Logan with a current address and phone number, and to immediately report any changes to the Office of the Registrar. Committee decisions often necessitate that students appear at committee hearings. If the College cannot contact a student by mail or phone, then the student will have no recourse but to accept the decision of the committee.
8. All late registrants will be assessed a \$25 late registration fee.

ADDING, AUDITING, DROPPING AND COURSE WITHDRAWAL

AUDITING A COURSE

Auditors are under no obligation of regular attendance, preparation, recitation or examination and receive no course credit. Participation in classroom discussions and laboratory exercises by auditors is at the discretion of the instructor. A student who has previously audited a course is ineligible for credit by examination. Courses audited appear on the student's academic record as 'AU' and do not calculate into SAP and do not count for academic credit in any way.

- With approval of the College Dean, the following may audit courses without tuition (other fees may apply):

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- Fellows/Residents
 - Full-time undergraduate and full-time graduate students
 - Faculty and full-time staff
 - Chesterfield residents older than 65 (proof of residency required)
- Other persons who wish to audit courses may do so; however, applicable tuition rates may apply.
- Students may not sign up to audit a course until the first day of class so that priority may be given to students taking courses for credit.
- The deadline to register to audit a course is the same as the drop/add period deadlines. Please refer to the Academic Calendar.

Contact the Registrar’s Office to sign up to audit a course.

ADDING A COURSE

- Late registration is allowed, but not encouraged. Students are responsible for all course information and requirements from the beginning of the course.
- A student may add a course through Friday of the second week of a 15-week course and through Friday of the first week for a course of eight or fewer weeks long.
- Students must meet with their ASC for advising, approval and signing of a new ADP.
- The Academic Success Coach must receive a new and signed ADP no later than the aforementioned deadline.
- Students paying per credit hour must pay tuition and applicable fees at the time the course is added. Students paying flat fee tuition must pay tuition and applicable fees if the added course exceeds the maximum courses outlined in their flat fee tuition plan.

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DROPPING A COURSE

- A student may drop a course through Friday of the second week of a 15-week course and through Friday of the first week for a course of eight or fewer weeks long.
- Students must meet with their ASC for advising, approval and signing of a new ADP.
- The Registrar must receive the course drop paperwork no later than the aforementioned deadline.
- Courses dropped within the add/drop period will be removed from the student's official academic transcript.

WITHDRAWING FROM A COURSE

- A student may withdraw from a course from the Monday of the third week through Friday of the tenth week of a 15-week course and the Monday of the second week through Friday of the fifth week of a course that is eight weeks or fewer in length. Course withdrawal is not allowed after the aforementioned dates; the student must remain enrolled in the course for the duration of the term and will be awarded the grade earned.
- To withdraw from a course, a student must obtain the course withdrawal form from the Academic Success Coach, and return the completed and signed form to the Registrar's Office by the deadlines mentioned above.
- A course grade of W will appear on the student's academic transcript.
- Simply ceasing to attend a class does not constitute a course drop or withdrawal and will result in a course grade of W/F on the student's academic transcript.
- If a student drops or withdraws from a course, his/her future financial aid eligibility, anticipated graduation date or ability to complete the degree program within the maximum time period allowed may be compromised.

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WITHDRAWAL AND LEAVE OF ABSENCE FROM THE UNIVERSITY

****Students in the Doctor of Chiropractic program enrolled in their clinical practicum may not interrupt their clinical practicum by withdrawing from the program. Withdrawing from the University or interrupting the clinical practicum without express permission of the College Dean may require the student to forfeit all clinical hours and clinical credit earned. Students attempting to re-enter may have to repeat all clinic requirements currently in place at the time of re-entry and may have to pass a competency exam. ****

Withdrawal from the University: A student who does not wish to enroll in any course work and/or wishes to drop all classes in a current trimester are considered withdrawn from their program of study and unless enrolled in a dual degree program, they are considered withdrawn from the university. A withdrawn student does not have a written plan to return to course work at the university and/or does not have a plan to return within one year of their withdrawal date.

Leave of Absence: A student who does not wish to enroll in classes for the next consecutive trimester of their program and/or wishes to drop all classes in a current trimester but has an approved plan to re-enter the institution not more than one academic year from the official leave.

Students requesting to withdraw from the University are encouraged to meet with their College Dean to discuss their individual circumstances and are responsible for meeting with their financial aid advisor to discuss what if any impact their decision to withdrawal will have on their financial obligations to the university and/or the federal government.

Intent to withdrawal is determined based on a student's last date of attendance. Attendance is determined within the first two weeks of a trimester as outlined in the attendance policy. Once attendance in a given trimester has been established, the **last date of attendance** is determined by the date the withdrawal form is submitted. **Official notification** of intent to withdrawal is determined based on the students last date of attendance unless otherwise clearly documented.

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Tuition charges for the semester will be a percentage of the tuition cost based on the number of weeks in session.

Students receiving financial aid should be aware that if they withdraw from the University, federal aid funds may need to be returned to the federal government (as determined by the current federal policies) and therefore, may leave a student with an out-of-pocket balance due to the University.

The financial aid of a student who does not complete the semester for any reason will be reduced in accordance with the mandatory federal guidelines. All questions concerning refund amounts should be addressed to the Student Accounts Representative.

A student in good academic and behavioral standing may be granted a Leave of Absence (LOA) for up to one academic year. The student must have definite plans to return to Logan University within the agreed-upon time frame that may not exceed one academic year. A leave may be granted for medical or military reasons (see medical and military definitions under the withdrawal policy).

During a LOA, the student will continue to have access to email, the Logan Health Centers and other campus amenities. The Dean of Students gives final approval for each leave. Although students may have an approved LOA, student loan grace periods are determined by the loan guarantor and a LOA is not considered registered/enrolled for their purposes. This means a student may be responsible for student loan repayment during their LOA. An approved LOA will outline the return date and status of the student. Students are typically approved to return at the point in which their LOA was approved. Conditions of the LOA will be outlined on the approval form.

If the student decides not to return to Logan, the student must notify the Registrar’s Office. If a student fails to notify the Registrar and does not return, the student may be responsible for fees associated with registration for the term in which the student was supposed to return. In addition, the student may be responsible for other charges associated with failure to complete their LOA as agreed upon.

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WITHDRAWAL PROCESS

- To withdraw from the institution under the “General Withdrawal” designation, a student must obtain the withdrawal form from the Academic Success Coach, and return the completed and signed form to the Registrar's Office.
 - A student who does not complete the form and simply does not register for the following trimester without proper notice through the Leave of Absence policy will be moved to administratively withdrawn status.
 - Simply ceasing to attend a class does not constitute a withdrawal and will result in the course grade earned being placed on the transcript with 0’s given for any missing graded work.
- A course grade of W or W/F will appear on the student's academic transcript if they withdrawal during an active trimester.

This written policy and process is considered notification that the impact a withdrawal may have on a student’s financial obligation to the institution, future financial aid eligibility, anticipated graduation date and/or ability to complete the degree program within the maximum time period allowed is the students responsibility to determine prior to making the decision to withdraw.

DESIGNATIONS ON TRANSCRIPTS

The following withdrawal designations are used on students’ official transcripts:

- Medical withdrawal
- Compassion withdrawal
- Military withdrawal
- General withdrawal

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- Administrative withdrawal
- Administratively Dismissed
- Administratively Expelled

MEDICAL LEAVE OF ABSENCES

A medical leave of absence request may be made in extraordinary cases in which serious illness or injury (medical) prevents a student from continuing his or her classes, and incompletes or other arrangements with the student's instructors are not possible. A student may request and be considered for a medical leave of absence when extraordinary circumstances, such as a serious illness or injury, prevent the student from continuing classes. The medical leave of absence policy covers both physical health and mental health difficulties.

Because a medical leave of absence can affect many aspects of academic progress, students are encouraged to first consider other options that might enable the student to stay in school e.g., talking to the program Academic Success Coach to explore academic adjustments (such as a reduced course load, seeking academic accommodations for a documented disability or taking incompletes) to prevent having to withdraw from school. Financial aid and/or immigration status may be affected by taking a leave of absence from courses, so students must talk with the appropriate school officials to determine the impact of the leave of absence.

The Office of Student Affairs determines the appropriateness of the medical leave of absence request and based on the documentation provided either approves or denies the request. If approved, the effective date based on the documentation provided by the student or healthcare provider is also determined. The Approved Effective Date is used to calculate the percentage of tuition and fees that should be refunded, if any. In addition, if the medical request is approved, the Dean of Students must also determine if a medical administrative hold is appropriate. If a medical administrative hold is placed on the student's records, the student will be blocked from future registration at Logan University until the hold is removed through the Office of Student Affairs. The removal of the medical

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administrative hold is usually only processed after the student or health care provider supplies documentation explaining that the student is well enough to return to the University.

Appropriate documentation for a medical leave of absence consists of a letter from the appropriate health care provider on the health care provider's letterhead stationery that specifies the following:

- The date(s) of onset of illness
- The date(s) you were under professional care
- The general nature of your medical condition and why/how it prevented you from completing your coursework
- The date of your anticipated return to school
- The last date you were able to attend class
- A student who exhibits behavior suggesting inability to meet Logan's academic or conduct standards due to psychological/psychiatric symptoms may be referred by H&H Health Associates or the Student Care Manager, or Dean of Students, to an independent psychiatrist/psychologist for evaluation.

The Dean of Students will determine if withdrawal or leave of absence is in the best interest of the student and/or the institution based on this evaluation and consultation with administrators and H&H Health Associates and/or the Student Care Manager.

If a student refuses to submit to a diagnostic evaluation or to withdraw when determined by the Dean of Students to be the appropriate step, he or she will receive a written notice of involuntary withdrawal or leave of absence from the Dean of Students. In such cases, an involuntary withdrawal/leave of absence shall normally incur no academic penalty for the term in which the student is enrolled, and tuition refund, if any, shall be based on the schedule established for voluntary withdrawal.

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Application for readmission will require re-evaluation from a university-approved psychiatrist/psychologist indicating suitability to return to academic studies at Logan. Persons seeking readmission, upon approval of the Dean of Students, must apply through the Admissions Committee and may choose to submit a written report from the psychiatrist or psychologist for the committee's consideration.

COMPASSION WITHDRAWAL

A student may request and be considered for a compassionate withdrawal when extraordinary personal reasons, not related to the student's personal physical or mental health (for example, care of a seriously ill child or spouse, or a death in the student's immediate family), prevent the student from continuing in classes.

Because a compassion withdrawal can affect many aspects of academic progress, students are encouraged to first consider other options that might enable the student to stay in school, e.g., talking to the program Academic Success Coach to explore academic adjustments such as a reduced course load or taking incompletes. Financial aid and/or immigration status may be affected by withdrawing from courses, so students must talk with the appropriate school officials to determine the impact of the withdrawal.

The Office of Student Affairs determines the appropriateness of the compassion withdrawal request and based on the documentation provided either approves or denies the request. If approved, the effective date based on the documentation provided by the student or healthcare provider is also determined. The Approved Effective Date is used to calculate the percentage of tuition and fees that should be refunded, if any.

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MILITARY WITHDRAWAL

Military withdrawal is available to students who:

- Are actively serving members (Active Duty and Reserve Duty Components) of the U.S. armed services (not a contractor or civilian working for the military), and
- Are ordered to relocate and, as a result, are unable to meet class attendance and other participation requirements, including web-based activities.

Students should present to Student Affairs a copy of the military orders with formal correspondence on unit letterhead signed by the commander requesting military withdrawal due to orders. The formal correspondence must include the following:

- Unit commander contact information, and
- Verification of duration and location of pending assignment.

Students called to active duty during a trimester or session should initiate a military withdrawal.

Students who process a military withdrawal:

- Will not be charged tuition for the trimester of withdrawal.
- Will have a notation placed in the Special Actions and Notes section of the student's transcript indicating a military withdrawal.

ADMINISTRATIVE WITHDRAWAL, DISMISSED, EXPELLED

A student may be administratively withdrawn by the Dean of Students or Executive Vice President.

This means the student has been involuntarily withdrawn due to non-enrollment or other administrative action not related to behavior or academic issues. A student who has been

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administratively withdrawn may re-apply/enroll based on processes and procedures outlined elsewhere in this handbook and the admissions process.

A student may be dismissed or expelled due to behavior or academic policy violations. A dismissed student may re-apply/re-enroll as outlined in their dismissal letter. An expelled student may not re-apply or enroll.

STUDENTS ENROLLED IN MULTIPLE PROGRAMS

Students requesting to withdraw from Logan University who are enrolled in more than one degree program must complete the withdrawal process for each program they are enrolled in; otherwise it is assumed that they only intend to withdraw from the program stated on the paperwork submitted.

READMISSION POLICY AND PROCEDURE

Students who have withdrawn from Logan University in good standing (records must reflect compliance with SAP) and have been un-enrolled for less than one academic year may re-enroll with a new academic degree plan signed by the student and dean. Students should contact their Academic Success Coach to create a new ADP.

Students who have withdrawn and were not in good academic standing at the time of withdrawal must re-apply.

Students who have withdrawn from the University and have been un-enrolled for more than one academic year must, in most cases, re-apply to the University.

Students enrolled in their clinical practicum may not interrupt their clinical practicum by withdrawing from the program. Withdrawing from the University or interrupting the clinical practicum without

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express permission of the College Dean may require the student to forfeit all clinical hours and clinical credit earned. Students attempting to re-enter may have to repeat all clinic requirements currently in place at the time of re-entry and may have to pass a competency exam.

To apply for readmission, the applicant should submit a letter to admissions at least one month in advance of the time they wish to re-enroll. The letter must include:

- List the reasons for withdrawal from school; and
- provide the current status/activities involved in since withdrawal that support re-admissions as appropriate; and
- provide any additional reasons to be considered as part of the readmission decision process.
- The letter may also include any supporting documentation the student feels may assist in the decision-making process.

The Admission’s committee will review the application and make a recommendation to the Dean.

READMISSION AFTER ACADEMIC DISMISSAL

A student may apply for readmission after an academic dismissal to the Admission’s committee after one academic year unless otherwise outlined in their dismissal letter. The application must include a written statement:

- Outlining the reasons for the dismissal and what has changed since that time;
- outline a success plan to ensure improved academic success; and
- provide any additional reasons to be considered as part of the readmission decision process.
- The letter may also include any supporting documentation the student feels may assist in the decision-making process.

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The Admission’s committee will review the application and make a recommendation to the Dean.

READMISSION AFTER CONDUCT DISMISSAL

A student may apply for readmission after a conduct dismissal to the Admission’s committee after one academic year unless otherwise outlined in their dismissal letter. The application must include a written statement:

- Outlining the reasons for the dismissal and what has changed since that time;
- outline a success plan to ensure improved academic success; and
- provide any additional reasons to be considered as part of the readmission decision process.
- The letter may also include any supporting documentation the student feels may assist in the decision-making process.

The Admission’s committee will review the application and make a recommendation to the Dean.

READMISSION AFTER EXPULSION

A student who has been expelled; rather than dismissed, may not be re-admitted to Logan University.

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TUITION, FEES, AND FINANCIAL AID

Tuition rates are in effect for the fall, spring and summer trimesters. New tuition rates are established each year beginning with the Fall Trimester and are subject to change annually. Official tuition and fee amounts are provided by the Finance Office. The amounts listed below are estimates. Refer to each program for tuition, course, lab and other costs associated with that program.

DOCTORATE OF CHIROPRACTIC

Application Fee for Doctor of Chiropractic Degree (non-refundable) payable with	\$50
Tuition Deposit (non-refundable, applied to tuition)	\$300
Trimester Flat Rate Tuition (12- or more trimesters) *	\$11,265
Underload (per credit hour)	\$940
Examination Fee for Advance Standing Credit	\$100
Activity Fee (each trimester)	\$50
Technology Fee (each trimester)	\$50
Late Registration Fee	\$25
Late Payment Fee	\$100
Transcripts	\$5
I.D. Replacement	\$15
Graduation Fee	\$0
Doctor's Bag including Diagnostic Kit and White Coat (Tri 1 students only)	\$1,300

In the Doctor of Chiropractic Degree Program, a full-time student is defined as a student registered in 12 or more credit hours. A part-time student is defined as a student who is registered in less than 12 credit hours.

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DOCTORATE OF HEALTH PROFESSIONS EDUCATION

Application Fee for Doctor of Health Professions Education (non-refundable) payable with application	\$50
Tuition Deposit (non-refundable, applied to tuition)	\$100
Trimester Per Credit Hour	\$650
Examination Fee for Advance Standing Credit	\$100
Technology Fee (each trimester)	\$50
Late Registration Fee	\$25
Late Payment Fee	\$100
Transcripts	\$5
I.D. Replacement	\$15
Graduation Fee	\$0

A full-time student is defined as a student registered in 9 or more credit hours. A part-time student is defined as a student who is registered in less than 9 credit hours. Cost is charged per registered credit hour.

MASTER OF SCIENCE: NUTRITION, SPORTS SCIENCE, HEALTH INFORMATICS

Tuition Deposit (non-refundable, applied to tuition)	\$100
Application Fee (non-refundable)	\$50
Tuition per credit hour	\$450
Technology Fee (each trimester)	\$50
Late Registration Fee	\$25
Late Payment Fee	\$100
Examination Fee for Advance Standing Credit	\$100
Transcripts	\$5
I.D. Replacement	\$15
Graduation Fee	\$0

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A full-time student is defined as a student registered in 9 or more credit hours. A part-time student is defined as a student who is registered in less than 9 credit hours. Cost is charged per registered credit hour.

BACHELOR OF SCIENCE: HUMAN BIOLOGY, LIFE SCIENCE

Tuition Deposit (non-refundable, applied to tuition)	\$50
Application Fee (non-refundable)	\$25
Tuition per credit hour (Merit scholarships may reduce tuition)	\$275
Activity Fee (each trimester) On-Campus only	\$50
Technology Fee (each trimester)	\$50
Late Registration Fee	\$25
Late Payment Fee	\$100
Examination Fee for Advance Standing Credit	\$100
Transcripts	\$5
I.D. Replacement	\$15

A full-time student is defined as a student registered in 12 or more credit hours. A part-time student is defined as a student who is registered in less than 12 credit hours. Cost is charged per registered credit hour.

Students in the life science program are charged the undergraduate fees as defined above when taking undergraduate courses. However, once they begin their chiropractic coursework, they are charged the Doctor of Chiropractic tuition rates.

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NON-DEGREE

Non-degree students are charged the same tuition rates and fees as degree-seeking students.

PAYMENT POLICY & OPTIONS

Trimester tuition and fees are due in advance of the beginning of the trimester. Enrollment is validated when all tuition and fees have been paid and no outstanding indebtedness to Logan University exists. Students are not admitted to classes without a validated registration, an approved schedule and evidence of an approved loan in process or payment in full.

Students wishing to set up a monthly payment plan must speak with the Student Accounts Representative prior to the start of the trimester. Students who enroll and identify as non-financial aid students must have a payment agreement on file prior to matriculation. Financial aid students are responsible for payment of any balance due after financial aid has been applied. Students who have a balance due after financial aid has been applied must have a signed payment agreement on file prior to matriculation or must be paid in full.

The privileges of attending Logan are available to currently enrolled students who have met all the above guidelines.

REFUNDS

Flat rate tuition students who withdraw completely from Logan University, a program or as a result of dismissal, will receive a refund of tuition according to the following schedule.

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If a DC student reduces his/her course load, the reduction represents a change in enrollment status, not a withdrawal.

Doctor of Chiropractic: Reductions in course load that reduce credits to nine or less through Friday of the second week of the trimester will receive a 100 percent refund of the tuition based on the credits dropped below the 12- credit minimum for flat rate tuition. After the Friday of the second week, no refund will be given.

Per credit hour tuition students who withdraw from a course(s) but do not withdraw completely from all courses will receive a refund based on the following schedule.

TRIMESTER COURSES:

- 100% if dropped through Friday of the second week of the trimester.
- 75% if withdrawal through Friday of the third week of the trimester.
- 50% if withdrawal through Friday of the fourth week of the trimester.
- 25% if withdrawal through Friday of the fifth week of the trimester.
- No refund of tuition from the sixth week through the end of the trimester.

SESSION COURSES:

- 100% if dropped through Friday of the first week of the session.
- 75% if withdrawal through Friday of the second week of the session.
- 50% if withdrawal through Friday of the third week of the session.
- 25% if withdrawal through the Friday of the fourth week of the session.
- No refund of tuition from the fifth week through the end of the session.

WEEKEND ELECTIVES:

- 100% if dropped prior to the first class meeting date
- No refund of tuition after the first class meeting date

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When a student is entitled to a refund, the funds will be given to the student unless the institution has been required to return an unearned portion of Federal Title IV funds to the Federal Government. If the refund is more than that which is to be returned, then the student will be given the remaining portion. If the refund is less than that which is to be returned to the Federal Government, then the student will be billed for the difference.

Not attending classes for which you have registered and established attendance (see attendance policy) does not entitle you to a refund of the charges you have incurred. You must drop the classes before the withdrawal period begins or withdraw from classes during the withdrawal period for each semester in order to receive a refund. Refunds are calculated based on the last date of attendance (LDA) (see the LDA policy for definition).

If a student fails to establish attendance within the first two weeks of class, they will be treated as withdrawn from each course they fail to establish attendance and financial aid eligibility will be re-calculated based on the revised enrollment status. In the case of a student who fails to establish attendance in all of their classes, the student will be withdrawn from the institution.

In cases where a student receiving federal aid benefits fails all of the courses within a given trimester in which he/she originally established attendance and did not withdraw, the institution reserves the right to re-verify attendance via any method available (faculty record keeping, LMS log in data, etc.) and determine if the student forfeited their aid eligibility by abandoning the institution. In situations where a student is found to have abandoned institutional enrollment, the institution may be required to return federal aid funds per applicable federal policy.

When aid is returned, students are responsible for any balance due to the institution.

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PENALTIES

All indebtedness to Logan University must be cleared promptly. Student account balances that are past due result in encumbrances to future registration, issuance of transcripts and conferral of degrees. No refund or reduction is allowed for absences.

SERVICE CHARGE

There will be a charge of \$10 for any check submitted to Logan that is not honored by a bank. In such cases, all subsequent payments to Logan must be in the form of a certified check or money order. In addition, the student will be required to pay the \$100 late payment fee.

Logan reserves the right to charge a service fee on students who pay on a payment plan rather than prior to the start of the trimester.

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SOURCES OF FINANCIAL AID AND SCHOLARSHIPS

SCHOLARSHIPS

- **Logan Scholarships** – Numerous endowed scholarships are offered to current students. The application period for the majority of these scholarships is typically during the Spring Trimester.
- **Doctor of Chiropractic Merit Scholarships** – students admitted with advanced standing status may be eligible for a merit scholarship award. If awarded, the scholarship is renewable if the student meets specified criteria outlined in their award letter.
- **Undergraduate Merit Scholarships** – Undergraduate students may qualify for automatic merit scholarships based on their incoming cumulative grade point average. Merit scholarships may be renewable if the student meets specified criteria outlined in their award letter.
- **External Scholarships** – The Logan University Office of Financial Aid maintains a listing of external scholarship opportunities. Additionally, students may receive emails or notifications through the Logan News of available scholarships.

To view detailed scholarship information please visit <http://www.logan.edu/admissions/financial-aid-scholarships/logan-scholarships>.

Federal Grants – Available to undergraduate students working toward their first bachelor degree only. Pell Grants, Iraq and Afghanistan Grants and Supplemental Educational Opportunity Grants (SEOG) are based on need and do not need to be repaid.

State Grants – May be available for undergraduate and professional students. These often have deadlines. Check with your state for additional information.

- To be eligible for most Missouri student financial aid, initial and renewal students should have a **Free Application for Federal Student Aid (FAFSA)** on file by Feb. 1, but no later

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than April 1. Eligible students who apply between Feb. 1 and April 1 will be awarded state financial aid based on funding availability.

- Doctor of Chiropractic students from Arkansas, Oklahoma and Mississippi have received state grants.

Federal Work Study – Available for undergraduate and graduate/professional students and based on need. It is a part-time job on campus in which the student receives a biweekly paycheck for the hours worked.

Federal Direct Loans – For undergraduate and graduate/professional students. Under these programs, the U.S. Department of Education is the lender. These loans have a six-month grace period after the student is no longer enrolled at least half-time in a degree program and before the first payment is due.

- Direct Subsidized: Available to undergraduate students with financial need. The U.S. Department of Education pays the interest on these loans while the student is enrolled at least half-time and during the six-month grace period.
- Direct Unsubsidized: Available to undergraduate and graduate/professional students regardless of financial need. The student is responsible for the interest, which may be paid while in school or accrued and then added to the principle balance.
- Direct PLUS Loans: Available to graduate/professional students and parents of dependent undergraduate students to help pay for expenses not covered by other financial aid.

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Federal Direct Loan Limits

- **Undergraduate Programs** – The annual loan limit is determined by the borrower’s year in school and their dependency status. The aggregate limits for an undergraduate student are outlined below.

	Subsidized	Total (Subsidized & Unsubsidized)
DEPENDENT UNDERGRADUATES	<i>\$23,000</i>	<i>\$31,000</i>
INDEPENDENT UNDERGRADUATES	<i>\$23,000</i>	<i>\$57,500</i>

Master Degree Programs and Doctorate of Health Professions Education Program – The maximum amount of student education loans is limited federally to \$20,500 per academic year and cannot exceed a maximum borrowing amount of \$138,500. The aggregate limit includes undergraduate loan debt and applies to students enrolled solely in these programs.

Doctor of Chiropractic Program – Chiropractic is an approved discipline eligible for increased Unsubsidized Direct Loan amounts. The additional amount, up to \$12,500 per academic year, can be awarded only to students enrolled in the DC program. This means a DC student may receive up to \$33,000 total per academic year (or every two trimesters.) The limits may not exceed the cost of attendance budget. The aggregate limit for eligible students is \$224,000. These limits include all loans made to the student for all attendance, including loans received as an undergraduate and/or graduate student.

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Alternative/Private Loans – These are credit-based, nonfederal loans available to undergraduate and graduate/professional students. Under this program, a bank is the lender. The Office of Financial Aid has researched and created a preferred lender list based on the high quality of service to students and the best terms and conditions available to Logan students. If you would like additional information regarding the preferred lenders, please speak with a Financial Aid Advisor. You may choose any lender for this type of loan, they do not have to be included on the preferred listing.

Please note: A borrower may qualify for federal grants and loans, and the terms and conditions of federal loans may be more favorable than the terms and conditions of alternative/private education loans.

For additional details regarding federal student grants and loans, please visit studentaid.ed.gov.

VETERANS BENEFITS

Logan University certifies enrollment each trimester to the Veterans Administration through the expected completion date of the VA-approved program. All veterans must provide a copy of their DD214 and complete form 22-1995 (or 22-1990 if they attended college previously) to Logan’s certifying official located in the Office of the Registrar.

Logan has partnered with the VA and participates in the Yellow Ribbon Program. For students who receive benefits at the 100 percent rate under the Post 9/11 GI Bill (Chapter 33), full tuition and fees will be covered.

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FINANCIAL AID POLICY AND PROCEDURES

RETURN OF TITLE IV (FEDERAL AID) POLICY

If a federal financial aid recipient withdraws from all classes prior to reaching the 60 percent point in the trimester, some (or possibly all) of the federal grant and/or loan assistance disbursed to the student's account must be returned to the U.S. Department of Education. Logan University is required to determine the earned and unearned portions of Title IV aid as of the date the student ceased attendance based on the amount of time the student spent in attendance.

According to the exact number of calendar days that elapse from the first day of classes until you withdraw (or your last day of attendance, whichever is earlier), you are considered to have earned a portion of the total federal grant and/or loan aid that was disbursed to your student account for the trimester. The unearned portion of this aid is the amount that must be returned.

The Office of Financial Aid will send you an exit packet through the mail. Included will be notification of the amount returned. This may result in a balance due to the University. You will be expected to determine a payment arrangement with the Student Accounts Representative.

Please note that the calculation of the unearned portion of your federal financial aid is a completely separate process from any refund of tuition.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

The Higher Education Act (HEA) requires that a student maintain satisfactory academic progress (SAP) in the student's program of study to be eligible to receive Title IV funds. Logan University students who wish to be considered for financial aid must maintain SAP as set forth in this policy. All trimesters of enrollment, including those in which a student does not receive financial aid, are included in SAP

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calculations. Please note SAP consequences may differ between financial aid eligibility and academic eligibility and is reviewed separately by each of those departments.

Federal regulation mandates that a student's SAP be measured at least annually. A student can lose their eligibility for aid if they are not doing well in classes, if they frequently withdraw from classes and/or if it is taking them a very long time to finish their degree. It is Logan's policy to review a student's academic performance at the end of each trimester if they are receiving financial aid.

Based upon federal regulation, SAP is measured in two ways, qualitative and quantitative (pace). Qualitative is a measure of a student's grade point average (GPA). Quantitative, or pace, measures a student's progress through the program to make certain the student is on track to complete the degree program within the maximum time allowed to receive financial aid. These measures apply to students matriculating in all Logan degree and/or preparatory programs.

All students are classified as meeting SAP requirements when they first enroll at Logan. Students who meet the below criteria for GPA, PACE and length of program will continue to meet SAP requirements and will continue to be eligible for financial aid.

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QUALITATIVE GRADE POINT AVERAGE (GPA)

Undergraduate students must achieve a cumulative GPA of 2.0 or higher at the end of each trimester of enrollment.

Doctorate of Chiropractic Students who matriculated before Spring 2018 must achieve a cumulative GPA of 2.0 or higher at the end of each trimester of enrollment.

Doctorate of Chiropractic students who matriculated during or after Spring 2018 must achieve a cumulative GPA of 2.25 or higher at the end of each trimester of enrollment.

Master of Science and Doctorate of Health Professions Education (DHPE) students must achieve a cumulative GPA of 3.0 or higher at the end of each trimester of enrollment.

QUANTITATIVE MAXIMUM TIME FRAME OR PACE

A maximum length of time to receive financial aid for an academic program is 150 percent of the published length of the educational program. A student must complete (receive a passing grade) a minimum of 66.66 percent of attempted credits each term to maintain PACE.

The following will be considered in a student's PACE calculation:

- Any grade counted as attempted hours on the transcript.
- Hours attempted, including withdrawn courses, incomplete courses and repeated courses.
 - If a course is dropped within the designated add/drop period, it is not counted toward attempted hours.
 - Hours attempted include transfer credit courses.

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- Periods of enrollment for which the student does not receive financial aid. These are counted toward the maximum number of enrollment periods.

QUANTITATIVE DOCTOR OF CHIROPRACTIC FIRST TRIMESTER OF ENROLLMENT ONLY

A student must complete (receive a passing grade) a minimum of 50 percent of attempted credits in their first attempt of Tri 1 coursework. This is not applicable for transfer students who are designated beyond Tri 1 coursework.

LENGTH OF PROGRAM

The maximum number of enrollment periods to receive financial aid as a Doctor of Chiropractic Degree student is 15.

The maximum number of credit hours to receive financial aid as a Doctorate of Health Professions Education Degree student is 90 attempted credit hours. DHPE students must finish coursework within seven calendar years from the date of initial enrollment.

The maximum number of credit hours to receive financial aid as a Master of Science Degree student is 59 attempted credit hours. Master of Science students must finish coursework within five calendar years from the date of initial enrollment.

The maximum number of credit hours to receive financial aid as a Bachelor of Science Degree student is 183 attempted credit hours.

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Students with a bachelor's degree who need to enroll in prerequisite or preparatory coursework for admission into the Master of Science or Doctor of Chiropractic degree programs may have financial aid eligibility for one consecutive 12-month period (three trimesters) beginning on the first day of the enrollment period.

FINANCIAL AID WARNING

A student placed in financial aid warning status has failed to meet the minimum requirements of satisfactory academic progress and must meet the minimum standards by the end of the warning trimester of enrollment in order to continue to be eligible for federal financial aid. A student enrolled at a minimum half-time status during the warning trimester may continue to receive financial aid for that trimester.

When a student is placed in a warning status they will receive a letter of notification from the Associate Director of Financial Aid. The student will be encouraged to meet with their respective Academic Success Coach during the warning trimester to assess academic progress and receive assistance in developing effective learning strategies.

FINANCIAL AID PROBATION

A student whose financial aid has been suspended may appeal to be placed in a financial aid probation status. Approval of the probation status allows the student to continue to receive financial aid for one trimester or as outlined in the probation letter criteria.

Appeals are considered by Logan University within guidelines set by the U.S. Department of Education (DOE). DOE guidelines stipulate the student must explain the special circumstance that caused him/her to fail to meet the minimum standards of academic progress; the student must also explain

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what has changed that would enable him/her to regain good academic standing. [See instructions for appealing a financial aid suspension below.]

Appeals should be submitted to the Associate Director of Financial Aid. The appeal will be reviewed by a committee. Once the committee has decided, the student will be notified by email and letter.

Committee decisions regarding the appeal are final.

FINANCIAL AID SUSPENSION

A student's financial aid is suspended if he/she has not met the standards of academic progress within one trimester immediately following a term of financial aid warning status or is unsuccessful in their financial aid probation appeal attempt.

TYPES OF AID AFFECTED

Students in Financial Aid Suspension may not receive financial aid from most financial aid programs. This includes, but is not limited to, the following:

- Federal Aid (Pell Grant, SEOG, Federal Work-Study, Direct Loan, Perkins Loan, Parent PLUS Loan, Grad PLUS Loan)
- Any Logan scholarship or grant with a GPA or SAP requirement, if the student fails to meet the requirement
- State aid (Access Missouri Award, Bright Flight and other state aid programs)
- Any outside resource with a GPA or SAP requirement, if the student fails to meet the requirement

APPEALING A FINANCIAL AID SUSPENSION

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A student whose financial aid was suspended and feels there were mitigating circumstances beyond their control that resulted in failure to achieve the SAP requirements may appeal.

Mitigating circumstances as defined by the U.S. Department of Education (34.668.34):

- Death of a relative
- Serious illness or injury to the student
- Other special circumstance

Supporting documentation of the above must be included with the letter of appeal. In addition to the above, the appeal must include:

- An explanation as to why the student failed to maintain SAP;
- an explanation regarding what has changed in the student's situation that will allow the student to demonstrate SAP at either the end of the warning trimester or during, or, at the end of a specified academic plan; and
- a statement regarding their plan to achieve SAP.

Additional appeals will be regarded differently than the first appeal. The approval of a first appeal outlines the plan by which a student may regain SAP during the term(s) for which the aid is requested. If the student fails to meet the terms of that plan, careful consideration will be given to subsequent appeals to determine if circumstances have indeed changed to allow the student to be successful.

Students should be prepared to seek other options if the appeal is not approved or if they do not wish to appeal their financial aid suspension. It is important to point out that unless a student is academically

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dismissed, a student denied financial aid generally may continue attending by funding their educational costs themselves.

CHANGING DEGREE PROGRAMS

When a student changes level of degree, the credit and grades which do not count toward the new degree will not be included in the satisfactory academic progress determination for the new program. Should a student change their program of study and remain at the same level of degree, the current SAP status will remain in effect.

PROGRAM INFORMATION

DOCTORATE OF CHIROPRACTIC

PROGRAM OUTCOMES

1. **Patient Care** – Demonstrate effective, safe, high-quality, evidence-informed patient care using clear and sound best practices in patient history, diagnosis, treatment, collaboration and follow-up for optimum patient outcomes.
2. **Scientific Knowledge** – Demonstrate critical thinking through the use of current evidence-informed practice and the inception of new knowledge.
3. **Practice-based and reflective learning** – Critically analyze health care, business, basic science literature and other information sources for the purpose of self and practice improvement.
4. **Interpersonal and communication skills** – Demonstrate strong interpersonal communication skills that support effective information exchange with patients, patient family members, professional associates and other individuals within the healthcare system.
5. **Professionalism** – Demonstrate responsibility, ethical practices, sensitivity to diverse patient populations and compliance with legal and regulatory requirements.

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6. **Integrative practice** – Demonstrate the knowledge, skills, values and attitudes necessary to work together across professions to produce optimum patient outcomes.
7. **Business of health care** – Identify and apply entrepreneurial and systems-based business principles related to chiropractic practice and articulate personal strengths and weaknesses in both areas.

CLINIC

The clinic experience begins in Trimester 7 with the student clinic where students provide care to Logan University students and their immediate family members. In Trimesters 8 to 10, students are assigned to one of the Logan Health Centers and provide care to the public under the guidance of a clinician mentor. During this time, students participate in rotations in various clinical environments (Federally Qualified Community Health Centers, Veteran Administration and Department of Defense, Human Performance Center, Viscero-Somatic Center and Radiology Department).

Qualified students have the option to add field practice experience by participating in the Preceptorship program. In addition, Logan Health Centers participate in mission trips to the Dominican Republic or Costa Rica during each trimester break.

Detailed information about the clinic programs and clinic policies and procedures are available in the Health Center handbook/syllabus and the Preceptorship handbook.

STUDENT ASSESSMENT DURING THE CLINICAL PHASE OF THE EDUCATION

During the entire clinic experience, student doctors are evaluated through direct observation, discussions with their clinical mentor, clinic proficiency examinations and multi-source feedback and review of the overall clinical experience at the end of each trimester. The regular accumulation of the assessments documents provides evidence of clinical skills progression and acquisition of the meta-competencies. This assessment program includes continuous feedback to the students, who are

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encouraged to self-reflect on their learning needs and develop learning plans under the guidance of their clinical mentors as well as a remediation program.

Refer to the Competency Assessment Manual for assessment and remediation programs during the clinical phase of the Doctor of Chiropractic program.

ACADEMIC DEGREE PLAN & COURSE DESCRIPTIONS

The academic degree plan (ADP) outlines the course of study and typical schedule for a student in their given program. The current ADP is available on the university website, along with the current course descriptions.

NATIONAL BOARD OF CHIROPRACTIC EXAM (NBCE)

The National Board of Chiropractic Education administers the exam and all logistics related to the exam, including but not limited to the testing schedule, location and times of the National Board of Chiropractic Exam. Students can check www.NBCE.org for more information.

Logan University determines when a student is eligible to sit for the exam. For specific requirements by part, please see the part subsection. The application process is facilitated by the university Registrar office to ensure exam eligibility.

One passport-style photograph is required and may be taken in the Logan Media Center for a nominal fee. Please refer to the National Board of Chiropractic Examiners (NBCE) website for application, fees and information regarding the National Board examinations.

Special Registration Note:

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- An applicant must be enrolled in a chiropractic college or be a graduate with a Doctor of Chiropractic degree to register for the NBCE.
- Students on conduct or academic probation must petition in writing to the Dean of the College to be approved to sit for the NBCE.

PART I

Students must successfully complete courses through trimester 4 with a C or higher and have a CGPA of 2.25 (2.0 for students matriculating prior to Fall 2017) or higher prior to taking Part I of the NBCE.

Historic Logan University First-Time Pass Rates by Cumulative Grade Point Average

Year Range	4.0 - 3.5	3.49 - 3.0	2.99 - 2.75	2.74 -	2.49 -	2.24 - 2.0
December 2005-2017	98.8%	91.4%	74.0%	55.0%	29.6%	20.8%

PART II

Students must successfully complete courses through trimester 7 with a C or higher and have a CGPA of 2.25 (2.0 for students matriculating prior to Fall 2017) or higher prior to taking Part II of the NBCE.

Historic First-Time Pass Rates by Cumulative Grade Point Average

Year Range	4.0 - 3.5	3.49 - 3.0	2.99 - 2.75	2.74 -	2.49 -	2.24 - 2.0
December 2005-2017	99.3%	93.1%	73.2%	49.6%	30.3%	17.6%

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PART III

Students must successfully complete courses through trimester 7 with a C or higher and have a CGPA of 2.25 (2.0 for students matriculating prior to Fall 2017) or higher prior to taking Part III of the NBCE and must have passed Parts I. The exam must be taken within nine months of the student's graduation date.

Historic First-Time Pass Rates by Cumulative Grade Point Average

Year Range	4.0 - 3.5	3.49 - 3.0	2.99 - 2.75	2.74 -	2.49 -	2.24 - 2.0
December 2005- December 2017	99.3%	95.8%	79.3%	62.4%	34.9%	0%

PART IV

Students must successfully complete courses through trimester 8 with a C or higher and have a CGPA of 2.25 (2.0 for students matriculating prior to Fall 2017) or higher prior to taking Part IV of the NBCE and must have passed Parts I. The exam must be taken within six months of the student's graduation date.

Historic First-Time Pass Rates by Cumulative Grade Point Average

Year Range	4.0 - 3.5	3.49 - 3.0	2.99 - 2.75	2.74 -	2.49 -	2.24 - 2.0
December 2005- December 2017	99.6%	96.9%	92.6%	78.2%	56.2%	66.7%

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PT

Students must successfully complete courses through trimester 7 with a C or higher and have a CGPA of 2.25 (2.0 for students matriculating prior to Fall 2017) or higher prior to taking Part PT of the NBCE. The exam must be taken within six months of the student's graduation date.

Historic First-Time Pass Rates by Cumulative Grade Point Average

Year Range	4.0 - 3.5	3.49 - 3.0	2.99 - 2.75	2.74 -	2.49 -	2.24 - 2.0
December 2005- December 2017	99.6%	97.9%	90.3%	82.0%	64.9%	30.0%

ACCUPUNCTURE

The Acupuncture Examination is administered six times each year at computerized testing centers nationwide. To find a site near you, please check www.nbce.org. Prior to the application cutoff date, applicants must have successfully

completed 100 hours of instruction in acupuncture. The acupuncture instruction must be taken at and/or be recognized by one of the CCE-approved chiropractic colleges whose students are currently eligible to take the National Board examinations.

LICENSURE AND SCOPE OF PRACTICE

Students are responsible for checking with the state and/or country in which they plan to practice to fully understand their scope of practice and the minimum academic requirements for licensure. This includes but is not limited to any exclusions a state may have based on criminal history and medical exclusions.

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GRADUATION REQUIREMENTS

- 2.0 Cumulative Grade Point Average or higher (students matriculating prior to Spring 2017)
- 2.25 Cumulative Grade Point Average or higher (students matriculating Spring 2017 or later)
- C or higher in all required coursework
- 67 percent completion rate of all courses attempted
- Complete all course requirements within 150 percent of the program length
- Successful completion of the last four trimesters at Logan University
- Successful attainment of all required outcome assessment measurements of the RIME assessment model and CCE meta-competencies
- Successful completion of all Logan Health Center Clinical Outcome requirements
- Attendance at graduation
 - Recitation of the Chiropractic Oath
- Completion of all exit interviews/paperwork
- Have all outstanding balances due to the University cleared

The application to graduate paperwork should be completed no later than eight weeks prior to the end of the trimester in which the student plans to graduate.

Students seeking to have the graduation ceremony attendance requirement waived must petition the Executive Vice President for approval. Waivers are typically granted for medical reasons, extreme financial burden and national and state licensing exam conflicts.

OPTIONAL CERTIFICATIONS

Saint Louis University (SLU) and Logan University have entered into a unique agreement that allows Logan University students to take courses toward earning a SLU business certificate or degree while earning their Doctor of Chiropractic (DC) degree. The articulation and matriculation agreement are

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the first of its kind, giving DC students enrolled at Logan the advantage of gaining essential practice management skills from one of the most highly ranked business programs in the country.

Four foundation courses (Healthcare Accounting, Applied Business Statistics, Healthcare Economics and Healthcare Operations Management) have been jointly developed by SLU and Logan faculty and satisfy both Logan degree requirements as well as SLU foundation requirements for earning a graduate business certificate or completing degree programs, such as a Masters of Business Administration degree (MBA).

Logan students may complete additional coursework to earn a SLU graduate business certificate or complete degree programs while enrolled at Logan or within five years of earning their DC degree. Students interested in pursuing a graduate business certificate or MBA will need to apply directly to SLU for admission into these programs.

For further details and requirements, please contact the Dean’s Office for the College of Chiropractic.

Through optional elective courses and seminars through postgraduate studies, Doctor of Chiropractic students may earn additional certifications in:

- Active Release Technique (ART) Spine Level 1
- Selective Functional Movement Assessment Level 1
- Activator Basic Scan Level 1
- Functional Screening Movement Assessment (FSMA)
- Acupuncture
- International Chiropractic Pediatric Association (ICPA) allows students to take portions of the Pediatric Diplomate program (a postgraduate program) while they are still in school.
- The Food Enzyme Institute (Dr. Loomis) offers a certificate as a Digestive Health Professional via seminars

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DOCTORATE OF HEALTH PROFESSIONS EDUCATION (ONLINE)

PROGRAM OUTCOMES

KNOWLEDGE

1. *Students will demonstrate the content and professional knowledge necessary for successful performance in their field by:*
 - a. Providing an environment conducive to student learning and professional development.
 - b. Building a foundation for the art of education to be practiced.
 - c. Encouraging students and professional peers to expand their breadth of educational knowledge.
 - d. Applying skills in curriculum development, design and delivery, as well as assessment in the educational setting.
 - e. Demonstrating academic leadership by establishing new concepts in education technology use.
 - f. Building a foundation in education principles, theories and best practices; and providing an opportunity to practice them in a practicum setting.
 - g. Generating new ideas, products and ways of viewing leadership.
 - h. Communicating effectively in written and oral expression.

SERVICE

2. *Students will demonstrate willingness to use their skills to benefit and serve society by:*
 - a. Improving evidence-based practices in health professions education and in the practitioner's chosen field through an increase in scholarly research.

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- b. Promoting the need for dually educated health professionals in the area of practice and teaching through faculty and student peer-reviewed published research.

PROFESSIONALISM

- 3. *Students will demonstrate life-long learning through the continuous enhancement of their professional knowledge and skills by:*
 - a. Demonstrating and upholding legal and ethical practices.
 - b. Promoting and managing change effectively
 - c. Constructing a leadership philosophy.
 - d. Building collaborative relationships.
 - e. Demonstrating self-reflection.

ACADEMIC DEGREE PLAN & COURSE DESCRIPTIONS

The academic degree plan (ADP) outlines the course of study and typical schedule for a student in their given program. The current ADP is available on the university website, along with the current course descriptions.

GRADUATION REQUIREMENTS

- Maintain a 3.0 Cumulative Grade Point Average.
- Maintain Satisfactory Academic Progress.
- Complete an approved Applied Research Project (APR)
- Submit findings from APR to a peer-reviewed journal, industry-respected scholarly journal or present a presentation or poster at a professional conference.
- Complete all exit interviews/paperwork.
- Have all outstanding balances due to the University cleared.

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The application to Graduate paperwork should be completed no later than eight weeks prior to the end of the trimester in which the student plans to graduate.

MASTER OF SCIENCE IN HEALTH INFORMATICS (ONLINE)

PROGRAM OUTCOMES

1. Communication

Students will demonstrate professional communications skills and techniques by

- a. Creating a written comprehensive in-depth analysis of real or fictional leaders.
- b. Creating a recorded presentation of an original consumer health informatics solution paper.
- c. Using best practices in writing, composing a short scholarly paper.

2. Higher Order Thinking

Students will integrate theories, models, and tools from social, business, human factors, behavioral, and information sciences and technologies in the design, implementation, and evaluation of health informatics solutions by

- a. Creating a cost estimate, a cost baseline, and project funding requirements.
- b. Composing an original consumer health informatics solution that will benefit the health of a person or population.
- c. Interpreting the technical infrastructure of healthcare.

3. Managing Information

Students will select pertinent information from a multitude of sources to make informed decisions for self and with others by

- a. Selecting evidence-based research necessary to discover and cite relevant information.

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- b. Using databases to identify peer-reviewed research articles published in the health sciences literature.
- c. In Logan University's Learning Resources Center (LRC), locating credible resources that support student work.

4. Valuing

Ethics: Students will demonstrate professional practices that incorporate ethical principles and values of the discipline by

- a. Assessing the impact of ethics on the behavior of HIT workers and users in given scenarios.

Social and Behavioral-Students will acknowledge the importance of social and behavioral aspects of health and their contribution to the health of individuals and populations by

- a. Appraising the impact of a patient’s use of technology on his/her healthcare.
- b. Evaluating methods used to engage patients in their personal healthcare.

5. Leadership

Students will employ appropriate leadership behaviors that influence others in reaching common goals by:

- a. Comparing the roles and responsibilities of the Chief Information Officer (CIO), Chief Medical Information Officer (CMIO), Chief Information Security Officer (CISO), Chief Technology Officer (CTO), and the key IT staff.
- b. Evaluating the role of a servant leader in healthcare.
- c. Appraising the role of HIT governance and strategic planning in ensuring that HIT operations best support an organization's goals and objectives.

6. Interprofessional Collaborative Practice

Students will develop collaborative relationships with other professions and stakeholders to solve complex health and health information problems by:

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- a. Appraising health information stakeholders and health information lifecycles.
- b. Generating strategies for managing organizational change.
- c. Preparing a stakeholder analysis.

ACADEMIC DEGREE PLAN & COURSE DESCRIPTIONS

The academic degree plan (ADP) outlines the course of study and typical schedule for a student in their given program. The current ADP is available on the university website, along with the current course descriptions.

GRADUATION REQUIREMENTS

- Maintain a 3.0 Cumulative Grade Point Average.
- Maintain Satisfactory Academic Progress.
- Complete all exit interviews/paperwork.
- Have all outstanding balances due to the University cleared.

The Application to Graduate paperwork should be completed no later than eight weeks prior to the end of the trimester in which the student plans to graduate.

OPTIONAL CERTIFICATIONS

Graduates of Logan's Health Informatics program can sit for the Certified Professional in Health Information & Management Systems (CPHIMS) certification if they meet the qualifications for the

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CPHIMS exam. Students with three years of information and management systems experience (two of which are in a health care setting) and a graduate degree are qualified to take the CPHIMS exam.

MASTER OF SCIENCE IN NUTRITION AND HUMAN PERFORMANCE (ONLINE)

PROGRAM OUTCOMES

1. Communication

Demonstrate effective communication skills and techniques

- a. Demonstrate effective written communication skills.
- b. Distinguish beneficial motivational /or follow up strategies based on behavioral theories. (4d)
- c. Develop a discipline-specific research topic and approach.(7h)

2. Higher Order Thinking

Evaluate the dynamic nature of nutrition that influence metabolism.

- a. Solve problems by applying evaluative standards.
- b. Compare and contrast the aspects of being a consumer of information in the various media sources. (4c)
- c. Explain physiological function of essential vitamins and minerals. (2a)

3. Managing Information

Integrate evidence-based research information.

- a. Evaluate sources of information to make evidence -informed decisions.
- b. Compare and contrast the aspects of being a consumer of information in the various media sources. (4c)
- c. Evaluate the principles of the science of nutrition (1e)

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4. **Valuing**

Develop nutrition information to benefit individuals, societies and special populations.

- a. Contrast effects of genetic background on chronic disease prevalence and prevention. (1d)
- b. Apply cultural sensitivity in developing nutritional care plans. (3e)
- c. Describe cultural competency (4a)

ACADEMIC DEGREE PLAN & COURSE DESCRIPTIONS

The academic degree plan (ADP) outlines the course of study and typical schedule for a student in their given program. The current ADP is available on the university website, along with the current course descriptions.

GRADUATION REQUIREMENTS

- Maintain a 3.0 Cumulative Grade Point Average
- Maintain Satisfactory Academic Progress.
- Complete all exit interviews/paperwork.
- Have all outstanding balances due to the University cleared.

The Application to Graduate paperwork should be completed no later than eight weeks prior to the end of the trimester in which the student plans to graduate.

OPTIONAL CERTIFICATIONS

Logan University's Nutrition and Human Performance graduates are qualified to sit for independent certification exams. Students should contact their local state Board of Health to determine which of

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these may be recognized for practice in their state and any other state licensing, registration or certification requirements, as they are subject to change.

Certified Clinical Nutritionists (CCN) earn certification through the **Clinical Nutrition Certification Board (CNCB)**. CNCB provides professional training, examining and certifying for alternative or complementary medical, clinical nutrition and healthcare organizations, in addition to specialty credentialing programs and state license/certification exams. Non-chiropractic students interested in taking the CCN exam should review the CNCB website for the core science coursework eligibility requirements.

Certified Sports Nutritionists (CISSN) are certified through the International Society of Sports Nutrition (ISSN). The CISSN is the premier certification in the field of sports nutrition and supplementation.

Professionals with CCN or CISSN certifications include:

- Health and Wellness Professionals
- Educators
- Nutritionists
- Sports Nutritionists
- Fitness Professionals
- Strength & Conditioning Professionals

MS/DC ONLY

Graduates can qualify to sit for the Diplomate in Nutrition hosted by the Chiropractic Board of Clinical Nutrition.

MASTER OF SCIENCE IN SPORTS SCIENCE AND REHABILITATION (ONLINE W/HANDS-ON INTERNSHIP)

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PROGRAM OUTCOMES

1. Evaluate neuro-muscular skeletal anatomy that influence human performance
2. Apply exercise physiology principles to enhance human performance
3. Apply scientific knowledge to enhance skills in sport science and rehabilitation
4. Develop safe exercise and rehabilitation programs for diverse populations
5. Demonstrate positive communication skills and techniques

ACADEMIC DEGREE PLAN & COURSE DESCRIPTIONS

The academic degree plan (ADP) outlines the course of study and typical schedule for a student in their given program. The current ADP is available on the university website, along with the current course descriptions.

GRADUATION REQUIREMENTS

- Maintain a 3.0 Cumulative Grade Point Average.
- Maintain Satisfactory Academic Progress.
- Complete all exit interviews/paperwork.
- Have all outstanding balances due to the University cleared.

The Application to Graduate paperwork should be completed no later than eight weeks prior to the end of the trimester in which the student plans to graduate.

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OPTIONAL CERTIFICATIONS

The National Strength and Conditioning Association officially recognizes Logan University's Program in Graduate Studies.

Certification Opportunities

- Certified Strength & Conditioning
- Specialists (CSCS) NSCA-Certified
- Personal Trainer (NSCA-CPT)
- Tactical Strength & Conditioning-Facilitators (TSAC-F)
- Certified Special Population Specialist (CSPS)
- ACSM Certified Exercise Physiologist

FOR MS/DC ONLY:

- Certified Chiropractic Sports Physician (CCSP)
- Diplomate in American Chiropractic Board of Sports Physicians (DACBSP)
- International Certified Chiropractic Sports Physician Exam (ICCSP)

BACHELOR OF SCIENCE IN HUMAN BIOLOGY (ONLINE OR ON-CAMPUS)

PROGRAM OUTCOMES

1. Communicate biological concepts to diverse audiences.
2. Apply scientific principles to solve problems relevant to human biology
3. Utilize scientific information to make evidence-based decision

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4. Assess social and behavioral factors that impact human health
5. Examine the major concepts in human biology

GENERAL EDUCATION OUTCOMES

1. Communicate meaningfully with different audiences through written and oral modes.
2. Integrate questioning, analysis and reasoning to develop solutions to complex problems.
3. Use information from a multitude of sources to make informed decisions for self and others.
4. Make informed, service-oriented and ethical decisions based on the complexities of human cultures.
5. Apply behavioral and social sciences theories, methods and practices to the needs of a global society.
6. Relate the impact of social, cultural, linguistic and historical circumstances of humanity to issues and concerns of society.
7. Apply numerical information and reasoning (i.e., quantitative literacy) to examine real-world problems or issues.
8. Apply scientific information, inquiry and reasoning to diverse problems.

ACADEMIC DEGREE PLAN & COURSE DESCRIPTIONS

The academic degree plan (ADP) outlines the course of study and typical schedule for a student in their given program. The current ADP is available on the university website, along with the current course descriptions.

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GRADUATION REQUIREMENTS

- Complete all coursework as required with a D or higher.
- Maintain a 2.0 Cumulative Grade Point Average.
- Maintain Satisfactory Academic Progress.
- Complete all exit interviews/paperwork.
- Have all outstanding balances due to the University cleared.
- Earn approval of the Professional Standards & Promotion Board.

The Application to Graduate paperwork should be completed no later than eight weeks prior to the end of the trimester in which the student plans to graduate.

BACHELOR OF SCIENCE IN LIFE SCIENCE 3+1 WITH LOGAN'S DC PROGRAM (ONLINE OR ON-CAMPUS)

PROGRAM OUTCOMES

1. Communicate scientific concepts to diverse audiences
 - a. Describe the ways in which health promotion and health interventions are impacted by cultural factors
 - b. Apply the study of physics to the human body
 - c. Define and build medical words

2. Apply scientific principles to the interrogation of life phenomena

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- a. List the basic principles of the central and peripheral mechanisms involved in the regulation of breathing and predict inter-relationships of the cardiovascular and respiratory *systems*.
 - b. Evaluate potential threats to human physiological *processes*
 - c. Interpret the connection between the effort to eliminate health disparities and the concept of cultural competence
3. Utilize scientific information to make evidence-based decisions
 - a. Describe ways in which health problems and health interventions are impacted by cultural factors
 - b. Review characteristics of innovative healthcare delivery systems
 - c. Recognize the normal microstructure and correlated functions of epithelial, connective, muscle, and nervous tissue
 4. Demonstrate understanding of factors impacting human health
 - a. Discuss ethical issues associated with various forms of healthcare delivery
 - b. Identify areas of potential conflict between health care professionals and a patient's cultural beliefs.
 - c. Describe the basic methods of control for infectious disease
 5. Apply anatomical knowledge to predict physiological response
 - a. Identify the contents of the thoracic cavity and understand their relationships to one another
 - b. Name the visceral structures and glands of the nasal, oral, and laryngeal spaces including innervations and blood supply
 - c. Name and identify the skeletal muscles of the human body and describe the origin, insertion, action, and innervation of these muscles

GENERAL EDUCATION OUTCOMES

1. Communicate meaningfully with different audiences through written and oral modes.

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2. Integrate questioning, analysis and reasoning to develop solutions to complex problems.
3. Use information from a multitude of sources to make informed decisions for self and others.
4. Make informed, service-oriented and ethical decisions based on the complexities of human cultures.
5. Apply behavioral and social sciences theories, methods and practices to the needs of a global society.
6. Relate the impact of social, cultural, linguistic and historical circumstances of humanity to issues and concerns of society.
7. Apply numerical information and reasoning (i.e., quantitative literacy) to examine real-world problems or issues.
8. Apply scientific information, inquiry and reasoning to diverse problems.

ACADEMIC DEGREE PLAN & COURSE DESCRIPTIONS

The academic degree plan (ADP) outlines the course of study and typical schedule for a student in their given program. The current ADP is available on the university website, along with the current course descriptions.

Students enrolled in the Bachelor of Life Science degree program must have a 3.0 cumulative grade point average before beginning courses in the Doctor of Chiropractic (DC) program.

Students who have a cumulative grade point average higher than 2.75 but less than 3.0 at the time their Doctor of Chiropractic courses are scheduled to commence may be admitted through the Alternate Admission Track Program (AATP).

Students with a cumulative grade point average below a 2.75 do not meet the admission requirements of the DC program and may consider changing their major to the Bachelor of Science in Human Biology degree. Students with a cumulative grade point average below a 2.0 may be academically dismissed from Logan.

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*Students must complete at least nine credit hours of undergraduate coursework at Logan in addition to the Doctor of Chiropractic coursework.

GRADUATION REQUIREMENTS

- Complete all coursework as required with a D or higher.
- Maintain a 2.25 Cumulative Grade Point Average (CGPA).*
- Maintain Satisfactory Academic Progress.
- Complete all exit interviews/paperwork.
- Have all outstanding balances due to the University cleared.

The Application to Graduate paperwork should be completed no later than eight weeks prior to the end of the trimester in which the student plans to graduate.

*Students enrolled in the Bachelor of Life Science degree program must have a 3.0 cumulative grade point average before beginning courses in the Doctor of Chiropractic (DC) program.

Students who have a cumulative grade point average higher than 2.75 but less than 3.0 at the time their Doctor of Chiropractic courses are scheduled to commence may be admitted through the Alternate Admission Track Program (AATP).

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STUDENT RESEARCH

While some programs required research projects, not all do. Regardless of program requirements, all Logan University students are invited and encouraged to enhance their educational experience through participation in original research through the identification of a faculty mentor through the Research Advisory Committee (RAC) who can help facilitate the research process as a valuable learning experience. Students participating in research, whether a required or voluntary component of their program, may be invited to participate in Logan's Research Day on campus either in person or virtually. Logan's Research Day is a great way to share research and engage with researchers about up-and-coming changes and/or evidence that supports today's practices forming tomorrow's best practices. All research projects must have prior approval of the Research Advisory Committee (RAC) and the Institutional Review Board (IRB) or be stamped exempted prior to being started. Students participating in research projects may also be eligible for an annual research award at graduation.

The Research Advisory Committee can be reached at RAC@Logan.edu

IRB can be reached at IRB@Logan.edu

*Students in the Doctor of Chiropractic program may request a waiver from the Information Literacy Courses from the Dean of the College of Chiropractic if they have an approved, faculty-supervised research project. The project must be approved by the RAC, IRB and Dean of the College and must be successfully completed prior to graduation.

Completion of research includes a presentation at Logan University Research Day.

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LOGAN UNIVERSITY RESEARCH DAY

Logan University Research Day is a day set aside annually for students and faculty to share their research work over the past year with the Logan community. This day may include the sharing of posters, speakers and interactive sessions.

Refreshments will be served throughout the event and any community member is welcome to attend, browse and ask questions. The event is free of charge and is meant to highlight the wonderful work our faculty and students do to advance their professions. Abstracts are published in the Research Day Abstract Book and are available for download on our website. A small award is given for the best student and best faculty presentation as decided upon by a panel of judges.

GRADUATION INFORMATION

The celebration of graduation is a momentous occasion. As such, Logan University is proud to host graduation at the end of each trimester for bachelor, masters, doctorate and professional degree students. Graduation is held in the beautiful William D. Purser, DC Center on Logan's campus in Chesterfield, Missouri. The ceremony is held on the first Saturday following the end of the trimester.

Information about graduation can be found on the graduation website:

<http://www.logan.edu/academics/graduation>

Family seating is first come, first serve. Information about discounted hotel rates for family members attending graduation can be found on Logan's graduation website:

<http://www.logan.edu/academics/graduation>

Logan is happy to provide a notification regarding your graduation to your hometown newspaper(s).

Information and an application about this service is provided on the University graduation website.

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Students who choose to do so may order official class rings, announcements and invitations. Information is provided about these services on the University graduation website.

APPLICATION TO GRADUATE

The completion of the Application to Graduate is a requirement for all graduates. Without the Application to Graduate, the graduation committee will not review transcripts to confirm all requirements have been met, potential graduates will not be included in the graduation ceremony and a diploma will not be issued.

Prior to completing your Application to Graduate, please check the following. Your Academic Success Coach can assist you:

- Are all anticipated waivers and transfer credits accurately represented?
- Does your degree audit accurately reflect the degrees you are pursuing?
- Have you completed all outstanding incomplete grades and is your record updated accordingly?
- Is your name and address correct in your biographical information?
- Have you resolved all holds on your account?

The application to graduate is located on Logan’s website.

GUEST HOODING

Master, Doctorate and Professional Doctoral degree graduates participate in a hooding ceremony during graduation. During the hooding process, a sash-like garment of blue and white (Logan University’s school colors) and the color that represents the discipline of the degree being granted is

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placed around the graduate’s neck. This tells the story of what school and discipline an individual graduated.

Hooding is conducted by the President, Executive Vice President of Academic Affairs, the Dean of the College, and/or the Program Directors. The garment is then arranged so that it flows down the back of the graduate, revealing the colors of the school and discipline. For graduates with more than one degree, only one hood is worn at any given time.

The accomplishment of graduating with a Doctorate degree typically signifies the final stage of formal education. As part of the celebration of this stage of education, Doctorate and Professional degree students are allowed to invite a guest hooder to hood them during the graduation ceremony.

The guest hooder must meet the following criteria:

- Be the graduate’s parent (step), grandparent (step), sibling (step), child (step) or spouse and;
- Have an earned doctorate degree in a health profession related discipline; or
- Be Active or Reserve United States Military Status and in dress uniform; or
- Be retired from the United States Military and be a veteran of a recognized war or conflict.

Guest hooders are limited to two per student. Students wishing to invite a guest hooder must submit a request form to GuestHooding@Logan.edu at least eight weeks prior to the graduation ceremony and receive official approval for the guest hooder to participate. The form may be found on the graduation website.

Guest hooders do not wear regalia. Instead, they should dress in business attire or military dress. Exceptions to the policy are rare and are heard by the Executive Vice President of Academic Affairs.

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LOGAN LEGACY

The Logan Legacy award recognizes graduates and their alumni family members who were instrumental in the graduate choosing to carry on their family member’s legacy of attending Logan University. These strong family ties are a testament to the value that our graduates and their families have placed in Logan as they refer their closest relatives to follow in their educational footsteps. The current graduate and their qualifying family member will be recognized in the graduation program and at the graduation awards ceremony. During the graduation awards ceremony, the graduate will receive a cord to be worn with their regalia to denote their Legacy status during the graduation ceremony.

The application may be found on the graduation website. Graduates should submit the application form to LoganLegacy@Logan.edu at least eight weeks prior to graduation.

To be honored as a Logan Legacy, the alumni must be:

- A graduate of Logan University prior to the current graduate entering Logan University and;
- The current graduate’s parent (step), grandparent (step), sibling (step), child (step) or spouse.

CODE OF CONDUCT POLICIES

Upon matriculation into Logan University, a student has crossed the threshold of their professional career. Behavioral expectations and outcomes help shape professionalism. As professionals, we accept that we are all held to that professional standard that exists in all that we are and do.

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Any member of the campus community may file charges against a student for violations of the Code of Conduct and Discrimination policies.

Faculty who file charges against students in violation of the Academic Code of Conduct related to a specific graded assignment should issue a zero for the assignment while the matter is being investigated.

Students may file formal complaints against any Logan employee or student under the Code of Conduct and Discrimination Policies. Formal complaints involving a student as the grievant and/or aggrieved are investigated by the Dean of Students or appropriate designee. In the event an individual involved in the hearing/investigation process is the grievant, aggrieved or a witness, a replacement will be named by the Executive Vice President or President as appropriate.

Employees wishing to file a complaint against another employee should refer to the Employee Handbook or contact the Human Resource Office.

Unless otherwise stated below, a written complaint should be received by the Dean of Students as soon as possible after the date of the alleged violation, preferably within one (1) trimester.

Following the receipt of the formal written complaint, the Dean will, within 10 business days (unless otherwise stated below), begin an investigation of the complaint and:

1. Notify the aggrieved of the complaint within ten business days of the receipt of the complaint and provide a copy of the complaint. The aggrieved should provide a written response to the Dean (if not already completed). Failure to provide a written response within three business days of notification will be considered a waiver to respond and considered agreement that the event as described in the original written complaint is accurate. Grievant will receive a copy of the response once available.

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2. If appropriate, the Dean will attempt to mediate the situation to resolution.
3. If mediation is appropriate and successful, the complaint is considered resolved. If not,
4. The Dean will convene the Conduct Committee to hear the case.

The Conduct Committee is made up of a core committee and a subcommittee. The core is made up of the Academic Affairs Deans, the Director of Human Resources, and a Faculty Council Representative (elected to an annual term by the Faculty Senate). The subcommittee members hold three-year appointments with the exception of the student members appointed by the Logan Student Government who serve for the length of one academic year.

Subcommittee members include a faculty representative from each program, one faculty representative from the Logan Health Centers, one representative from the Learning Resource Center, and two representatives from the Staff Council.

All members are considered voting members; the committee only needs 51% of the committee present to vote. For a vote to be passed a majority of votes must agree and their vote presides and represents the views of the entire committee.

Academic Integrity: core committee, faculty members, Learning Resource Center members and at least one student member. Decisions are appealed to the EVPAA.

Clinical Practice Integrity: core committee, at least one student member, at least one faculty member, and the Logan Health Centers representative. Decisions appealed to the EVPAA.

Student Behavior: core committee, at least one Student Affairs member, at least one staff council member, at least one faculty member and student members. Decisions appealed to the EVPAA.

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Faculty Behavior*: core committee, at least one student, at least one Staff Council member and faculty members. Decisions appealed to the EVPAA. *Faculty and staff issues may be referred to the Human Resources Department in lieu of the committee.

Following the completion of steps 1-4 above, the following steps will occur within five days:

5. All documentation received by the Dean during the complaint and investigation process is submitted to the committee chair.
6. The core committee will consider the case.
 - a. The core committee determines if the written documentation is sufficient to hear the case or if they wish to speak with or interview individuals. This is at the sole discretion of the core committee. If the core committee chooses to speak with or interview individuals, the committee chair will coordinate those efforts through the Dean of Students.
 - b. This is an internal University process, not a legal proceeding, as such, attorneys are not permitted in any committee activity.

*If more than one meeting is required to hear and deliberate the case fully, the committee shall make a reasonable effort to conclude deliberations within a reasonable time frame. It is understood that the hearing and deliberation process may take longer if the committee decides to speak with or interview individuals due to the varied schedules and time it takes to coordinate such interviews.

Following the hearing and deliberation of the case, the committee chair must submit the committee’s written decision to the Dean of Students within five days. The Dean of Students will immediately forward the findings to both parties and the Executive Vice President and President (as appropriate).

There are three outcomes to committee findings:

1. The committee finds for the aggrieved. The complaint is resolved.

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2. The committee finds for the grievant. The aggrieved may appeal.
3. The committee finds the complaint is frivolous and/or malicious.

The grievant may appeal.

For outcome 2 and 3, written appeals must be filed with the Dean of Students within five business days.

If no appeal is received, the complaint is resolved.

The grounds for appeal may only be based upon the following:

1. Conduct policy and/or procedures were not followed in a way that would significantly impact the outcome of the case or may have resulted in a different finding;
2. New or relevant information, not available at the time of the investigation or hearing, has arisen that would significantly impact the outcome of the case.

The individual seeking the appeal must indicate, in writing, the specific rationale or reasons for his or her appeal. The appeal statement should include the following: Student's name, local address, phone number, reason for appeal (as indicated above) and appropriate information regarding why the appeal should be granted. The letter should be of sufficient detail to stand on its own without accompanying testimony to permit the evaluation of the merit of the grounds for appeal.

Appeals will be forwarded to the Appeals Officer, who has 10 business days to make a final ruling. The Appeals Officer is the Executive Vice President of Academic Affairs.

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All official communication for these processes will be conducted through Logan’s e-mail system. Both the grievant and the aggrieved should communicate only with the Dean of Students unless otherwise directed by the Dean of Students.

Students found in violation of the academic and behavioral conduct policies may be referred to the Conduct Committee; Sanctions by the Conduct Committee may include, but are not limited to, dismissal from the University.

As a general rule, neither the sanctions resulting from a disciplinary decision nor any change in the status of a student will be enforced until the appeal has been decided. However, each matter will be considered on a case-by-case basis, considering, among other things, the health and safety of individual community members and/or the community as a whole.

In the cases where the Dean believes it to be in the best interest of the institution to temporarily suspend the student, he or she retains the right to do so.

Logan reserves the right to take immediate action on a complaint in extreme situations, bypassing the committee system.

CODE OF ACADEMIC CONDUCT

Students are expected to conduct themselves in a manner befitting the learned and honorable profession which they are entering. This code includes the expectation of academic honesty. While students have an obligation to assist their fellow students in meeting the common goals of their education, students have an equal obligation to maintain the highest standards of personal integrity. It is not possible to provide examples of all behavior that would be considered violations of academic

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integrity, academic dishonesty and/or plagiarism. The following points include, but do not limit, examples of behavior that would constitute a violation of the Code of Academic Conduct:

In general, violations of the Code of Academic Conduct shall initially be investigated and handled by the Dean of Students. The Dean has 10 days from notification of possible violation to investigate and decide whether to escalate the matter to the Conduct Committee for possible disciplinary action through the Code of Conduct policies.

The institution’s Code of Academic Conduct includes, but is not limited to:

- Failure to appear before the University when called to offer testimony related to academic matters, and failure to testify fully and truthfully during such appearances.
- Misrepresenting facts for the purpose of gaining admission, enrollment or academic advancement, or aiding another person in such misrepresentation.
- Misuse of University technology and networking resources.
- Misusing confidential materials. It is an offense to knowingly or recklessly procure, distribute or receive any confidential materials such as pending examinations, tests/quizzes or assignments from any source without the proper, written consent of the course instructor.
- Violations of academic integrity, dishonesty and/or plagiarism.
- Violations of the Anatomy Lab Policy.
- Practicing without a license.
- Violations of the Information Technology Acceptable Use Policy.
- Violations of the Copyright Infringement Policy.
- Failure to report any of the above violations to the appropriate instructor or administrator.

All members of the academic community are expected to demonstrate academic integrity in all phases of their work. All cases of academic dishonesty will be handled through the Code of Conduct policies, and may result in sanctions or permanent dismissal from the University.

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ACADEMIC DISHONESTY & PLAGIARISM

Academic dishonesty is the attempt to secure an unfair advantage for oneself or another in any academic exercise. The following is an extensive, though not exhaustive, list of actions, which are considered to be academically dishonest.

Students should check with their instructor(s) if they have any question as to what is or is not permitted in a specific course. Since students are expected to be familiar with the Academic Integrity policy and the commonly accepted standards of academic honesty, ignorance of such standards by itself is not sufficient evidence of lack of intent.

- CHEATING is the use or attempted use of trickery, artifice, deception, fraud and/or misrepresentation of one's academic work. This includes:
 - Copying answers from another student.
 - Using books, notes, conversations with others, calculators, cell phones and other electronic devices or any other type of external assistance during an examination or other academic exercise without the permission of the instructor.
 - Collaborating with others on homework, lab reports, computer programs or other academic assignments without the permission of the instructor.
 - Obtaining the answers to or a copy of an examination prior to its administration.
 - Attempting to have oneself represented by another person in classroom activities (including but not limited to, papers, exams, labs, discussion forums and work groups).
 - Beginning an examination prior to the announced commencement of the examination period.
 - Continuing to work on an examination after the announced conclusion of the examination period.
 - Talking, tapping fingers or making other distracting noises and/or gestures that may be interpreted as signaling.

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- **PLAGIARISM** is the representation of the words or ideas of another as one’s own work. This includes:
 - Failing to properly identify direct quotations by quotation marks or appropriate indentation and formal citation
 - Failing to acknowledge and properly cite paraphrased or summarized material from another source
 - Failing to acknowledge and properly cite information obtained from other sources, including the Internet or other electronic media
 - Failing to acknowledge and properly cite tables, charts, and images produced by another
 - Submitting assignments written by another, including, but not limited to, those obtained from commercial term paper companies or the internet
 - Submitting all or substantial portions of the same work to fulfill the requirements for more than one course without the prior permission of the instructor(s), including self-plagiarism
- **FABRICATION** is the falsification or invention of any information or citation in any academic exercise. This includes:
 - Using “invented” information in any laboratory experiment or other academic exercise of research without permission of the instructor.
 - Falsifying or creating records to complete an academic exercise, including clinical requirements (falsification of histories, physicals, laboratory tests, rotation records, etc.), internships, assignments, etc.
 - Altering and resubmitting returned academic work without permission of the instructor.
 - Misrepresenting the actual source from which information is cited (such as citing a quote from a book review as though it came from the original work).
- **FACILITATING DISHONESTY** is knowingly helping or attempting to help another commit any act of academic dishonesty. This includes but is not limited to:

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- Substituting for another person in a course or exam
- Allowing another to copy one’s work in an examination or other academic exercise
- Composing some or all of another student’s assignment

➤ OTHER PROHIBITED ACTIONS:

- Forging or otherwise altering grades, transcripts, course withdrawal forms, or other academic documents
- Illegally accessing a computer hard drive, server, or site
- Stealing or destroying the academic work of another, such as a thumb drive, term paper, or notebook
-

Faculty are required to notify the Program Director/Associate Dean of Faculty if a violation of the Academic Dishonesty & Plagiarism is suspected. The Program Director/Associate Dean of Faculty will assist the faculty member with the initial investigation of the allegation. If the initial investigation finds that a violation has likely occurred, the matter will be escalated to the Dean of Students for further action.

PLAGIARISM SANCTIONS

Logan University recognizes that plagiarism may occur intentionally, when a student attempts to use outside material to deceive an instructor, or unintentionally, as a result of poor research and citation practices. Logan University believes acts of verified plagiarism should be handled in a progressive disciplinary process. Occurrences are not limited to an individual class; rather, the occurrences are cumulative across all classes and programs. The progression is as follows:

FIRST OCCURRENCE (MISUSE OF SOURCES):

A first instance of misuse of sources is generally believed to result from a lack of familiarity and inexperience using APA guidelines and is perceived as a misuse of sources.

The sanctions for a first offense generally are, but not limited to:

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- Required completion of a mentoring session, either online or in person, with the Logan University Writing Center Director within one week of notification
- Resubmission of the assignment for a reduced grade (10 percentage points lower than the grade earned) one calendar week after completion of the mentoring session
- Students who choose not to participate in or fail to complete the mentoring session will receive a grade of zero on the assignment

SECOND OCCURRENCE (MISUSE OF SOURCES):

A second occurrence of plagiarism is a more serious academic offense and is not attributed to naiveté, ignorance of guidelines, or a misunderstanding of what constitutes acceptable scholarship at Logan University. Because remediation has already occurred, it can be assumed the student either intentionally plagiarized or has not attended to learning proper use of sources.

The sanction for a second plagiarism offense at Logan University may be, but is not limited, to:

- A grade of F in the course in which the second offence occurred

THIRD OCCURRENCE (MISUSE OF SOURCES):

A third occurrence of plagiarism is seen as a student’s chronic inability or refusal to adhere to Logan University policies.

The sanction for a third plagiarism offense at Logan University may be, but is not limited, to:

- Expulsion from the university

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INTENTIONAL PLAGIARISM:

In some cases, it may be clear the student has intentionally submitted work prepared, in whole or in part, by another writer. A first instance of intentional plagiarism is recognized to be an attempt to deceive the instructor.

The sanctions for verified intentional plagiarism (e.g., a submission created by another student or acquired online) are, but not limited to:

- A grade of zero on the assignment
- Required meeting, either online or in person, with the Dean of Students
- Possible Conduct Committee investigation and hearing.

If determination of responsibility and sanctions (if appropriate) are determined by the Dean of Students in the case of Intentional Plagiarism, the student may appeal to the Conduct Committee of the University within five days of this notification of outcome. The appeal letter can be delivered to the Dean of Students' office for coordination with the Conduct Committee.

AMERICAN PSYCHOLOGICAL ASSOCIATION (APA) FORMATING

The university recognizes the American Psychology Association (APA) formatting guidelines to provide students with a framework which to provide appropriate citations to give original authors credit for their work, unless otherwise stated in a faculty member's syllabus. Students may purchase an APA manual in the bookstore. Other APA resources are available in the Learning Management System course shell, and the Logan Writing Center is available to help with any citation questions.

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ANATOMY LAB POLICY

Faculty outline classroom policy in their individual course syllabus. This anatomy lab policy is in addition to or supersedes like policies related to the improper or unprofessional handling of cadaveric material.

Cadavers at Logan University have been provided by people who chose to bequeath their remains to support your education. Laws pertaining to both the procurement and usage of cadavers are governed by Chapter 194 of the Missouri Revised Statutes. Violations of these statutes include class D felonies. Cadavers are used over the course of several trimesters; extra care must be taken to preserve them both through proper storage protocols, tool usage and in listening to class instruction. The remains of many of our cadavers will be returned to their families following their time in our lab. Please treat these generous body donations with the care and respect they deserve.

In order to participate in Logan's anatomy laboratory courses, the following rules and regulations must be obeyed at all times. Failure to do so may result in disciplinary action up to, but not limited to, dismissal from the University and in some cases, criminal prosecution.

- The cadaver lab is a restricted area. Only anatomy students, faculty, staff and approved guests are allowed access to the lab. Children under the age of 16 are not allowed in the lab without permission of the Executive Vice President of Academic Affairs.
- Information about our cadavers is confidential, similar to patient confidentiality, and should not be shared.
- All electronic devices (e.g., cell phones, cameras, iPads, etc.) are strictly prohibited from the lab. iPads will be allowed only during practical examinations.
- Only students enrolled in Logan's anatomy courses are allowed to participate in dissection.
- Only students enrolled in Logan's anatomy courses are allowed in lab areas without written permission of the faculty member, Dean or higher.
- Do not remove identifying tags from cadavers.

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- The capturing of images (e.g., digital photographs, videos, etc.) of human remains is strictly prohibited.
- The unauthorized removal of cadavers, body parts or cadaveric tissue from the laboratory, amphitheater or embalming room may be punishable by law.
- Intentionally damaging a cadaver or engaging in activities outside of academic purposes may constitute abuse of a corpse, which may be punishable by law.
- Disrespectful behavior will not be tolerated. This includes, but is not limited to, posting degrading comments on social media, posing cadavers in inappropriate positions and making inappropriate remarks about the cadavers.

PRACTICING WITHOUT A LICENSE

When a profession is licensed (ex. Chiropractic), only those individuals who have a valid license or are operating under the direct supervision of a licensed Logan University faculty member, are allowed to practice. An individual is likewise forbidden to make it appear that she or he is licensed, if she or he is not in fact licensed, or to mislead the public in any way regarding the issue of licensure or competence to practice the licensed profession.

CHIROPRACTIC ADJUSTING POLICY

It is understandable that students wish to practice chiropractic adjustment techniques learned in the classroom; however, any such practice must be done under the supervision of a Logan University faculty member with an active license in the state in which they are adjusting. Students are provided time in class and through open supervised lab time to practice this important skill and may request additional reasonable practice time/psychomotor skill tutoring through the tutoring office or College Dean.

Administering unauthorized or unsupervised chiropractic techniques may constitute the unlicensed practice of chiropractic and could impact the student's ability to attain licensure in the future.

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Students who administer, receive or observe an unsupervised and/or unauthorized chiropractic adjustment or manipulation has an ethical obligation to report such activity to the Dean of the College of Chiropractic or Dean of Students.

NON-CHIROPRACTIC TECHNIQUE TREATMENT POLICY

Students are prohibited from providing acupuncture needling techniques, electrical stimulation or herbal recommendations without the authorization and supervision of an appropriately qualified faculty member. Further, no person shall be treated in the University’s health center or outside clinics unless a complete case history is on file in the patient records.

Students who administer, receive or observe an unsupervised and/or unauthorized treatment has an ethical obligation to report such activity to the Dean of the College.

INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY

This Acceptable Use of Technology Resources Policy explains the acceptable and unacceptable uses of Logan University’s technology resources. It applies to all users of Logan’s technology resources.

TECHNOLOGY RESOURCES ARE FOR EDUCATIONAL AND UNIVERSITY BUSINESS USE

1. Logan purchases and provides access to technology resources (equipment, software and services) for use by the staff, faculty and students. The primary purpose of these technology resources is to support Logan’s educational mission and enable day-to-day University operations.
2. These technology resources include, but are not limited to:
 - a. Computers
 - b. Software

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- c. Internet access
- d. Online services
- e. Databases
- f. Telecommunications equipment
- g. Networking equipment
- h. Monitors/Projection

USE MUST BE LEGAL AND ETHICAL

1. Technology resources must only be used for lawful purposes. Users of Logan’s technology resources must follow all federal, Missouri and other applicable laws. Examples of applicable laws include, but are not limited to, the laws of defamation, privacy, copyright, trademark, obscenity and child pornography. Users must follow the University policies for student, faculty and staff conduct, and any contractual or license requirements.
2. Technology resources may not be used for any purpose that is illegal, immoral, unethical, dishonest, damaging to the reputation of the University, inconsistent with the mission and values of the University or likely to subject the University to harm. Users should avoid nuisance emails such as chain letters, and never use University technology resources to post, view, print, store or send obscene, pornographic, sexually explicit, harassing or offensive material.

USE MUST BE AUTHORIZED AND SECURE

1. All Logan community members are responsible for their own use of the University’s information technology resources, both on and off campus. Users must maintain good habits of personal safety and privacy while accessing the Internet, and are responsible for ensuring

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that their activities do not endanger, impede access to, or threaten the privacy or security of others' information or systems.

2. Users must only access the technology resources they are authorized to use, and only use them in the manner and to the extent authorized. All users must respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected. Users may only use the accounts, passwords and access they have been assigned. Credentials may not be shared, transferred or used by other persons.

USERS MUST RECONIZUSE THAT RESOURCES ARE SHARED

1. Because Logan's technology resources have a limited capacity and are shared by all users, staff, faculty and students must restrict their use of the resources to what is needed for authorized activities. Users must not consume such an unreasonable amount of technology resources that they degrade the resources for other users. If necessary, Logan may require users of technology resources to limit or refrain from specific uses.

USERS MUST RECOGNIZE THAT RESOURCES ARE NOT PRIVATE

1. Logan's technology resources are not private. The University reserves the right to inspect the activities, communication and accounts of individual users of Logan's technology resources as needed and without notice, except as prohibited by law. In its discretion, the University may use or disclose the results of any inspection, including the contents and records of individual communications, to University personnel, third parties or law enforcement agencies.

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2. The University may inspect its technology resources when it determines it is necessary, including, but not limited to, the following:
 - a. To protect the integrity, security or functionality of the University or other technology resources, or to protect the University from harm.
 - b. If there is reasonable cause to believe that a user has violated, or is violating, any Logan policy or applicable civil or criminal law.
 - c. If an information technology resource is experiencing unusually excessive activity.

USE MUST BE COMPATIBLE WITH LOGAN'S MISSION

1. Logan's technology resources may not be used for commercial purposes or for personal financial or other gain. Examples of prohibited behavior include, but are not limited to, engaging in sales activities, running a business or advertising. Political activities are not permitted. Examples include organizing or participating in a political meeting, rally or demonstration; soliciting contributions or votes; distributing material and surveying or polling for information connected to a political campaign.
2. The University permits occasional personal use of technology resources on a limited basis. Such use must not consume a significant amount of Logan's technology resources, interfere with job performance or with other University responsibilities, interfere with the efficient operation of the University or its technology resources, and must be otherwise in compliance with Logan policy.

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USE MUST RESPECT COPYRIGHT

1. Users of Logan’s technology resources must honor the rights of copyright owners and not participate in the unauthorized use, distribution or reproduction of copyrighted materials, including but not limited to, music or video files. The University investigates any claims of possible copyright infringement taking place through its computer networks. Users who violate copyright law, including the use of peer-to-peer networks, may be subject to civil or criminal liabilities.

LOGAN WILL ENFORCE THIS POLICY

1. Access to Logan’s technology resources is a privilege. Abuse of the privilege may result in disciplinary procedures and/or legal action as described in Logan’s policies and handbooks. In some situations, Logan may be required to immediately disable technology resources and suspend access privileges where unacceptable use is severely impacting system performance or security.

COPYRIGHT INFRINGEMENT POLICY AND SANCTIONS

Courses, regardless of delivery, include the use of oral, written and visual presentations that are the intellectual property of the faculty and institution. These presentations may not be recorded or copied without prior permission of the faculty member. These presentations are for use by currently enrolled students at Logan University only and are not for distribution.

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The use of copyrighted materials for instructional purposes must be done in compliance with the U.S. copyright law. For information on the correct use of copyrighted materials, please see the Logan University Copyright Policy.

Unauthorized distribution of copyrighted materials, unauthorized peer-to-peer file sharing and illegal downloading or unauthorized distribution of copyrighted materials using the University's information technology system are considered violations of the institution's Code of Academic Conduct. Students found guilty of such behavior are subject to sanctions including but not limited to reprimand, probation, suspension, dismissal, disciplinary consultation, as well as other sanctions deemed appropriate by the University.

Unauthorized distribution of copyrighted materials, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities, which are summarized below.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at no less than \$750 and no more than \$30,000 per work infringed for "willful" infringement. A court can, in its discretion, also assess costs and attorney's fees. For details, see Title 17 United States Code, Sections 504, 505.

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Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov

CODE OF BEHAVIORAL STANDARDS

Students enrolled at Logan University are expected to adhere to a standard of behavior consistent with the standards of the institution. Compliance with institutional rules and regulations and city, state and federal laws is expected.

Students are subject to the same civil laws as other citizens. University policies and regulations are designed to encourage intellectual and personal development of students. Students who violate the law may incur penalties prescribed by civil authorities. Students who violate University regulations in off-campus activities are subject to penalties just as if the violation occurred on campus.

Inappropriate conduct outside the provisions cited in the Code of Academic Conduct is included in the Code of Behavioral Standards. In general, violations of the Code of Behavioral Standards shall initially be investigated and handled by the Dean of Students. The Dean is encouraged to consult with the Dean of the College.

It is not possible to provide examples of all behavior that would be considered inappropriate, unprofessional or not in keeping with the standards expected of a student. The following points include, but do not limit, examples of behavior that would constitute a violation of the Code of Behavioral Standards:

- Behavior unbecoming of one's profession

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- Failure to appear before the University when called to offer testimony related to non-academic matters, and failure to testify fully and truthfully during such appearances.
- Harm, abuse, damage or theft to or of any person or property on campus grounds or property owned by any hospital/clinic, affiliated institution/organization or individual to which the student may be assigned.
- Entering or using Logan or clinic facilities without authorization, or disrupting teaching, research, administrative or student functions of the school.
- Conviction of a criminal offense other than a misdemeanor or traffic offense.
- Participating in academic or clinical endeavors of Logan or its affiliates while under the influence of alcohol, a controlled substance or illicit drug.
- Improper relationships or activities involving a person entrusted to a student as part of his/her education requirements.
- Unlawful use, possession or distribution of illegal drugs and alcohol at any time.
- Incarceration, drunkenness, protective custody and similar inappropriate behaviors.
- Possession, use or storage of weapons, fireworks or explosives on University property or at University-sponsored events is prohibited. To avoid creating undue concerns, the use or possession of non-operational or model weapons having the appearance of actual weapons or firearms is also prohibited.
- Placing a person in needless jeopardy or unethical disclosure of privileged information.
- Behavior or grooming which provokes a lack of respect and confidence on the behalf of the public, faculty or colleagues.
- Abusive or disrespectful conduct toward members of the faculty, administrative or professional staff, employees, community agencies, businesses, law enforcement, students, patients or visitors of the institution.
- Violating or disobeying the rules or guidelines of off-campus businesses, institutions, agencies, etc.
- Violations of the discrimination policy.

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- The filing of complaints found to be frivolous and/or malicious in nature and otherwise without substance.
- Failure to abide by a written or oral directive from faculty, staff, security or administration.
- Computer hacking into any website or communication system.

PROFESSIONAL INFRACTIONS

- Improper use of online learning tools, including but not limited to, Internet, email, discussion forums, learning management systems, list serves, as well as showing disrespect for an individual's privacy, equipment, software and work product.
- Sharing of student pins and passwords.
- Leaving items in study areas or breakout rooms for extended periods of time when absent.
- Leaving trash in classrooms or areas used for study or leisure.
- Having food or functions with food in non-designated areas.
- Posting unapproved materials or posting approved materials in inappropriate areas.
- Repeatedly parking in patient or reserved spots.
- Inappropriate use of email including abusive or confrontational language and conversations.
- Using the University word mark or a College name on a poster, stationary, clothing, etc., without written permission.
- Selling items on campus in direct competition with the Logan University bookstore or food services without first obtaining proper approvals.
- Accessing pornographic material at any time while on institution premises or using institution equipment.
- Vandalism to private or public property.
- Showing disregard or disrespect to any on- or off-campus police officer or security personnel; any University administrator, faculty, student or other staff member, or any coworker in the health professions as they are conducting their professional duties.

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- Violation of any other established rules and regulations of Logan and its affiliates and/or the mission and values of the institution.

Institutional premises and property shall include the premises and property of any affiliated institution or organization where Logan students pursue activities for academic credit.

SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING

Logan University prohibits sexual assault, domestic violence, dating violence and stalking. Logan will respond promptly and effectively to reports of sexual assault, domestic violence, dating violence and stalking, and will take appropriate action to prevent, to correct and to discipline behavior that violates this policy.

DUTIES OF THE TITLE IX COORDINATOR

Logan’s Title IX coordinator is charged with coordinating the University’s obligations under Title IX, which includes **addressing inquiries regarding the non-discrimination policy related to sex- or gender-based discrimination, such as** sexual assault, domestic violence, dating violence and stalking. The duties of the position involve:

- Completion of annual training on the requirements of Title IX, as applied to pregnant and parenting students as well as all other aspects of Title IX.
- Ensure coordination of the Pregnancy and Childbirth Policy with the appropriate student services offices on campus.
- Provide information to individuals regarding their Title IX rights and Logan's grievance process.

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- Conduct a semiannual review of all Title IX complaints (either brought to the Title IX Coordinator or independently investigated), to identify and address any patterns or systemic problems.
- Periodically assess the efficacy of Logan's overall Title IX compliance efforts, including soliciting feedback from students.
- Promptly investigate any reported incidents and taking appropriate actions to defer any additional incidents.

DEFINITIONS

Logan uses state definitions of crimes relating to violence, assault, stalking, and related issues.

- a. "Abuse" includes, but is not limited to, the occurrence of any of the following acts, attempts or issues, threats against a person who may be protected pursuant to this chapter. Abuse shall not include abuse inflicted on a child by accidental means by an adult household member or discipline of a child, including spanking, in a reasonable manner.
- b. "Assault" - purposely or knowingly placing or attempting to place another in fear of physical harm.
- c. "Battery"- purposely or knowingly causing physical harm to another with or without a deadly weapon.
- d. "Coercion" - compelling another by force or threat of force to engage in conduct from which the latter has a right to abstain, or to abstain from conduct in which the person has a right to engage.
- e. "Harassment" - engaging in a purposeful or knowing course of conduct involving more than one incident that alarms or causes distress to an adult or child and serves no legitimate purpose. The course of conduct must be such as would cause a reasonable adult or child to suffer substantial emotional distress and must actually cause substantial emotional distress to the petitioner or child. Such conduct might include, but is not limited to:

Document edited January 29, 2019:		Page numbers listed are based on prior edition, edits will shift new page numbers.	
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➤ P. 14 removed bad link.	➤ P. 167 Self Service address link updated	➤ P. 167 Emergency Notification address updated	➤ P. 214 Notification address link updated.

- i. Following another about in a public place or places;
 - ii. Peering in the window or lingering outside the residence of another; but does not include constitutionally protected activity.
- f. “Sexual assault” - causing or attempting to cause another to engage involuntarily in any sexual act by force, threat of force or duress.
- g. “Unlawful imprisonment” - holding, confining, detaining or abducting another person against that person’s will.
 - i. “Adult” - any person 17 years of age or older or otherwise emancipated.
 - ii. “Child” - any person under 17 years of age unless otherwise emancipated.
 - iii. “Court” - the circuit or associate circuit judge or a family court commissioner.
- h. “Dating violence” - abuse or stalking committed by a person who has been in a romantic or intimate relationship with the victim. Whether a relationship exists will depend on the length, type and frequency of the interaction.
- i. “Domestic violence” - abuse or stalking committed by a family or household member, as such terms are defined in this section.
- j. “Ex parte order of protection” - an order of protection issued by the court before the respondent has received notice of the petition or an opportunity to be heard on it.
- k. “Family” or “household member” - spouses, former spouses, any person related by blood or marriage, persons who are presently residing together or have resided together in the past, any person who is or has been in a continuing social relationship of a romantic or intimate nature with the victim, and anyone who has a child in common regardless of whether they have been married or have resided together at any time.
- l. “Full order of protection” - an order of protection issued after a hearing on the record where the respondent has received notice of the proceedings and has had an opportunity to be heard.
- m. “Order of protection” - either an ex parte order of protection or a full order of protection.
- n. “Pending” - exists or for which a hearing date has been set.

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- o. "Petitioner" - a family or household member who has been a victim of domestic violence, any person who has been the victim of stalking or a person filing on behalf of a child pursuant to section 455.503 who has filed a verified petition pursuant to the provisions of section 455.020 or section 455.505.
- p. "Respondent" - the family or household member alleged to have committed an act of domestic violence, a person alleged to have committed an act of stalking, against whom a verified petition has been filed, or a person served on behalf of a child pursuant to section 455.503.
- q. "Stalking" - when any person purposely and repeatedly engages in an unwanted course of conduct that causes alarm to another person when it is reasonable in that person's situation to have been alarmed by the conduct. As used in this subdivision:
 - i. "Alarm" means to cause fear of danger of physical harm.
 - ii. "Course of conduct" means a pattern of conduct composed of repeated acts over a period of time, however short, that serves no legitimate purpose. Such conduct may include, but is not limited to, following the other person, unwanted communication or unwanted contact.
 - iii. "Repeated" means two or more incidents evidencing a continuity of purpose.
- r. "Sexual Consent" is defined as positive, unambiguous and voluntary agreement to engage in specific sexual activity throughout a sexual encounter. Consent cannot be inferred from the absence of a "no;" a clear "yes," verbal or otherwise, is necessary. Consent to some sexual acts does not constitute consent to others, nor does past consent to a given act constitute present or future consent. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Consent cannot be obtained by threat, coercion or force. Agreement under such circumstances does not constitute consent.

Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs or some other condition. A person is mentally or physically incapacitated when that person lacks the ability to make or act on considered decisions to engage in

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sexual activity. Engaging in sexual activity with a person whom you know, or reasonably should know, to be incapacitated constitutes sexual misconduct.

RETAILIATION IS PROHIBITED

- a. Retaliation against or interference with individuals who report or file complaints of violations of this policy, those who cooperate in investigations of such reports or complaints, or those who serve on the University Honor Council to hear and decide complaints brought before the Panel is a violation of Logan policy, will not be tolerated and, if perpetrated by a student, will itself be treated as an offense under the University’s Honor Code.
- b. Any individual from the University who engages in such retaliation or interference should be referred to the University’s Title IX Coordinator, as appropriate, for further investigation and disciplinary action as warranted.
- c. Retaliation will be handled promptly and equitably.

RECORDS ARE NORMALLY RETAINED FOR 10 YEARS

Records of the University Honor Council directly related to an investigation shall be destroyed after a period of 10 years from the date of final disposition of a complaint unless the outcome of the complaint results in suspension or expulsion, in which case the records will be maintained indefinitely. If the Respondent withdraws from the University prior to final adjudication, the records shall not be destroyed.

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CONFIDENTIALITY IS MAINTAINED TO THE EXTENT

- a. Logan will strive to protect, to the greatest extent possible, the confidentiality of persons reporting violations and of those accused.
- b. Because Logan has an obligation to address sexual harassment, Logan cannot guarantee complete confidentiality where it would conflict with Logan’s obligation to investigate meaningfully or, where warranted, take corrective action. Even when some disclosure of Logan’s information or sources is necessary, it will be limited to the extent possible.
- c. Logan will, to the extent permitted by law, keep confidential all records of complaints, responses and investigations.

EDUCATION AND PREVENTION PROGRAMS ARE PROVIDED

- a. Logan provides education and prevention programs to all faculty, staff and students as part of new employee and new student orientation. These orientation programs include:
 - i. Statements that Logan prohibits sexual misconduct, as defined by this policy, and the crimes of dating violence, domestic violence, sexual assault and stalking as defined by Missouri law.
 - ii. The definitions surrounding sexual misconduct and domestic violence under Missouri law.
 - iii. The definition of “consent,” as defined for purposes of sexual activity.
 - iv. Safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking against a person other than the individual.

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- v. Information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks.
- vi. Information about the procedures that recipients should follow, and that Logan will follow, after an incident of dating violence, domestic violence, sexual assault or stalking has occurred and been reported.
- b. Logan’s education and prevention programs reflect comprehensive, intentional and integrated programming, initiatives, strategies and campaigns intended to end dating violence, domestic violence, sexual assault and stalking. These programs are designed to consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.
- c. Logan’s education and prevention programs include:
 - vii. Annual Awareness Programs
 - 1. Awareness programs consist of community-wide or audience-specific programming, initiatives and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety and reduce perpetration.
 - viii. Bystander Intervention Programs
 - 1. Bystander intervention consists of safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. It also includes recognizing situations of potential harm, understanding institutional structure and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options and taking action to intervene.
 - ix. Ongoing Prevention and Awareness Campaigns
 - 1. Ongoing prevention and awareness campaigns consist of programming, initiatives and strategies that are sustained over time and focus on increasing understanding of topics relevant to, and skills for addressing

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dating violence, domestic violence, sexual assault and stalking, using a range of strategies with audiences throughout Logan.

x. Primary Prevention Programs

1. Primary prevention programs consist of programming, initiatives and strategies intended to stop dating violence, domestic violence, sexual assault and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention and seek to change behavior and social norms in healthy and safe directions.

xi. Risk Reduction

1. Risk reduction consists of options designed to decrease perpetration and bystander inaction and to increase empowerment for victims to promote safety and to help individuals and communities address conditions that facilitate violence.

ADDRESSING A COMPLAINT OF SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE OR STALKING

The following are the procedures for addressing a complaint of sexual assault, domestic violence, dating violence or stalking against a Logan University student. These procedures are different than those followed in addressing other complaints of violations of the Student Honor Code.

WHAT TO DO IF YOU WITNESS OR ARE THE RECIPIENT OF SEXUAL ASSULT, DOMESTIC VIOLENCE, DATING VIOLENCE OR STALKING

1. What to do if you witness or are the recipient of sexual assault, domestic violence, dating violence or stalking.

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- a. Call someone who can help and support you, such as a friend or relative, the police (911), campus security (636-230-1986) or H&H Health Associates ((800-832-8302) - Toll Free). Campus security or the local police can assist with securing protective orders as necessary.
- b. If you observe or otherwise become aware of any of these behaviors, safely intervene to prevent the occurrence from taking place. If this is not possible, please immediately contact the police (911) or campus security (636-230-1986) to report what you've observed.
- c. Please note that preserving evidence is critical to any investigation, so please contact the appropriate authorities as soon as possible after an incident occurs.

FILING A COMPLAINT

2. Filing a Complaint.

- a. A complainant should contact the University's Title IX Coordinator at 636-230-1932. A formal complaint is not required to initiate an investigation. Any Title IX violation that becomes known by a mandated reporter or responsible employee will be investigated promptly and equitably.
- b. A mandated reporter / responsible employee is defined as any employee who has the authority to take action to redress harassment or has the duty to report harassment to appropriate official(s), or someone a student could reasonably believe has this authority.
- c. A complainant is also encouraged to file a report with the Logan security office or the appropriate law enforcement agency by dialing 911. Logan provides round-the-clock security on campus 365 days a year, 7 days a week, 24 hours a day, and may be reached by dialing 636- 230-1986. A complainant may simultaneously pursue criminal and Logan disciplinary processes.
- d. A complainant may allege other violations of the Code of Behavioral Standards in addition to sexual assault, domestic violence, dating violence or stalking. The University

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Honor Council may investigate and exercise jurisdiction over such complaints in their entirety as long as the additional charges arise out of the same set of facts and circumstances or are related to the alleged incident of sexual assault, domestic violence, dating violence or stalking.

INVESTIGATING A COMPLAINT

3. Investigating a Complaint.

- a. Upon receipt of a complaint against a student member (the “Respondent”) of Logan, the Title IX Coordinator or their respective designee, may conduct an investigation or, at his/her discretion, request that Logan security or an independent investigative agent conduct such an investigation. Hereafter, references to “Investigator” will be taken to mean the Title IX Coordinator, Logan security or the independent investigative agent, as the case may be. The Investigator will commence an adequate, reliable, and impartial investigation within seven business days of notification.
- b. Following the investigation, the Investigator will provide a written report to the chairperson of the University Honor Council within seven business days of concluding the investigation. The report shall be reviewed by the full Honor Council. The report will describe the relevant facts and circumstances learned during the course of the investigation into the complaint, and it will contain reports of all interviews conducted by the Investigator, but it will not set forth any conclusions as to whether those facts and circumstances constitute a violation of the Logan Honor Code.
- c. After reviewing the report, the University Honor Council through its chairperson may request clarifications and additional investigation. When the report is complete, the parties will be given the opportunity to review the report and provide a written response, which will be provided to the Investigator, the University Honor Council and the other party.

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- d. The Investigator’s final report will be provided to the University Honor Council, along with any written statements provided to the Investigator by parties or witnesses.

ADJUDICATING A COMPLAINT

4. Adjudicating a complaint.

- a. The University Honor Council decides how Logan will resolve complaints referred to it by the University’s Title IX Coordinator and/or the Chief Student Conduct Officer, and may impose sanctions, including those identified in the University Honor Code, up to and including suspension and expulsion.
- b. The University Honor Council will separately interview both parties as soon as practicable. Absent special circumstances, the Council’s interviews of the parties will normally take place within 10 business days following submission of the final report to the Council.
- c. Any individual complainant, respondent or witness may be accompanied by an individual “advisor” to provide support at any time during the investigation process. This “advisor” may consult and interact privately with the individual during student conduct proceedings, but may not perform any function in the process other than advising the individual. The advisor may not make a presentation or represent the party during the process or proceeding. Notwithstanding, the advisor may not be a fact witness to the conduct at issue, will not be allowed to address the Council and will not be allowed to interact or contact the Investigator or anyone on the Council while the complaint is pending.
- d. At its sole discretion, the Council may rely upon the Investigator’s report and its interviews of the parties for its understanding of the relevant facts, or it may interview additional witnesses, whether or not such witnesses have previously been interviewed by the Investigator. The Council may also interview the Investigator.

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- e. Based upon the information provided in the final report, any written statements provided to the Council and its own interviews of the parties and others, the Council will determine whether it is more likely than not, based on a preponderance of the evidence, that the Respondent violated the University Honor Code.
- f. If the majority of the Council determines that the Respondent more likely than not violated the University Honor Code, based on a preponderance of the evidence, the Council will impose sanctions, up to and including suspension or expulsion from Logan.
- g. Absent special circumstances, the University’s investigation and interviews will be concluded, and the Council will issue a written decision notifying the parties of its determination as to whether there has been a violation within 60 days of the initial submission of the Complaint. The Respondent will be notified in writing of any sanctions imposed, and the Complainant will also be notified in writing of any sanctions, to the extent permitted by law. Both parties will be notified simultaneously in writing. The University will act in accordance with guidance from its general counsel in making such determinations.

REVIEWING A DECISION

5. Reviewing a decision.

- a. The parties may seek a review of the Council’s decision by the Vice President for Academic Affairs (VPAA) by submitting that request in writing within 14 calendar days of the Council’s issuance of its decision. The scope of such review shall be limited to determining: (i) whether the procedures set forth herein were fairly implemented, or (ii) whether any sanctions imposed are insufficient or excessive.

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- b. The VPAA may direct that the matter be remanded to the University Honor Council with specific instructions to address determinations as to procedural fairness. The VPAA may also reduce, modify, or increase the sanctions assessed by the Council. The decision of the VPAA is final.
- c. In the event of the absence or disqualification of the VPAA, the review will be conducted by the Chairperson of the Faculty Council, or his or her designee.
- d. Sanctions will be stayed pending the disposition of any review, except that a temporary suspension will remain in effect. If a hold has been placed on a student's records, it will remain until final disposition of the complaint.

FURTHER ACTION BY THE TITLE IX COORDINATOR

6. Further action by the Title IX Coordinator.

At any point before, during or after the investigation, and regardless of the Council's or VPAA's final decision, the Title IX Coordinator may determine that interim or remedial measures, directed at the parties, witnesses or a broader University population, are necessary and appropriate to prevent and/or respond to sexual harassment or sexual violence. Depending on the specific nature of the allegation, such measures may include, but are not limited to: implementation of a no-contact order, temporary course/classroom assignment changes, counseling, academic support services and accommodations, etc.

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INTERIM SUSPENSION

7. Interim suspension.

The Dean of Students, a Logan Vice President or the Clinic Chief of Staff may impose an interim suspension if necessary, pursuant to the standard and procedures set forth under the University Honor System Section IV, Article IV. For purposes of these procedures, the suspending authority must take the appropriate steps to initiate the investigation provided for in these procedures within five business days of the date of the interim suspension. The suspension shall end when rescinded by the suspending authority, or upon failure of the suspending authority to initiate an investigation within the noted timeframe or, if not rescinded and if the investigation is initiated, when the decision by the University Honor Council and any decision on appeal to the Vice President for Academic Affairs, if applicable, is final.

SEXUAL ASSULT SUPPORT RESOURCES

8. Sexual assault support resources.

- a. Experiencing sexual or relationship violence can be an overwhelming and isolating experience. Sexual assault and relationship violence are traumatic experiences that can interrupt your life at home, work and school. It can sometimes affect your relationships with friends and family. Many victims try to cope and manage their feelings on their own, which is a common response to dealing with such a painful and frightening experience.
- b. Although we are not a crisis center, we can provide referrals by phone or in person. If you are in crisis and we are not open, please contact a hotline or talk to someone.

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Resources and contact information are below. If you are in danger please call 911.
 We are glad you are finding help.

LOCAL RESOURCES

1. Chesterfield Police Department
 (636) 537-4000
 690 Chesterfield Parkway West
 Chesterfield, MO 63017

2. Counseling through Logan-affiliated H&H Health Associates
 (314) 845-8302 or (800) 832-8302 (toll free)
 3660 South Geyer Road Suite 100; Laumeier III
 St. Louis, MO 63127
 info@hhhealthassociates.com

3. St. Luke's Hospital Emergency Room
 232 South Woods Mill Road
 Chesterfield, MO 63017

4. Alternatives to Living in Violent Environments
 (314)993-2777 (24-hour access)

5. Crime Victims Advocacy Center
 (314)652-3623 (24-hour access)

6. Legal Advocates for Abused Women
 (314)664-6699

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7. LGBT Center of St. Louis
1-888-350-4477
<http://www.lgbtcenterstl.org/>

8. Life Crisis
(314)647-4357

9. Women’s Resource Center: Sexual Assault Response Team
(314)531-7273 (24-hour access)

10. Safe Connections
(314) 646-7500, TTY: 314-646-0505, Hotline: (314) 531-2003
<http://www.safeconnections.org>

11. Bridgeway Sexual Assault Center Hotline:
(877) 946-6854
<http://bridgewaybh.com>

12. Provident Life Crisis Hotline
(314)647-HELP (4357) or 1-800-273-TALK (8255)

CONDUCT COMMITTEE

Logan University holds the expectation that community members will conduct themselves in a manner that demonstrates mutual respect for the rights and personal/academic well-being of others and that community members will preserve the integrity of the social and academic environment and support the mission, vision, and values of the university and their college. Conduct violation allegations may be made against students and/or faculty. Staff issues should be referred to the

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Human Resource Department. The purpose of the conduct committee is to help reduce violations through education and to ensure both the accused and the accuser feel due process has been satisfied.

The Committee makes recommendations on how to communicate and educate students and faculty about positive conduct in support of the mission and values of Logan and health care professionals. In addition, the committee acts as a judicial council on violations of the conduct policy.

The Conduct Committee and the Honor Council are different entities. The Conduct Committee does not hear matters related to sexual assault, domestic violence, dating violence, stalking or other matters related to Title IX violations. The Honor Council, as outlined in the related policies, hears those matters.

POTENTIAL DISCIPLINARY ACTION

Except where otherwise stated, the following are potential disciplinary actions of the Conduct Committee. It should be noted that this list is not inclusive of all possible sanctions and are provided here as examples of possible outcomes.

REPRIMAND

A reprimand is a written letter to a student for misconduct that is found to be a minor offense. Any faculty member through his or her department head or administrator of the institution may issue a reprimand. For recordkeeping purposes, reprimands are reported to the Dean of the College/Clinic, Student Affairs and the Registrar.

DISCIPLINARY PROBATION

Disciplinary probation is a written warning that a student’s behavior has been judged inappropriate and, if any further problems occur, more serious disciplinary action will be taken. A student may be placed on disciplinary probation for no longer than one calendar year. However, the University

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reserves the right to extend the probation if warranted. Disciplinary probation status may be given to a student by a dean without the recommendation of a committee hearing. Conditions of probation may include a requirement that the student obtain medical (including psychological) consultation and treatment or other requirements that will remedy the misconduct and prevent its recurrence. Students are not allowed to continue classes while on probation. Appeals are made to the Executive Vice President (EVP) of Academic Affairs. Decisions of the EVP are final.

SUSPENSION

Suspension is defined as a temporary and immediate separation from the institution. The duration of the suspension is determined by the Dean upon recommendation of the appropriate committee. Appeals are made to the Executive Vice President of Academic Affairs. Decisions of the EVP are final. Dismissal is a permanent separation from the institution. A Dean typically, but not necessarily, dismisses a student with a committee recommendation. Dismissals may be imposed with or without the right to apply for readmission to the institution at a later date. Students may appeal academic issues to the Executive Vice President of Academic Affairs. Decisions of the EVP are final.

CONSULTATION

Qualifying conditions may be placed upon a student's discipline by requiring satisfactory evaluation by a physician or psychiatrist appointed or approved by the University.

DRESS CODE

Students are expected to dress in attire appropriate to the event in which they are attending. Students should represent themselves in a way that is consistent with Logan University mission, vision, and values as well as those of the profession they are pursuing. Certain classrooms, clinics, and events

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may have specific dress code requirements and students are expected to adhere to those standards. For example, the anatomy lab requires closed toe shoes.

Casual attire is appropriate for the classroom, unless otherwise articulated for the specific course or course session.

Clinic Attire

As representatives of the health care profession, students are expected to dress in attire that communicates credibility, respect, confidence and meets professional standards. Appropriate dress is also essential to enhance patient safety in the clinical setting. When students are assigned to clinical activities in any of Logan University approved clinical settings, they should consider themselves as representatives of Logan University. Attire and behavior should promote a positive impression for the individual student, the specific course, and the institution.

In addition to the guidelines outlined below, certain departments and some clinical affiliate institutions may require alternative dress guidelines, which must be followed.

- Recommended acceptable attire includes:
 - Males: Clean and pressed dress pants/slacks, tucked button dress shirt with a tie or collared polo-style shirt.
 - Females: Clean and pressed dress pants/slacks or skirt, blouse with modest neckline, or collared polo-style shirt. A professional dress is also acceptable, but must maintain modesty during adjusting and other evaluation or clinical duties.
- Students are expected to wear a short white coat with their name badge and Logan University identification visible, unless otherwise stated by the clinical site.
- Students must maintain good personal hygiene, be well-groomed, and dressed in a manner appropriate to their responsibilities.

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- Hair shall be clean, dry, and styled neatly. Long hair should be tied back or worn up so that it does not touch the patient, nor obstruct vision. Hair color and style must be appropriate for the clinical environment.
- Shoes must be comfortable, clean, in good condition and appropriate to the job duties. Flip-flops, slippers, or open-toed shoes/sandals are NOT allowed in the clinical setting.
- Facial hair must be neatly groomed, clean, and must not interfere in any way with the student's clinical performance.
- Jewelry worn by students must be of reasonable shape and size, appropriate to the clinical setting and may not interfere with patient care, execution of responsibilities, or safety.
- Inappropriate or offensive tattoos are to be covered and not visible when in the clinical setting.
- Perfumes, colognes, or heavy fragrances must not be worn because of the possibility of others' sensitivity to strong scents.

In environments where clinic dress is appropriate, the following are not: jeans, overalls, sweat shirts, sweat pants/joggers, shorts, leggings, yoga pants, halter or tank tops, non-collared tee shirts, workout clothes, sandals or open-toe shoes, caps, bandanas, baseball hats, or body or facial piercings other than earrings and small nose studs and those required by a student's religious or cultural beliefs. Grooming and attire that may inhibit patient care may be questioned. The instructor/Supervisor may allow for additional options for specific situations or activities.

CRIMINAL BACKGROUND CHECKS

Clinical practice is an integral part of clinical education at Logan University. Hands-on clinical experience brings to life clinical education for each student in our clinically oriented programs. It is a privilege for Logan to partner with many community health care facilities to provide a robust and diverse clinical experience for our students in clinically-oriented programs. To ensure the safety and well-being of all patients, background checks are becoming a standard requirement for employment in health care today. It is therefore important that students within our programs have current

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background checks prior to beginning clinical practice and more frequently if required by a clinical site.

Results of background checks will be made available to students and to the necessary Logan University faculty and administration.

Individuals considering applying to the programs requiring clinical experiences (ex: Doctor of Chiropractic) should be aware that, based on certain criminal convictions, clinical affiliates may not accept a student for a clinical assignment or may rescind a previous acceptance. In such an event, and depending on the circumstances, the student may be unable to complete a required clinical experience and consequently their graduation requirements. Students who are unable to complete the graduation requirements are subject to dismissal from Logan.

In addition, certain criminal convictions may result in the denial of the credentials needed to practice. Prospective students who are concerned about a criminal conviction are urged to contact the relevant state and/or federal agencies to inquire whether their criminal record may adversely affect the issuance of the credentials needed to practice.

Background checks are completed prior to entering the clinical phase of each program (ex: Trimester 6 for Doctor of Chiropractic).

Students with any criminal conviction or guilty pleas for the following shall not participate in patient care activities, including accessing patient health information, providing any type of direct patient care or assisting another health care worker with patient care.

1. Rape
2. Criminal deviate conduct

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3. Exploitation of an endangered adult or a child
4. Failure to report battery, neglect or exploitation of an endangered adult or a child
5. Theft, if the person's conviction for theft occurred less than 10 years before the date of submission by the person of an application for the criminal background check for the purposes of entering or completing an educational program at Logan
6. Conviction of any crime which requires registration with any state or national sexual offender registry
7. Aggravated murder
8. Murder
9. Voluntary manslaughter
10. Felonious assault
11. Kidnapping
12. Sexual battery
13. Aggravated arson
14. Aggravated robbery
15. Aggravated burglary

Any misdemeanor or felony drug law conviction leading to ineligibility must be documented with an explanation as to why it makes the student ineligible.

Questions about the criminal background check process may be directed to the Chief of Clinical Operations and Strategic Innovation Office.

CHILDREN ON CAMPUS

For the safety of the child and for the integrity of the learning environment, children under the age of 16 are not permitted in any laboratory or clinic unless it is for educational purposes and approved by

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the Executive Vice President of Academic Affairs. Children in an active classroom, not otherwise covered by this policy, must have verifiable permission of the lead faculty member of said class. Children on campus under the age of 16 must be accompanied by a parent or legal guardian or have written permission and prior approval as stated above.

Community events are covered under the University community event policy. Students found in violation of this policy will be referred to the Dean of Students for appropriate action.

SOCIAL MEDIA POLICY

Logan University has established social media policies to assist students in making professional choices. The permanent nature of postings may cause social media behaviors to be subject to high levels of scrutiny in the moment and for years to come. Therefore, the postings within social networking sites are subject to the same standards of professionalism as any other personal or professional interaction and are treated as if made in a public forum. Once it is posted, the actions of others could lead to legal or professional consequences for the poster and/or commenter. The following social media expectations, while not inclusive, provide a policy on how to use social media sites with the highest integrity and judgment.

- Be Accurate
 - Make sure you have the facts before you post and pause before posting.
- Respect Others
 - Inappropriate postings and cyberbullying may be considered a form of harassment.
- Be Careful
 - Monitor the friends and pages you are connected to through various social media platforms. If others are displaying items that are unprofessional, consider defriending or unfollowing in order to avoid being associated with those behaviors.

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- Maintain Confidentiality
 - Do not give medical advice as this could result in a violation of HIPAA and/or be seen as practicing without a license and may cause danger to others. In addition, be clear when stating medical opinions as opposed to medical facts and specify if it only involves your personal views.
 - Never discuss specific patient information, even if all identifying information is excluded. It is possible that someone could recognize the patient to whom you are referring based upon context.
 - Under no circumstances should photos of patients, cadavers or body parts of patients or cadavers be displayed online.
 - In order to maintain healthy patient-student doctor relationships and to avoid potential legal consequences, refrain from interactions with all patients on all social networking sites while a student.
 - Do not post confidential information about Logan, students, faculty, staff or alumni.
- Respect Intellectual Property Laws
 - Respect copyright and intellectual property rights of others and the University, including copyrights and logos or other University images.

WEAPONS ON CAMPUS POLICY

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 at a Logan staff member, faculty member, student, guest or visitor on or off premises. Verbal or written threats of any kind, even in jest, will not be tolerated and may result in disciplinary action up to and including

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termination, expulsion or removal from the premises pending investigation. Fighting or verbal threats will be dealt with promptly.

In a further effort to maintain a violence-free learning and work environment, Logan has adopted 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.

Even though Missouri has passed a concealed weapons law, the law provides that one is not entitled to carry a concealed weapon into any higher education institution without the consent of the governing body of the higher education institution. Logan does not, under any circumstances, consent to carrying a concealed weapon on its property or to having a concealed weapon in a 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 one’s person, belongings or vehicle while on Logan property will result in discipline up to and including termination of employment, suspension, expulsion or removal from the premises.

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DRUGS AND ALCOHOL ON CAMPUS

Logan University permits the use of alcoholic beverages on campus at events hosted in the William D. Purser Center and in the Standard Process Student Center at sponsored events by student organizations or departments within Logan under the following circumstances:

- A student-run organization that is recognized by the Logan Student Government or is a formal department within the University
- No student or guest at the event under the age of 21 will be served alcoholic beverages and government-issued IDs will be checked to ensure this is true
- Alcoholic beverages are not sold at the event
- Alcohol must not be taken out of the facility into other areas of campus
- Alcohol may only be served by vendors with active liquor licenses and they must have appropriate insurance
- Serving alcoholic beverages should always be in the context of serving food and non-alcoholic beverages
- A specific student group or department must be identified as responsible for the event
- The responsible party will monitor the event so that anyone who is clearly intoxicated is not served any more alcohol and appropriate arrangements to get the individual home safely will be made
- The University will not reimburse students or student groups for alcohol purchases
- Any student event where alcohol is present at a University-sanctioned event must have approval of the Dean of Students

DRUG AND ALCOHOL ABUSE POLICY

The Logan University drug and alcohol policy includes all students, faculty, staff, fellows, residents, administration and volunteers. Logan University has a significant interest in ensuring that the work

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environment is free from the hazards to patients, students, employees, and visitors that are created due to the unauthorized use of alcohol, drugs, or controlled substances.

The Drug Free Workplace Act of 1988 and Drug Free Schools and Community Act of 1989 requires Logan University, as a Federal grant recipient and contractor, to certify that it will provide a drug free workplace and learning environment. A drug free awareness program has been established to inform all employees and students about:

- The dangers of drug abuse in the workplace
- The University’s policy of maintaining a drug-free workplace
- The availability of drug counseling, rehabilitation, student and employee assistance programs
- Potential penalties for drug abuse violations.

This is accomplished by providing to each employee and student a copy of the University’s Drug Free Workplace policy statement, and requiring that as a condition of employment under such a grant or contract the employee will abide by the terms of this statement; and notify the Director of Human Resources of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Copies of this policy can be obtained from the Dean of Students and Director of Human Resources.

STANDARDS OF CONDUCT

The purpose of a drug and alcohol-free campus is to promote the safety, health and general well-being of students and employees and to facilitate the efficient operations of campus business toward accomplishing the college or institution mission. Accordingly, employees and students will not engage in the unlawful manufacture, distribution, possession, or use of controlled substances, illicit drugs, or

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alcohol while on University property or engaged in University-related activities. Controlled substances include, but are not limited to, narcotics, depressants, stimulants, hallucinogens, cannabis (marijuana), and prescription drugs, except when used in accordance with instructions from a proper medical authority. Logan also prohibits the sale, use and dispensing of alcoholic beverages on College premises with the exception of University sponsored events, where alcohol may be served.

When alcohol is served at University sponsored events, employees and students are expected to comply with all University policies, including Logan’s Code of Conduct.

UNIVERSITY SANCTIONS

The illegal sale, manufacture, distribution, or unauthorized use of drugs or controlled substances whether on or off Logan University premises or reporting to work, classes, clerkships, preceptorships or laboratory research under the influence of unauthorized drugs or controlled substances may constitute grounds for immediate dismissal including suspension/expulsion or termination of employment.

The unauthorized use or possession of alcoholic beverages on Logan University’s premises or reporting to the school under the influence of alcohol also may constitute grounds for immediate dismissal including suspension/expulsion or termination of employment.

The University may in its discretion take appropriate disciplinary action up to and including termination of employment or suspension/expulsion against anyone who has violated the above rules. In some cases, the individual in question may be referred for counseling and treatment through the Employee Assistance Program or via Student Assistance Program. The University is under no obligation to refer an employee or student who has violated the above rules to the EAP/SAP or to any other rehabilitation program.

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Any employee or student who is suspected of being under the influence of any alcoholic beverage or drug while on duty and who refuses to be medically evaluated or to release the results of such evaluation to the University or appropriate administrative officer of the University will be relieved from duty and will be subject to disciplinary action up to and including suspension/expulsion or termination of employment.

LEGAL SANCTIONS

Local state and federal governments have enacted laws making it a criminal offense to unlawfully possess, use or distribute illicit drugs or alcohol. These laws cover the one time, “social or recreational” users as well as the alcoholic and drug addict. In order to assist you in understanding the potential legal implications of such conduct, a summary of the criminal sanctions which may be imposed under local, state, and federal laws is provided below:

MISSOURI LAW

Conviction for possession of illicit drugs results in up to 7 years imprisonment and a maximum fine of \$5,000, unless the offense involves 35 grams or less of marijuana which entails up to 1 year in prison and a fine of \$1,000.

The purchase, attempt to purchase, or possession of any intoxicating liquor by a person under 21 years of age is punishable by a fine of \$50 to \$1,000 and up to a year in jail. The same penalties apply to persons knowingly furnishing alcohol to minors.

FEDERAL LAW

Conviction for possession of illicit drugs results in 1 to 3 years imprisonment and a minimum fine of

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\$1,000, unless the offense involves cocaine base (crack) which may carry mandatory imprisonment for up to 5 to 20 years.

The severity of the sanctions imposed for both possession and distribution offenses depend on the type and quantity of drugs, prior convictions, and whether death or serious injury resulted. Sanctions may be increased for offenses which involve distribution to minors or occur on or near Campus. In addition, other federal laws require or permit forfeiture of personal or real property used to illegally possess, facilitate possession, transport or conceal a controlled substance. A person’s right to purchase a firearm or receive federal benefits, such as Student loans, grants, contracts, or professional or commercial licenses, may be revoked or denied as a result of a drug conviction.

Additionally, federal law mandates that any Student who has been convicted of an offense under any federal or state law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance during the period on the date of such conviction and ending after the interval specified.

HEALTH RISKS

There are numerous, serious health risks associated with the use of illicit drugs and alcohol. Substance abuse, when left untreated, may lead to damaged vital organs such as the liver, brain, and kidneys. Other problems normally associated with substance abuse include nausea, vomiting, loss of memory, slurred speech, blurred vision, and violent acts of aggression. These effects can lead to poor academic performance, loss of jobs, arrests, arguments with family and friends, and serious accidents. For more information about the effects of alcohol and drug use, see the following link:
<https://www.drugabuse.gov/sites/default/files/cadchart.pdf>

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COUNSELING AND ASSISTANCE

The Employee Assistance Program (EAP) and Student Assistance Programs (SAP) offers professional guidance counseling and a referral service for substance abuse, as well as other concerns, to students, employees and their immediate families free of charge. For confidential information, contact EAP/SAP at 314-845-8302 or 800-832-8302.

The following agencies provide alcohol and substance abuse treatment:

1. ASSISTED RECOVERY CENTER OF AMERICA (ARCA)
6651 Chippewa Ave., #224 St. Louis, MO 63109, 314-645-6840
17300 N. Outer Forty, #212 Chesterfield, MO 63005, (636) 532-8333

2. BRIDGEWAY BEHAVIORAL HEALTH
1027 S. Vandeventer Ave., St. Louis, MO 63110,
636-224-1700 www.bridgewaybh.com

3. CENTERPOINTE HOSPITAL
4801 Weldon Spring Pkwy St. Charles, MO 63304,
636-441-7300 <http://centerpointehospital.com/>

4. MERCY EDGEWOOD PROGRAM
970 Executive Parkway Dr. St. Louis, MO 63141,
314-628-6500 www.mercy.net/practice/edgewood-program

5. HELPLINES AND WEBSITES

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- Alcoholics Anonymous 14 Sunnen Dr St. Louis, MO 63143 314-647-3677
WWW.AASTL
- Behavioral Health Response (BHR) 314-469-6644 1-800-811-4760
- Cocaine Anonymous 314-361-3500 WWW.CAMISSOURI.ORG
- Narcotics Anonymous 314-830-3232 WWW.SHOWMEREIONNA.ORG
- National Council on Alcoholism and Drug Abuse 314-962-3456
- Substance Abuse and Mental Health Services Administration (SAMHSA) 24/7
Treatment Referral Helpline: 1-800-662-HELP (4357) 1-800-487-4889 (TDD)
WWW.SAMHSA.GOV

DRUG TESTING

The University reserves the right to request students submit to drug and alcohol testing at any time.

RESOURCES

For confidential information, contact EAP/SAP, H&H Health Associates, at 314-845-8302 or 800-832-8302.

1. St. Louis Narcotics Anonymous
2. St. Louis Alcoholics Anonymous

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ACADEMIC SUCCESS

Passing grades in individual courses are necessary but not sufficient for attainment of a degree from Logan University. Failure to demonstrate appropriate ethical or professional behavior may in itself be cause for dismissal despite passing academic performance. In addition, students are expected to demonstrate commitment to their profession by fully engaging in the educational experience through orientation, campus-sponsored symposiums, course attendance, timely submission of work, participation in the course and institutional evaluation process and demonstration of respectful behavior towards patients, staff, students, faculty and others.

ADVISING

Upon completion of the enrollment process, students are transferred from an Admissions Counselor to an Academic Success Coach (ASC). The ASC acts as an academic advisor and a liaison to resources across the institution. Through the coaching process, the ASC monitors student performance in each class and helps students optimize their success from matriculation to graduation. Through the monitoring and advising process, the ASC helps students identify and overcome obstacles that may impede the achievement of their academic goals. A student may schedule an appointment with their ASC at any time; an ASC may also contact students to schedule appointments as needed.

Services of the ASC do not replace those provided by and referred from the Student Care Manager, which is available to all students through the Office of Student Affairs.

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SCHEDULES

Students are provided an Academic Degree Plan (ADP) upon matriculation. The ADP outlines what courses a student must successfully complete prior to graduation. A student's ADP may be accelerated or decelerated based upon student performance and/or permission of the Dean.

Student's wishing to make changes to their ADP should schedule an appointment with their ASC to discuss the desired changes. Changes may also be made based on a student Satisfactory Academic Progress (SAP). On-campus class schedules with times are posted on the website at least six weeks prior to the start of each trimester.

TIME MANAGEMENT

Enrollment in any of Logan University's programs is an implicit commitment to make the education process and responsibilities thereto a sincere commitment. Different students have different abilities and different programs have different time commitments. Students are expected to review the academic time commitment necessary to be successful in their program of study and create and follow a time management plan that is best suited to success.

Students in the Doctor of Chiropractic program are strongly discouraged from working an outside job, as the time commitment for this program is strenuous. While extracurricular activities are valuable, students should consider the commitment required to participate in extracurricular activities while enrolled in a high-demand program and the need to meet all of their other outside obligations.

Likewise, students in other programs may need to adjust their course load to best meet their goals, but need to remain cognizant of the time to completion policies. Students seeking guidance on time management plans and assistance for calculating their estimated workload should contact their Academic Success Coach.

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COURSE SYLLABUS

Each course has a class syllabus. The syllabus outlines the classroom policies and expectations for each course. It is the student's responsibility to review and understand the syllabus before the first day of class. Syllabi are released to students via Canvas no later than the Friday before the first day of class. It is therefore reasonable for faculty to begin course instruction over the readings in week one during the first class period; however, faculty may not issue a graded test or quiz on the first day of class. Questions about the syllabus, class or classroom policies/expectations should be directed to the instructor of that course.

LANGUAGE SKILLS

Logan University students, regardless of program, must have the ability to read, write and speak English at a level sufficient to successfully complete the course of study for their respective program.

- Dictionary use is not permitted during exams.
- English language competency alone is not a reason for formal academic accommodations.
- In the absence of a documented disability, extra time will not be allowed for any tests, including outcomes assessment examinations.
- At the discretion of each instructor, requests for explanations may be granted as needed.

REQUIRED TECHNOLOGY

Technology is a regular part of the Logan University experience. Classrooms are outfitted with modern audiovisual equipment, the buildings are blanketed in high-density Wi-Fi, the computer lab offers state-of-the-art printing and computing services, and the assessment center provides a high-tech environment to develop doctor/patient skills.

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Although it will vary from class to class, students should expect some level of technology use in all their coursework. Logan students regularly bring mobile devices and laptops to campus to assist in their studies and should always check each course syllabus for any specific technology requirements. The ability to use classroom technology is an expectation of each Logan program.

ONLINE AND HYBRID COURSES

Logan University’s online and hybrid courses use the Canvas learning management system to deliver course content, facilitate communication and conduct classroom activities. Canvas runs in a browser on Windows, Macintosh and Linux computers, and has been designed to provide an accessible experience for all users.

To use Canvas, students will need a computer with an up-to-date web browser such as Chrome (preferred browser), Safari or Firefox (Internet Explorer is not recommended). Flash is required in several places in Canvas, and the Java plugin is also used for collaborative functionality. JavaScript must be enabled to run Canvas.

Operating Systems

- Windows 7 and newer
- Mac OSX 10.6 and newer
- Linux – chromeOS

Mobile Operating System Native App Support

- iOS 7 and newer (versions vary by device)
- Android 4.2 and newer

Computer Speed and Processor

- Use a computer 5 years old or newer when possible

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- 1GB of RAM
- 2GHz processor

Recommended computer hardware:

- 2+ GHz processor
- 1GB+ RAM
- 80GB+ hard drive
- Cable/DSL broadband connection or better
- 1024×768 or greater resolution
- Video card
- Speakers or headset with microphone
- Web camera

The Canvas interface has been optimized for desktop displays, so phones and other devices with small form factors may not provide a satisfactory user experience. While you can access Canvas from a mobile browser, it is not officially supported on mobile browsers. Use one of Canvas' mobile applications for an improved user experience on these devices. Note that Canvas incorporates small elements of Flash, which may not be supported on mobile devices.

DOCTOR OF CHIROPRACTIC IPAD

All students entering the Doctor of Chiropractic program are required to bring an iPad for classroom use. Along with general productivity and note taking, students will use their iPads to take their tests through the ExamSoft system. The iPad should be a 9.7-inch diagonal display device and must meet the following technical requirements:

- iPad Air+, iPad Pro
- Able to run iOS 10, 11, and 12 (only genuine versions of iOS are supported)

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- Wi-Fi capable (cellular data is not required)
- Have a 30 percent charge or greater to commence an exam
- Have at least 500 MB of free space to commence an exam
- Have not been ‘jail broken’

While older model iPads are currently supported by ExamSoft, this may change at the vendor’s discretion. Students are encouraged to bring a current model iPad for best performance, and to retain the device’s usefulness for testing as long as possible. iPad Mini’s are not recommended because the smaller screen size may place students at a disadvantage when testing or viewing educational material. Detailed system requirements for iPads are available from ExamSoft’s support site.

*Students should always check each course’s syllabus for course specific technology requirements.

INFORMATION TECHNOLOGY

Logan University provides access to a wide variety of technologies to enhance productivity and enrich students’ time at Logan. From the campus Wi-Fi, to the computing and printing resources in the Learning Resources Center, the Information Technology Services department provides support for those services through its Helpdesk, which can be contacted in a number of ways.

HELPDESK

The IT Helpdesk is staffed from 7 a.m. to 5 p.m. Monday through Friday. On-campus students are welcome to visit room #258 on the second floor of the Administration Building, and all students are welcome to call or email for support.

Phone: 636-207-2475

Email: Help@logan.edu

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While the department does not offer repair services for personal devices, the IT Helpdesk is available to assist with the setup, configuration and troubleshooting of the technology services Logan provides. Additional IT information and resources are available online at: www.logan.edu/it.

LOGAN UNIVERSITY EMAIL

All students are provided with a Logan University email account through Office 365 (<https://outlook.com/logan.edu>). Once a student has been admitted by the University, their email account is created and instructions for access are sent to the student's personal email address. Students are advised to check their Logan email regularly, since official institutional communication from faculty, Student Affairs, Financial Aid, the Registrar's Office and other departments are conducted through Logan email accounts. For ease of access, students can set up their Logan e-mail on mobile devices. Directions to set up your e-mail on multiple device types can be found at: www.logan.edu/it.

OFFICE 365 BENEFITS

In addition to its email and calendar service, the Office 365 environment provides additional student benefits such as licensing for Microsoft Office and access to OneDrive (a large online storage area). All Logan University students are eligible for free licenses of Microsoft Office for as long as they continue to be an active student. Each student has five licenses that may be used for Office for iOS (iPhone or iPad), and Office for the Mac or Office for Windows. Office 365 also provides 1 TB of online storage for files, photos, videos, notes, presentations, etc.

COMPUTERS

Logan University maintains a large number of computers for use by students on campus and in the satellite clinics. The main student computer lab is housed in the Learning Resources Center on the

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first floor of the Administration Building. The lab includes 80 networked computers with access to high-speed Internet, specialized academic software applications, educational materials, library resources and general productivity software.

PRINTERS

Multi-function print/copy/scan devices are available in the Learning Resources Center computer lab and are strategically located around campus and in the Health Centers to allow students convenient access. Students can also print wirelessly from mobile devices and laptops when connected to Logan University’s wireless network.

WIRELESS ACCESS

Logan University's wireless network is available for students who have laptops or mobile devices with wireless capabilities. The network uses high-density equipment to provide the entire campus community with high-speed Internet service in all classrooms, throughout the main campus and at the St. Peters clinic location. To access the wireless network, students must login with their Logan e-mail account and password.

SELF-SERVICE PORTAL

Logan University’s Self-Service Portal is the online gateway to academic and administrative services and information. By logging in to Self-Service, students can access their academic records including unofficial transcripts, current and past final grades, schedules, billing, contact information, attendance and more. The Self-Service Portal is available at: <https://selfserve.logan.edu>

LOGAN’S EMERGENCY NOTIFICATION SYSTEM

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The emergency notification system facilitates communication with all members of the Logan University community in the event of an emergency. The system will only be used to send information about emergency conditions or weather-related closings or delays in the University's operations. The Logan email accounts of incoming students are automatically enrolled in the e2Campus emergency notification system. Students are encouraged to log in to the Preferences page and update their contact information and messaging preferences (<https://logan.omnilert.net/subscriber.php?sso=1>) to also receive text messages or voice calls.

ACADEMIC TECHNOLOGY

In addition to its general information technology services, Logan University provides specialized resources to support the University's teaching and learning activities.

The Academic Technology department provides direct support for these systems for on-campus and online students from 7 a.m. to 5 p.m. Monday through Friday.

On-campus students are welcome to drop by room G37 in the basement of the Administration Building for support, and all students are welcome to call or email for support:

Phone: 636-230-1779

Email: AcademicTechnology@logan.edu.

LEARNING MANAGEMENT SYSTEM

Canvas is Logan University's Learning Management System. It is used to deliver course material and services for on-campus and online classes. All Canvas courses are password-protected, limiting access

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to the instructor and registered students. Canvas offers a variety of features to support teaching and learning, including announcements, document distribution, gradebook, discussion forums, messaging, videos, assignments, quizzes, testing and links to other resources. In addition to the department's regular support services, Logan offers extended support for Canvas through phone and chat services that are accessible 24/7 from within the application – click on the help icon in Canvas. Canvas is available at: logan.instructure.com.

EXAMSOFT

Logan University uses the ExamSoft system as a secure digital testing environment to administer exams and quizzes for students in the Doctor of Chiropractic program. Students must have an iPad with the Examplify app installed to access the testing environment and download and submit completed tests. Students in the Doctor of Chiropractic program receive assistance installing and configuring Examplify during orientation.

Examplify iPad Requirements

- iPad Air+, iPad Pro
- Able to run iOS 10, 11, and 12 (only genuine versions of iOS are supported)
- Wi-Fi capable (cellular data is not required)
- Have a 30 percent charge or greater to commence an exam
- Have at least 500 MB of free space to commence an exam
- Have not been 'jail broken'
- Internet connection needed for the Examplify app Download, Registration, and Exam

Download/Upload

- In order to take an exam using Examplify for iPad, your institution must first enable this product and create exams that are compatible with your iPad.

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FREQUENTLY ASKED QUESTIONS

Additional Information Technology resources, tip sheets and answers to frequently asked questions are available online at: www.logan.edu/it. For more information about Academic Technology Services, see its web page at: www.logan.edu/ats.

ATTENDANCE

Regular attendance and active participation in class/clinic are essential parts of the learning process regardless of course delivery methodology. Students are expected to attend all class sessions/assigned clinic hours. Students who fail to establish attendance during the first two weeks of class/clinic may be administratively withdrawn from the course and/or the University. Student achievement of learning outcomes is tied to attendance through participation, engagement, and collaboration.

The institution does not dictate specific classroom attendance policies for faculty; however, some faculty do provide specific classroom policies related to attendance, late work, and more. Students are responsible for reviewing their faculty members syllabi and following all classroom policies relative to being in class.

The university “excused absence” and bereavement policies are managed by the Department of Student Affairs relative to verified military service, jury duty, NBCE, medical issues and/or bereavement.

Course related attendance questions outside of this policy are the responsibility of faculty to govern in a fair and equitable fashion in accordance with their classroom policies. Questions related to matters not covered by the university attendance, excused absence, and bereavement policies should be directed to each individual faculty member.

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Please note that some states have specific attendance requirements to be eligible for licensure. It is the student's responsibility to determine and meet these requirements for the state(s) in which they plan to practice. Career Development and the Registrar can provide students with this information upon request and help the student identify a plan to track attendance, if requested.

Students should make every effort to pre-arrange any absence and make appropriate and agreed upon arrangements with each individual faculty member to make up missed work prior to missing class.

Not attending class does not constitute an official withdrawal from the course; however, institutional abandonment may forfeit a student's federal aid eligibility

LAST DATE OF ATTENDANCE

The last date of attendance is determined by one of two things:

- The last day of your last trimester of enrollment; or
- the date your intent to withdrawal form is submitted to the institution.
- An alternate date may be used if the student provides appropriate documented evidence a different attendance date is appropriate. Simply asking questions about the process to withdrawal is not considered intent or evidence.

INSTITUTIONAL ABANDONMENT

Institutional Abandonment occurs when a student fails all of the courses within a given trimester in which he/she originally established attendance and did not withdraw. In these cases, a student will earn a WF on their transcript.

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Where Institutional Abandonment is determined, the institution reserves the right to re-verify attendance via any method available (faculty record keeping, LMS log in data, etc.) and determine if the student forfeited their federal aid eligibility by abandoning the institution. Please see refund policy for financial consequences of this action.

EXCUSED ABSENCE

Logan University recognizes that in any given semester, a student may need to miss class due to illness and/or emergencies. To that end, Logan has established specific guidelines for how these absences are excused.

Specifically, students are granted an excused absence, with proper documentation and notice, for the following reasons:

- Bereavement of a family member
- Jury duty/court appearance
- Military service
- National Licensure Examinations
- Off-Site sanctioned events
- Religious observance
- Serious illness
- Verified medical emergency of a dependent (as defined by the IRS standards)

It should be noted that faculty may excuse an absence for any other reason if they believe it is a reasonable cause for non-attendance and their rationale is applied equitably in a given trimester.

A student shall not be penalized for an excused absence. Make-up exams in alternative formats are not considered punitive, provided the exam is measuring the same outcomes with the same performance measures.

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Students missing any graded work due to an excused absence are responsible for notifying the course instructor about their excused absence within one week following the period of the excused absence (except where prior notification is required), and of making up the missed work.

The course instructor shall give the student an opportunity to make up the work and/or the exams missed due to an excused absence, and shall do so, if feasible, during the trimester in which the absence occurred.

In the event of an excused absence and where attendance is outlined in the course syllabus as a graded criterion for the course and/or required to complete a class activity related to meeting course outcomes, a student should be allowed an alternative time or method to make up the missed attendance and/or in class activity. A student has the same amount of time to make up missed work as the length of their excused absence unless otherwise extended in writing by the instructor or Dean of Students.

In the event of an excused absence, if the institution is not able to provide a reasonable alternative attendance method, the student will be granted one of two options:

- The student may withdrawal from the course and re-take the course the following trimester and will be credited the cost of tuition for that course toward the cost to re-take it the following trimester; or
- The student will be granted an incomplete and will audit the course the following trimester and make up the remaining course work/attendance which will be applied to the final grade of the incomplete course. This option is given when a significant portion of the course has been successfully completed and graded and the student does not wish to re-do all of the successful work in a new term.

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*If a student has an excused absence on a day when a quiz is given, the instructor may not deny permission for a makeup exam and simply calculate the student's grade on the basis of the remaining requirements.

Questions about the excused absence policy and procedures should be directed to the Office of Student Affairs prior to the absence.

Student doctor absences in the Health Centers are governed by the Health Center Handbook/course syllabus.

Nondiscrimination of Students on the Basis of Pregnancy, Childbirth and Related Conditions.

Logan University does not discriminate against any student on the basis of pregnancy or related conditions. Absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by a student’s doctor and student will be given the opportunity to make up missed work. Logan will work with each student on an individualized plan for making up missed work. As part of the individualized plan, Logan will not require the student to complete missed work during her medically necessary leave period unless the student so chooses. As part of this plan, Logan may offer students an alternative to making up missed work, such as the ability to retake a course at no additional expense to the student. Students needing assistance can seek reasonable accommodations from the Office of Student Affairs or Logan’s Title IX Coordinator, 1851 Schoettler Road, Chesterfield, MO 63017, telephone number 636-227-2100 or 1-800-782-3344.

Students needing assistance can seek reasonable accommodations from the Office of Student Affairs, Logan’s Title IX Coordinator or the Dean of Students; 1851 Schoettler Road, Chesterfield, MO 63017, telephone number 636-227-2100 or 1-800-782-3344.

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STUDENT BEREAVEMENT POLICY

In the unfortunate event that a student experiences the loss of a close relative during a trimester, students are eligible for up to three (3) days of excused absence to attend the funeral service(s). A bereavement absence applies to the death of a spouse, parent, child, grandparent, grandchild, sibling or a corresponding in-law or step-relative. For the absence to be excused, students are responsible for providing documentation of the death and funeral service to the Office of Student Affairs.

Documentation may include, but is not limited to, a memorial service program or a newspaper/website obituary notice. The Office of Student Affairs will work with each student to determine appropriate documentation. Students remain responsible for material covered in class during the absence. Aunts/uncles and cousins may be excused with proper documentation and prior consent of the Dean of Students.

If you need to be absent for bereavement:

- Contact the Office of Student Affairs to notify the office of the reason for your absence.
- Contact your instructors to notify them of your upcoming absence and reschedule any class activities you will miss.
- Upon your return, provide the necessary documentation for your absence to the Office of Student Affairs to ensure that the absence is properly excused.
- Questions about bereavement absences should be directed to the Office of Student Affairs.

JURY DUTY/COURT APPEARANCE

Students must present a copy of court papers clearly stating the date of the court appearance and the requirement that they be in attendance (supporting a family member/friend in court is not considered a mandatory appearance). Incarceration is not considered an excused absence.

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MILITARY SERVICE

Students must present an original copy of their orders notifying them they have been called to active duty prior to leaving. Students must also sign a Military Withdrawal Contract stating that it is their responsibility to contact each of their instructor(s) prior to leaving for active duty, so that they can discuss which assignments/projects/examinations will need to be completed once they return and sign an Incomplete Request Form if one will be needed.

NATIONAL LICENSING EXAM

Students may be required to provide proof of exam enrollment and/or completion may be required.

OFF-SITE SANCTIONED EVENTS

Off-site sanctioned events include trips for members of student organizations sponsored by Logan University, trips for University classes and trips for participation in club sports registered with the University. The student must notify the Instructor of Record **prior to** the occurrence of such absences, but in no case shall such notification occur more than one week after the absence.

Instructors of Record may request formal notification from appropriate University personnel to document the student's participation in such trips. Students on academic probation may be denied the opportunity to participate in such events, unless said event is related to a graded activity in a course.

RELIGIOUS OBSERVANCE

Any student who, due to religious beliefs, is unable to attend classes on a particular day will be excused from attendance requirements and from any examination or other assignment on that day, as outlined in the Excused Absence Policy. The student must work with the course instructor to schedule a make-up examination or other assignment prior to the religious observance. Any such

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makeup examination or assignment shall not create an unreasonable burden upon the University. No adverse or prejudicial effects will occur as a result of a student’s inability to participate in the program during such observances.

Students are responsible for notifying the Office of Student Affairs **in writing** of anticipated absences due to their observance of such holidays within the first three weeks of a given trimester or at least two weeks prior to the holiday, whichever comes first. Faculty shall give students the opportunity to make up work (typically, exams or assignments) when students notify them that religious observances prevent the students from doing their work at its scheduled time. The Office of Student Affairs will exercise judgment as to whether the observance in question is important enough to warrant an excused absence, although the presumption should be in favor of a student’s request.

SERIOUS ILLNESS & MEDICAL EMERGENCIES OF A DEPENDENT

Serious illness of the student requires medical documentation from a licensed physician outlining the dates the student was too ill to attend class. The student may be required to show permission of their physician to return to class.

Verified medical emergency of a dependent (as defined by the IRS standards) requires medical documentation from a licensed physician outlining the dates the medical emergency occurred and the type of medical emergency. Regular doctor’s visits and routine illnesses such as sore throats, ear infections, colds, etc., do not constitute medical emergencies. Students need to plan accordingly for regular life events that come with managing being a caregiver and the workload required in their given program. A care manager is on staff to help students who need assistance creating such plans.

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FINAL EXAMS & CULMINATING PROJECTS

Each course has a final examination or culminating assessment used as evidence the student has met the course outcomes as outlined in the course syllabus. Final exam and final project due dates are typically the final week of class, and at times are posted no later than four weeks prior to the class end date, if not already outlined in the course syllabus. The final exam schedule can be located on Logan University's website. The University reserves the right to schedule final exams to include evening hours. The Friday of final exam week is dedicated to final exam makeup exams. Weekend- only students will take final exams during their regularly scheduled weekend courses.

STUDENT SUPPORT

Students, regardless of course delivery, are provided equivalent student support. On-campus students can access services by calling, emailing or visiting the desired office on campus. Online students can access the desired support by phone, email or via video conferencing.

SERVICES FOR STUDENTS WITH DISABILITIES

Logan University recognizes its responsibility to provide equal access opportunities for persons with disabilities, under section 504 of the Rehabilitation act of 1973 and Title II of the Americans with Disabilities act of 1990 as amended (2008). The staff and faculty work together to ensure students with disabilities have equal access to educational experiences.

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 Assistant

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Dean of Student Success in Student Affairs. Questions concerning accommodations made be addressed by email to Student.Affairs@logan.edu

Students may make an appointment with the Assistant Dean of Student Success to discuss documentation requirements as well as the disability services offered by the University.

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 Student Care Manager is also required.

The initial step in requesting accommodations is to complete the Accommodation Request Form. This form is available in the Office of Student Affairs as well as on the Logan website at <http://www.logan.edu/mm/files/StudentServices/DisabilityForm6.17.14.pdf>. 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 or short-term impairment due to injury or other event, the Office of Student Affairs will work with the student for referrals on campus resources and services. Although not considered a disability, temporary accommodations and services will be determined on a case-by-case basis.

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TESTING CENTER

For students receiving testing accommodations, there is a testing center located in the Student Center especially equipped to provide accommodations. Students are required to complete a Request for Proctored Examination Form that is signed by the faculty member to make an appointment in order to take any test, quiz or exam within the Testing Center. Appointments for testing are made with the Testing Center Coordinator.

TUTORING

The University offers several different types of tutoring for students regardless of class delivery type.

- Faculty Office Hours – Faculty hold office hours for one hour each week during the trimester. Office hours are outlined in the course syllabus. Office hours serve to establish reasonable expectation of availability to allow students the opportunity to communicate with faculty about course-related questions and concerns. In addition, faculty and students are provided University email accounts and phone numbers. Students can reasonably expect a response to email and phone communication within 24 hours on weekdays when classes are in session. Over breaks and weekends, it is reasonable to expect a response within 24 hours of return to regular class schedules.
- The institution offers a free peer-tutoring program through the Department of Student Affairs. Peer tutors must have a cumulative GPA of 3.0 or higher, an earned grade of A or B in the course they wish to tutor, have an interview with the Assistant Dean of Student Success, fill out an application with faculty recommendation, and be able to provide individual or group tutoring in areas such as the Academic Success Center or other areas decided upon by the tutor and the tutee. Peer tutoring is arranged through the Department of Student Affairs and is available for course requests by students that are in demand.

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- Tutors may be teaching assistants, adjunct faculty or full-time faculty with the appropriate expertise to help students reach their academic goals.
- Teaching Assistants – some courses have teaching assistants available to help faculty with classroom delivery and management. In these courses, teaching assistants also hold additional review sessions and office hours.
- The institution offers an Open Technique Lab to allow students the opportunity to practice chiropractic techniques under the supervision of a licensed doctor. Students must be enrolled in or have earned credit in the technique they are practicing and the faculty member staffing the Open Lab must approve the practicing of the technique. The faculty member may deny a student practice time if the student does not meet the aforementioned criteria, the faculty member is not trained on the desired technique or the faculty member has safety concerns.
- Tutoring schedules are posted on the Logan University website, in the classrooms, on the announcement monitors, with the Academic Success Coaches, and with the Assistant Dean of Student Success
- Online students may access comparable and applicable services through video technology. They should contact their Academic Success Coach or the Office of Student Affairs to make arrangements.

ASCs are available to assist with study skills and time management seminars.

LEARNING RESOURCE CENTER

MISSION

The mission of the Learning Resources Center is to provide resources and services that support the institution's needs including student learning and effective teaching, in addition to research and patient care according to the mission, vision and values of Logan University.

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The LRC houses the Library, the Computer Lab and the Idea Room, and is centrally located on the first floor of the Administration Center. To view a calendar of the LRC's operating hours, please click [here](#).

LOCATION AND HOURS

The LRC is centrally located on the 1st floor of the Administration Center, adjacent to the lobby. The LRC closes for campus-recognized holidays. Hours vary during academic breaks. The hours are available on the website.

LIBRARY CATALOG, DATABASES AND JOURNAL HOLDINGS

Group and individual study facilities are available, including separate rooms furnished with computers and media equipment. Two rooms are designed to accommodate gross-anatomy students and others who wish to utilize the various anatomical models and charts. Also featured is a spacious reading area allowing individuals a location to peruse the current journal issues and read in a more relaxed environment.

Library staff members are available for assistance. Research and general assistance are available in person, by phone, email, text or chat.

LIBRARY COLLECTION

The LRC provides a collection of approximately 12,600 volumes of books and more than 120,000 eBooks. The LRC also includes print and/or electronic access to over 80 individual journal subscriptions, nearly 30 online citation databases providing access to 27,900 electronic journals, many of them full-text, and almost 1,500 items in the media collection. In addition, an outstanding collection of more than 700 natural and synthetic bones, models and laminated charts are available. Publications from state and other chiropractic organizations and associations are also included in the

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collection. To help library patrons use these resources, the LRC provides access to more than 60 web-based research guides that provide research assistance by subject.

ELECTRONIC RESOURCES

Logan University’s electronic resources including databases, journal subscriptions, ebooks and online catalogs as well as research guides are all accessible from the library’s website. To access electronic resources from off campus, a valid Logan email login is required. Visit our Off-Campus Guide to Library Resources for more details.

COMPUTER AND PRINTING SERVICES

The Student Computer Lab, with more than 80 computer workstations located on both floors of the LRC, offers both wired and wireless Internet access and a variety of software programs.

Papercut, a print management software application, allows library users to print from the seven printers or two photocopy machines in the LRC. To print, a user must log in via the Papercut client. 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, all Logan users are required to acknowledge the Acceptable Use Policy. Computer Lab attendants are stationed in the Computer Lab to assist with computer and printer/copier questions and problems.

CIRCULATION

The LRC services the needs of Logan students, faculty, staff, administration, alumni, practicing doctors and other members of the community in need of library services. Students, faculty, staff, and administration have full access to the Logan catalog, databases and services offered by the LRC. A

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valid Logan ID, government-issued ID or student ID number is required for all circulation transactions.

FINES, FEES AND REPLACEMENT COSTS

All users are sent a courtesy reminder by email prior to the due date but are ultimately responsible for renewing items prior to the due date. All users are responsible for fines, fees and replacement costs for overdue, lost or damaged materials.

Books, journals and media are renewable online or in person, unless the item is on hold for another patron.

CAREER DEVELOPMENT

The Office of Career Development at Logan University offers a wide range of services for all students and graduates. Information on professional opportunities is available. In addition, resume and curriculum vita review is available. It is the goal of the Office of Career Development to assist all Logan students in their career pursuits.

For the College of Chiropractic worldwide associate positions, independent contractor positions and practices and/or equipment for sale are formulated into “The Classifieds” newsletter. Established Doctors of Chiropractic utilize this service as a vehicle for finding associates and partners and to sell practices and/or equipment. Demographic information and licensure requirements for each state are made available upon request.

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ALUMNI & FRIENDS

The Alumni & Friends House consists of the Postgraduate Department, the Office of Alumni Relations, The Office of Career Development, the Purser Center and the Annual Spring Symposium. The Alumni & Friends House supports Logan University and its students, alumni and friends by providing networking opportunities, career opportunities, postgraduate education and tools and resources for the continued success of our students, graduates and constituents.

OFFICE OF ALUMNI RELATIONS

The Office of Alumni Relations provides assistance for seminars, practice building, targeted House events and doctor/student interaction by building long-term relationships that encourage referrals, charitable giving and creates positive, enthusiastic ambassadors for Logan University.

POSTGRADUATE DEPARTMENT

The postgraduate department provides the highest quality continuing education, certificate and certification programs designed to meet the continuing education requirements of the various boards and regulatory agencies throughout the United States and Canada, and to enhance skills in all areas of practice including clinical skills, compliance and business.

SPRING SYMPOSIUM

The annual Spring Symposium is a four-day event of continuing education seminars for health care professionals. Symposium attendees take part in social events as they attend continuing education programs taught by highly respected faculty and nationally known speakers on a variety of timely and important topics.

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THE PURSER CENTER

The Purser Center is a state-of-the-art on-campus facility that presents events for the profession and the community and brings thousands of visitors to Logan University's campus each year. It is an integral part of campus life.

GRADING POLICIES

Each student's performance will be graded as described in the course syllabus provided by each faculty member at the start of a course. A final course grade may be based on a variety of assessments such as written, oral or practical exams, assignments, demonstrations and class participation.

Midterm scores are provided at the mid-point of each course and provided to the student through Canvas to help students monitor their progress. Students are responsible for checking their grades regularly and setting up conferences with faculty in a timely fashion when they have questions about their grades or progress.

AU	Represents a course that has been audited and does not count toward the official academic record or progress of a student in any way.
I	Represents an incomplete in the course and is only awarded with approval in accordance to the incomplete policy.
IP	In Progress. A final course grade will be awarded at the completion of the sequence. A grade of IP is not calculated into grade point averages.
PR	Proficiency Examination Credit. The student is awarded transfer credit for the course based upon successful completion of a proficiency examination on the subject matter. No point value is earned, and a grade of PR is not calculated into grade point averages.

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TR	Transfer Credit. The student is awarded transfer credit for the course. No point value is earned and a grade of TR is not calculated into grade point averages.
W	Represents a student officially withdrawing from a course in accordance to the Drop/Add Policy. No point value is earned and the course must be repeated if it is not an elective.
w/f	Represents a student who abandoned their institution enrollment but did not officially withdraw from classes
P	Represents the completion of the course requirements at or above minimum competency. No point value is earned, and the course is not calculated into grade point averages.
A	Represents outstanding distinction and excellence in achieving the course outcomes
B*	Represents above average grasp of the course outcomes in undergraduate coursework and typically is the minimum grade required to pass graduate level coursework.
C*	Represents the average achievement of the course outcomes in an undergraduate course. Masters programs and doctorate programs typically require a B or higher.
D*	Represents a below average achievement of the course outcomes.
F	Represents a failure to meet the course outcomes.
R	Represents a course that has been remediated and is followed by the lowest passing grade for the given program (ex: RC).

*Doctorate and Masters programs do not use a D in their grading schema. All graduate degree programs, except the Doctor of Chiropractic, require a B average (3.0) for graduation. Students in these programs may be required to repeat courses where a C was earned if their CGPA falls below 3.0.

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While Doctor of Chiropractic students are not required to have a B average, statistically, students with a 3.0 or higher are the most successful on national boards (see NBCE requirements). Graduation requirements for the Doctor of Chiropractic is above a C average at 2.25.

GRADING SCALES

End-of-course grades are rounded to the nearest whole number (examples: 69.51% = 70%, 69.44% = 69%)

Logan University uses a 4.0 grade scale to calculate grade point averages. Grade point averages are **not** rounded.

DOCTORATE AND MASTER'S DEGREE PROGRAMS

A	90 – 100	4.0
B	80 – 89	3.0
C	70 – 79	2.0
F	< 70	0

BACHELOR DEGREE PROGRAMS

A	90 – 100	4.0
B	80 – 89	3.0
C	70 – 79	2.0
D	60 – 69	1.0
F	<60	0

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INCOMPLETE

- The grade of I may be issued in cases where a student has satisfactorily completed a substantial portion of the course successfully and due to circumstances beyond the student's control, the course cannot be completed successfully by the last day of the trimester. Students must request an incomplete in writing to their instructor. The instructor determines whether or not to grant the request. Faculty submit an incomplete form to their Assistant Dean/program director for approval. The form includes what work needs to be completed, how the student will complete the work and the deadlines for completion. Upon completion of the agreed-upon work, the instructor will submit a grade change form to change the grade of I to the grade earned. In the event the student does not complete the terms of the incomplete agreement, his/her grade will be changed to an F. Incompletes may not exceed two consecutive trimesters. A student may not enroll in the same course a second time while an incomplete is outstanding.
- In cases where the incomplete course is a prerequisite for another course, students must complete the incomplete course prior to moving on to the next course.
- In the event a faculty member denies an incomplete request, the student may appeal the decision to the Program Director (College of Health Science and Basic Science) or Assistant Dean of Faculty (College of Chiropractic). The Program Director/Assistant Dean's decision may be appealed to the Dean. The Dean's decision is final.

GRADE APPEAL

The purpose of the grade appeal policy is to provide a safeguard against arbitrary, capricious and prejudiced grading while respecting the academic responsibility of the faculty. Thus, the policy recognizes the following:

215

Document edited January 29, 2019:		Page numbers listed are based on prior edition, edits will shift new page numbers.	
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- Every student has the right to receive a grade assigned upon a fair and unprejudiced assessment of their knowledge and ability that is neither arbitrary nor capricious; and,
- Faculty have the right to assign a grade based on any method that is professionally acceptable, submitted in writing to all students and applied equally. Faculty have the responsibility to provide careful evaluation and timely assignment of appropriate grades. Course and project grading methods should be explained to students prior to the assessment of the assignment. Logan University presumes that the judgment of the faculty of record is authoritative and the final grade assigned is correct.

A grade appeal is confined to charges of arbitrary and capricious grading toward an individual student and may not involve a challenge of a faculty member’s grading standard. While a student has a right to expect thoughtful and clearly defined approaches to course and project grading, it must be recognized that varied standards and individual approaches to grading are valid.

The grade appeal considers whether a grade was determined in a fair and appropriate manner; it does not grade or re-grade an individual assignment or project.

The student must substantiate the claim that their grade represents unfair treatment compared to the standard applied to other students. In the absence of compelling reasons, such as clerical errors, prejudice, arbitrary or capriciousness, the grade assigned by the faculty of record is considered final. In a grade appeal, only arbitrariness, prejudice and/or error will be considered as legitimate grounds for an appeal.

Arbitrariness: The grade awarded represents such a substantial departure from accepted academic norms as to demonstrate the instructor did not actually exercise professional judgment.

Prejudice: The grade awarded was motivated by ill will and is not indicative of the student’s academic performance.

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Error: The instructor made a mistake in fact. This grade appeal procedure applies only when a student initiates a grade appeal and not when the instructor decides to change a grade on his or her own initiative.

This procedure does not cover instances where students have been assigned grades based on academic dishonesty or academic misconduct, which are included in the Academic Honesty Policy. Also excluded from this procedure are grade appeals alleging discrimination, harassment or retaliation in violation of the Sexual Harassment Policy.

The Grade Appeal Procedure strives to resolve a disagreement between student and instructor concerning the assignment of a grade in an expeditious and collegial manner. The intent is to provide a mechanism for the informal discussion of differences of opinion and for the formal adjudication by faculty only when necessary.

A student wishing to appeal a grade in any aspect other than an apparent grading error must adhere to the following policy:

- Discuss the appeal with the lead instructor/supervising clinician within one week of the grade being issued.
- If after this discussion the student believes the grade assigned has been done so in an arbitrary and capricious manner, the following steps must be completed no later than two weeks following the assignment of the grade. In the event the grade was issued less than a week prior to the start of a trimester break, the time count begins upon return from break and is the same as above.
 - The written appeal shall go to the faculty member’s supervisor and shall include the following:
 - Copy of the course syllabus with the grading criteria.

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- Basis for the appeal, which must include evidence that the grade was not fairly assigned consistent with the established grading criteria and/or was assigned in an arbitrary or capricious manner.
- The supervisor will have one week to investigate the matter by reading the material and talking with the instructor and student.
- The supervisor will render a decision to either change the grade or uphold the grade. In the event the student wishes to appeal the decision of the supervisor, he/she must do so in writing within three days of the supervisor's decision to the Dean or in the event the Dean heard the initial appeal, the EVP. The Dean/EVP has one week to render a decision to change the grade, uphold the grade or form an ad hoc committee to make a recommendation. The decision of the Dean/EVP is final.
 - If an ad hoc committee is formed, it shall consist of two faculty members from within the same department/division and one faculty member from a different department/division.

FACULTY GRADE CHANGE PROCEDURE

If an instructor finds that he or she has made an error in submitting a final grade and/or an instructor needs to change an incomplete to a letter grade, the instructor may request a grade change, using a completed grade change form and submit it to the Registrar at any time prior to a student's graduation. The grade change form must include an approved reason for the change in grade and must be approved by the college dean.

NOTIFICATION OF GRADES

Graded assessments not only provide evidence of progress toward course outcomes, but they are also teaching tools. With that in mind, faculty will provide opportunities for summative feedback on all

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graded assignments to help students in the learning process. This may be through written or verbal feedback and may be automatic or by appointment.

GRADES

- Graded classroom assessments will be returned within one week of the due date.
- Final exam grades will be posted within one week of the exam date. Unofficial course grades may be viewed in Canvas as soon as they are posted by the faculty member.
- Students may view their official final course grades through Self Service on the Monday following final exams.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Satisfactory Academic Progress (SAP) is calculated beginning at the end of a student's first trimester. Failure to maintain SAP may result in ineligibility for federal financial aid. Students should review financial aid policies and procedures for more information.

Students who fail to maintain SAP are at risk for academic dismissal. Please review the Academic Probation policy for more information.

Students enrolled in undergraduate coursework will have SAP calculated based on all undergraduate courses regardless of whether the student changes majors or degree programs. Completed programs are not calculated into SAP, except in the cases of transfer credit.

Students enrolled in master-level coursework will have SAP calculated based on all master level courses regardless of whether the student changes majors or degree programs. Completed programs are not calculated into SAP except in the cases of transfer credit.

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Students enrolled in doctorate-level coursework will have SAP calculated based on all doctorate-level courses regardless of whether the student changes majors or degree programs. Completed programs are not calculated into SAP, except in the cases of transfer credit.

QUALITATIVE GRADE POINT AVERAGE (GPA)

Undergraduate students* must achieve a cumulative GPA (CGPA) of 2.0 or higher at the end of each trimester of enrollment.

Doctorate of Chiropractic Students who matriculated before Spring 2018 must achieve a CGPA of 2.0 or higher at the end of each trimester of enrollment.

Doctorate of Chiropractic students who matriculated during or after Spring 2018 must achieve a CGPA of 2.25 or higher at the end of each trimester of enrollment.

Master of Science and Doctorate of Health Professions Education (DHPE) students must achieve a CGPA of 3.0 or higher at the end of each trimester of enrollment.

*Students in enrolled in the Bachelor of Life Science degree program may be compliant with the SAP policy and not be eligible for admissions into the Doctorate of Chiropractic program. Students are responsible for reviewing and understanding the admission requirements to begin their DC course work and complete their degree pathway through the 3+1 program.

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QUANTITATIVE MAXIMUM TIME FRAME OR PACE

A maximum length of time to receive financial aid for an academic program is 150 percent of the published length of the educational program. A student must complete (receive a passing grade) a minimum of 66.66 percent of attempted credits each term to maintain PACE.

The following will be considered in a student's PACE calculation:

- Any grade counted as attempted hours on the transcript.
- Hours attempted, including withdrawn courses, incomplete courses and repeated courses.
 - If a course is dropped within the designated add/drop period, it is not counted toward attempted hours.
 - Hours attempted include transfer credit courses.
- Periods of enrollment for which the student does not receive financial aid. These are counted toward the maximum number of enrollment periods.

LENGTH OF PROGRAM

150% is calculated by the number of trimesters a student is enrolled in their program of study. In addition to the number of enrolled trimesters, DHPE students must finish coursework within seven calendar years from the date of initial enrollment. Master of Science students must finish coursework within five calendar years from the date of initial enrollment.

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QUANTITATIVE DOCTOR OF CHIROPRACTIC FIRST TRIMESTER OF ENROLLMENT ONLY

A student must complete (receive a passing grade) a minimum of 50 percent of attempted credits in their first attempt of Tri 1 coursework. This is not applicable for transfer students who are designated beyond Tri 1 coursework.

REMEDICATION

If approved by the College of Chiropractic Dean, College of Chiropractic students meeting specific criteria may repeat a course through the remediation track instead of retaking the regularly scheduled course. Remediation is not an appealable issue. A student either meets the criteria or does not meet the criteria.

Criteria:

- A student may fail no more than one course in the trimester in which he/she is applying for remediation.
- The student must have earned a course grade of 65% to be considered for remediation.
- The student must be making satisfactory academic progress (SAP) and may not be on probation. In addition, the student’s cumulative grade point average must be at least a 2.5 prior to the term being considered for remediation.
 - For a T1 student, their cumulative GPA and SAP will be calculated using their T1 term GPA without the failed course included.
- The student may not have any outstanding I grades.
- An individual course may only be remediated once.
- Students may not remediate more than three courses over the course of the chiropractic degree program.

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Approval Process:

- Students must apply for remediation no later than Wednesday following final exam week.
- The Academic Success Coach (ASC) will notify the dean what students have applied for remediation and confirm what applicants have met the remediation criteria.
- The ASC then informs students if their application for remediation has been accepted. The student then has one business day to select remediation or course retake.
- Within two business days of the student’s decision to remediate:
 - Students are provided a remediation packet outlining their specific areas of deficiency and are registered into the next trimester.
 - Students are encouraged to schedule a meeting with their faculty member to discuss their areas of deficiency.
 - The ASC will inform the Registrar to issue an RF grade in place of the F grade for students who have opted for remediation.
 - Students who successfully complete the remediation track will have their final grade changed to an RC
- Students choosing to retake the course:
 - The ASC will create a modified schedule with the repeated course included for the student.
 - Students with a modified schedule will then register directly with the Office of the Registrar.

In the event the failed course is a prerequisite for another course, the student may not take the next course in the sequence (i.e.: You must pass Clinical Methods I before you take Clinical Methods II). If the course is a pre-requisite for clinic, the student will not be able to begin clinic until the course outcomes are met.

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Students who do not select the remediation track will have no change to their grade until completion of the repeated course

Remediation:

- The student takes a remediation exam over the areas of deficiency on the first Friday of the new semester. All remediation exams will be administered at the same time and the faculty member or a proctor assigned at the faculty member’s discretion must be present at the exam.
 - Students may sit in on their tentative schedule or the schedule that reflects the repeated coursework during the first week of class while they await the results of their remediation exam, whichever they feel would be most beneficial. However, students should note that they are responsible for week one work in the course noted on their final schedule regardless of the remediation outcome.
- The remediation exam result must be released to the Dean’s office no later than noon on the first Monday following the exam.
- If the student passes the remediation exam, the RF grade is changed to an RC to designate the grade was remediated to the minimum passing grade for the course. The RC calculates as a C in the student’s GPA.
- If the student does not pass the remediation exam, the R grade will convert to an F and the student will be required to repeat the course.
- Students who do not pass the remediation exam:
 - If the student does not pass the remediation exam, the ASC will create a modified schedule with the repeated course included for the student and forward this to the Registrar so that their current schedule can be changed.
 - In the event the failed course is a pre-requisite for another course and the student does not pass the remediation exam, the student may not take the next course in the sequence (i.e.: You must pass Clinical Methods I before you take Clinical

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Methods II). If the course is a prerequisite for clinic, the student will not be able to begin clinic until the course outcomes are met.

ACADEMIC PROBATION

The purpose of the Probation policy is to alert the student to the fact that they are experiencing difficulty navigating the curriculum and to direct the student to coaching from his/her Academic Success Coach, the Logan LEAPS success program, counseling, tutoring (where applicable), special scheduling, or any other resource that may assist the student in resolving obstacles.

COLLEGE OF CHIROPRACTIC: ACADEMIC PROBATION LEVEL I

A student will be placed on Academic Probation Level I if any of the following occur:

- Failure of 3 or more courses in a trimester
- Failure to meet any of the three SAP measures

Students will receive a letter from their Academic Success Coach (ASC) notifying them of their status with a request to meet to devise a success plan. A registration hold will be placed on the student's account until an official success plan is agreed upon. To remove probation status, must complete all courses with grades below passing, may be required to take a reduced course schedule, and must raise their cumulative GPA to program standards. A student must return to good academic standing at the end of two consecutive trimesters they were placed on academic probation.

Students placed on Academic Probation Level I will meet with his/her ASC weekly or biweekly as determined by the ASC. In conjunction, students may also be referred to other programs and resources to assist them in returning to good academic standing.

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If the student does not meet standards of good academic standing by the end of two trimesters, or fails to meet all other criteria outlined in their probation letter, the student’s academic status will be reviewed by the Student Advancement Committee. Students are notified of their status via email from the Academic Success Coach.

Early Student Intervention

In an effort to support student success and provide academic coaching in areas that may be challenging students, Academic Success Coaches will reach out to students experiencing academic difficulty who are not on academic probation. The student will receive a warning notice by the start of the trimester and will be strongly encouraged to meet regularly with his/her Academic Success Coach. A student may receive a warning if any of the following occur:

- Failure of 2 courses in a trimester
- Failure of any course a second time
- If Time to Completion is 13 or more trimesters
- If completion % < 73%
- Term GPA < 2.25 for students starting the DC program in Fall 2017 and prior or Term GPA < 2.5 for students starting the DC program in Spring 2018 and after

COLLEGE OF HEALTH SCIENCE: ACADEMIC PROBATION LEVEL I

Academic Probation Level I will occur when students drop below one or more measures of Satisfactory Academic Progress (SAP).

Students who drop below SAP will be automatically placed on Academic Probation Level I. Students will receive a letter from their Academic Success Coach (ASC) notifying them of their status with a request to meet to devise a success plan. To remove probation status, students will be required to

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complete the Logan LEAPS Program, successfully complete all prior course work that fell below passing, may be required to take a reduced course schedule, and must raise their cumulative GPA to program standards. A student must return to good academic standing at the end of two consecutive trimesters they were placed on academic probation.

Students placed on Academic Probation Level I will have appointments with his/her ASC weekly or biweekly or as determined by the ASC within the Logan LEAPS program. In conjunction, students may also be referred to other programs and resources to assist them in returning to good academic standing.

If the student does not meet standards of good academic standing at the end of two consecutive trimesters of being placed on Probation Level I, the student’s academic status will be reviewed by the Student Advancement Committee. Students are notified of their status via email from the Academic Success Coach.

ACADEMIC PROBATION LEVEL II – ALL PROGRAMS

Any student not returning to good academic standing by the end of the time period indicated above per College must submit a petition in writing to the Student Advancement Committee to continue enrollment. Failure to submit a letter will result in automatic dismissal from Logan University. Students must submit the petition letter to the appropriate Academic Success Coach by the end of Wednesday week 1 of break. The Committee will meet and submit recommendations to the Dean of the College for consideration. The Dean of the College will make the final decision as to whether the student may continue on Probation for an additional trimester (Academic Probation Level II) or if the student is to be dismissed. Students will be notified of dismissal by the Dean’s office.

Decisions of the Dean of the College can be appealed in writing to the Executive Vice President of Academic Affairs (EVPAA) within 10 business days the decision of the EVPAA is final.

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Failure to return to good academic standing as outlined may result in dismissal from Logan University.

ACADEMIC DISMISSAL

A student is academically dismissed from their program of study if he/she has not met the standards of academic progress by the end of Academic Probation Level I and does not appeal to the Student Advancement Committee or the appeal granted to move to Academic Probation Level II, or if at the end of Academic Probation Level II, the student has failed to meet the standards of academic progress.

TRANSCRIPTS

All transactions related to transcripts are completed in compliance with the Family Educational Rights and Privacy Act of 1974, as amended (FERPA). Transcripts may be denied to a student who has not yet met his/her financial obligations to the institution, including certain student loan default circumstances, unless the debts have been discharged under the Bankruptcy Reform Act of 1978.

OFFICIAL TRANSCRIPTS

An official transcript is issued by the Registrar’s Office and mailed directly to an authorized agency including state boards, professional organizations and other educational institutions. Release of official transcripts requires student permission. Students can request an official transcript through the self-service portal.

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UNOFFICIAL TRANSCRIPTS

An unofficial transcript is issued directly to the student through the self-service portal or by request.

ACADEMIC HONORS

DEAN'S LIST

- Undergraduate students, enrolled full-time who earned an end-of-semester grade point average of 3.5 or higher will be recognized on the campus monitors and Learning Management System announcements as Dean's List Recipients.
- Master's degree and Doctorate of Health Professions Education students enrolled full-time who earned an end-of-semester grade point average of 3.75 or higher will be recognized on the campus monitors and Learning Management System announcements as Dean's List Recipients.
- Doctor of Chiropractic degree students enrolled full-time who earned an end-of-semester grade point average of 3.75 or higher will be recognized on the campus monitors and Learning Management System announcements as Dean's List Recipients.
- Students earning Dean's List distinction for every trimester of their program will be recognized with a plaque during the Graduation Awards Ceremony as members of the President's Honor Roll.

*Students who wish to opt out of public recognition of Dean's List honors may do so by notifying the Registrar's Office at the start of each trimester.

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Trimesters in which P/F courses make up more than half of the credit hours to determine full-time vs. part-time status will use the cumulative grade point average to determine eligibility.

GRADUATION HONORS

GRADUATE DEGREE PROGRAMS

Students enrolled in graduate degree programs who graduate with a 3.9 or higher cumulative grade point average will have the designation of “with high distinction” added to their diploma and will be given a medallion to wear at graduation.

Students enrolled in graduate degree programs who graduate with a 3.6 or higher cumulative grade point average will have the designation of “with distinction” added to their diploma.

In addition, students representing the top 10 percent of their graduating class will be recognized with honors cords to recognize their outstanding academic achievements.

UNDERGRADUATE DEGREE PROGRAMS

Undergraduate degree programs traditionally honor students who excel academically with graduation distinctions of Cum Laude, Summa Cum Laude and Magna Cum Laude. In addition, students representing the top 10 percent of their graduating class will be recognized with honors cords to recognize their outstanding academic achievements.

- Cum Laude
 - Undergraduate students graduating with a cumulative grade point average of 3.6 – 3.74
- Magna Cum Laude

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- Undergraduate students graduating with a cumulative grade point average of 3.75 – 3.89
- Summa Cum Laude
 - Undergraduate students graduating with a cumulative grade point average of 3.9 – 4.0
 - Students graduating with the distinction of Magna Cum Laude will receive a medallion to wear at graduation to recognize their outstanding academic achievement.

OTHER GRADUATION AWARDS

Logan University awards several specific named awards to graduating students as well as several departmental awards. Each award has specific criteria. The Graduation Awards Committee decides such designations, in consultation with the Deans' Council and faculty.

HONOR SOCIETIES

Logan University is working to establish membership in some of the following honor societies. A goal of membership in at least three by Fall 2019 has been established. For more information, please contact the Office of Student Affairs.

GENERAL

- Phi Kappa Phi - the nation's oldest and most selective all-discipline honor society, <http://www.phikappaphi.org/home>
- Alpha Epsilon Lambda - National Honor Society of Graduate and Professional School Students, <http://www.ael.gradschools.org/>
- Alpha Eta – the National Scholastic Honor Society for the Allied Health Professions, <http://www.alphaeta.net/members.htm>

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- Alpha Sigma Lambda - Recognition of Adult Learners “who accomplish academic excellence while facing competing interests of home and work,” <https://www.alphasigmalambda.org/>

DOCTORATE OF HEALTH PROFESSIONS EDUCATION

- Kappa Delta Pi – International Honor Society in Education, <http://kdp.org/>

MS-NUTRITION AND HUMAN PERFORMANCE

- Kappa Omicron Nu - honor society for students in the human sciences (including nutrition), <http://kon.org/>
- Phi Upsilon Omicron – National Honor Society in Family and Consumer Sciences, <http://www.phiu.org/>

MS-SPORTS SCIENCE & REHABILITATION

- Phi Epsilon Kappa, Health & Exercise Physiology or Kinesiology <https://www.whittier.edu/academics/kinesiology/honor>

UNDERGRADUATE

- Alpha Epsilon Delta - the National Health Preprofessional Honor Society <http://www.aednational.tcu.edu/default.asp>
- Phi Sigma - Biological Sciences, All Pure and Applied Fields, <http://phisigasociety.org/>
- Mortar Board - National College Senior Honor Society, <http://www.mortarboard.org/>
- The National Society of Collegiate Scholars (NSCS), <http://www.nscs.org/>

STUDENT AFFAIRS

DIVERSITY AND INCLUSION

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Logan University is committed to creating an educational environment that values diversity and inclusivity of all people. We are a community that benefits from a culture of inclusion, which allows for open dialogue, creating an environment of engagement and respect for others. We also understand the importance of recognizing inclusion as integral to the promotion of health and wellness.

Logan is an equal opportunity institution with a strong commitment to the achievement of excellence and diversity among its students, faculty and staff. Logan does not discriminate on the basis of race, color, religion, age, disability, gender, sex (or sexual orientation), national origin or any other legally protected status in admissions.

STUDENT INVOLVEMENT IN GOVERNANCE

Students are an important part of the governance structure at Logan University. Students participate in governance through the Logan Student Government (LSG). The LSG provides opportunities for students to voice concerns, provide input and participate in University council, committees and task forces.

CLASS OFFICER ROLES AND RESPONSIBILITIES

Class officers are an important leadership role in Logan University’s Doctor of Chiropractic program. They are the liaisons of the class to the Logan Student Government and Logan administration. The roles and responsibilities are as follows:

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PRESIDENT

The president is the representative voice to the administration and Logan Student Government. The president is required to attend LSG meetings as scheduled and report announcements and issues of pertinence to the class, including motions presented at said meetings. Class presidents are also responsible for coordinating the functions and duties of all class officers.

VICE PRESIDENT

The vice president is the representative voice to the administration and Logan Student Government when the class president is unavailable. The vice president is primarily responsible for coordinating social activities of the class.

SECRETARY

The secretary is essential for a smooth flow of information to the class. The secretary should keep and update a class list, create and update the class phone tree and a calendar of events for each trimester, as well as check mail in the Student Affairs office regularly.

TREASURER

The treasurer is responsible for the class funds and duties associated with all class funds such as creation and maintenance of a class ledger (income and expenses), collection of class funds for any purpose and organization of class fundraisers as outlined by the Logan Student Government and Logan University policy.

EDUCATIONAL COORDINATOR (E.C.)

The E.C. is responsible for working with faculty for class scheduling. It is recommended that there be at least two E.C.s per class to help divide the workload. The class E.C.s represent the class as an intermediary with the faculty. When requested, they might arrange lab groups, work with faculty to

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schedule exams or work to schedule study sessions. E.C.s are responsible for ensuring that AV equipment is working and reporting the issue when it is not. This position organizes, collects and returns class evaluations at the end of each trimester.

ATHLETIC DIRECTOR

The athletic director is responsible for organizing team sports within the class. Specific duties include working with the Logan University Director of Sports and Activities, organizing teams for intramural sports and promoting athletic events to the class.

STUDENT IDENTIFICATION BADGES

All students, faculty and staff using campus facilities are issued identification cards for entering campus buildings and events, as well as to access certain Logan University services. Identification cards must be carried at all times when on campus. All Logan faculty, staff and students may be required to produce a proper Logan ID upon request from security or a Logan official when on any Logan-owned or rented property. There is a \$15 charge for ID card replacement.

Any online student may request a student identification card by emailing MediaProduction@logan.edu and providing the following:

1. Digital passport-style photo taken in full-face viewing, directly facing the camera, with plain background, blue or white preferred.
2. Scanned copy of current driver's license

The ID card is the property of Logan, and must be returned to the Office of the Registrar upon dismissal, withdrawal or interruption from Logan.

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Photographs for student ID cards and for state board examinations may be obtained in Academic Technology Services. Photos, once taken, will be delivered as a digital file via Logan email address. Students are responsible to check with the individual state board for the appropriate format (photo size) required by individual states.

****Online students wishing to utilize on-campus facilities and resources must first obtain their student ID badge and request a parking permit from the Physical Plant, Room G36 or from the security staff located in the main lobby. ****

PREGNANT AND BREASTFEEDING MOTHERS

Logan University is committed to supporting pregnant and parenting students and does not discriminate against any student on the basis of pregnancy or related conditions. Absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by a student’s doctor and the student will be given the opportunity to make up missed work. Logan will work with each student on an individualized plan for making up missed work.

As part of the individualized plan, Logan will not require the student to complete missed work during her medically necessary leave period unless the student so chooses. As part of this plan, Logan may offer students an alternative to making up missed work, such as the ability to retake a course at no additional expense to the student. For breastfeeding mothers, Logan provides a room on campus for use to breastfeed or pump. Students needing assistance can seek reasonable accommodations from the Office of Student Affairs and Logan’s Title IX Coordinator, the Diversity Compliance Officer.

1. Title IX Coordinator/Diversity Officer
636-230-1932

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2. Counseling services H&H Health Associates
314-845-8302
3. Student Care Manager
636-230-1970
4. Public Safety
24 hours—7 days a week
636-230-1986

PRIVATE LACTATION ROOMS

Logan University supports students who are breastfeeding upon returning to school. Additionally, the University prohibits discrimination and harassment of breastfeeding students who exercise their rights under this policy.

Upon returning to school after the birth of a child and for up to one year thereafter, breastfeeding students shall be allowed reasonable excused time to express milk during school hours.

The student shall request and arrange through the Office of Student Affairs appropriate and reasonable break times for expressing milk.

The Office of Student Affairs shall provide a private space with a lock on the door for expressing milk. A bathroom stall shall not serve as a lactation space. The Office of Student Affairs will assist in providing a positive atmosphere to support breastfeeding students.

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HOUSING

Logan University does not offer on-campus housing; however, the Office of Admissions provides housing information and resources to help students locate appropriate housing. The office is also available to assist with coordinating roommates for those interested through a roommate referral program. For more information, contact the Office of Admissions.

STUDENT HEALTH & WELLNESS

Logan University is committed to the physical, social and emotional wellbeing of students. As such, a variety of health care options are available to students through the University Clinic System and Student Assistance Program (SAP) counseling services. In addition, the campus sponsors wellness activities such as stress reduction activities, finals week wellness initiatives and more.

LOGAN HEALTH CENTERS

Services available in the Logan University Health Center System include general physical examination, chiropractic assessment and treatment, imaging, acupuncture, physiotherapy modalities, nutrition counseling and sports rehabilitation and high-performance services. Services in the student health center are offered free of charge to students and their families. For appointments and information about hours, please contact the Montgomery Health Center at 636-230-1990.

Counseling services are available to students, faculty and staff, as well as spouses, family and significant others at no charge. The counseling program is staffed with qualified professionals who are skilled at providing services relevant to a wide range of concerns.

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Logan University has partnered with H&H Health Associates to offer off-site counseling services, available throughout the country to students regardless of course delivery method. More information is available for the EAP and SAP programs through Human Resources and Student Affairs.

COMMUNITY RESOURCES

An important member of the Office of Student Affairs team is a Student Care Manager. The Student Care Manager is available to assist students with internal and external resources to help promote improved social, emotional and physical wellbeing to improve overall educational and professional success. For more information, contact the Office of Student Affairs.

WELLNESS CENTER

The William M. Harris, DC Sports Wellness Complex was completed in 2000 and was named in honor of Dr. William M. Harris of Alpharetta, GA. The late Dr. Harris was president of the Foundation for the Advancement of Chiropractic Education, which has given more than \$5 million to chiropractic educational causes. A fundraising challenge issued by Dr. Harris helped Logan University succeed in its campaign to raise funds for construction of the Sports Wellness Center.

The facility 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. Equipment may be checked out at the front desk by showing a Logan University ID. A fine may be imposed if equipment is lost, damaged or returned late.

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This facility is open free of charge to our students, faculty and staff. As an institution dedicated to whole person health care, we are committed to finding ways to help our community make wellness a lifestyle. Free and convenient access is just one way we do that.

For hours and more information, visit: <http://www.logan.edu/life-at-logan/campus-resources/wellness-center>

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 Affairs 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.

LOST & FOUND

All lost and found items are to be turned in to security at the main lobby of the administrative building next to the reception desk. Students are requested to use their assigned lockers for proper storage of books and personal items. Items left in lost and found will be placed on public tables 1x each year during the summer trimester and/or when the box becomes too full. Any items left unclaimed will be donated. **Students are advised to remove all personal items from the classroom at the end of the school day, and/or when the room is not in use.**

STUDENT LOCKERS

All students interested in using a locker may request a locker assignment through the Office of Student Affairs. Use of lockers must be consistent with all other University policies. Students will supply their own locks. The University is not responsible for the theft or loss of any materials. Students must ensure their belongings, whether in a locker or elsewhere on campus, are secure.

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Locks will be removed from all unregistered lockers after a notice has been issued allowing sufficient time for registration. Locks must be maintained on all lockers or they will be reassigned.

CLASSROOMS

Classroom space is intended for scheduled classes and meetings. While students are welcome to study in vacant classrooms, scheduled classes, meetings and faculty use take precedent over informal student gatherings. Personal belongings should not be stored in classrooms as classes and meetings are scheduled in rooms throughout the day, evening and weekend hours. Class schedules outline what classroom each class is held in. Students may rotate classes throughout the day; this rotation will be indicated on each schedule.

RESERVING SPACE ON CAMPUS

1. Students or employees wishing to reserve a classroom, conference room or use of the activity fields may complete a room request online through <https://calendar.logan.edu>. Completing a request early allows for the best options for availability.
2. Only clubs/student organizations recognized by the Logan Student Government and the Office of Student Affairs may reserve Logan facilities/resources for use.
3. Timelines:
 - a. Room requests and, if necessary, 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 Affairs, Room 147.

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- b. Room requests for an activity requiring physical set-up must be submitted at least five business days before the event is to take place.
- c. Room requests for an activity not requiring physical set-up must be submitted at least two business days before the event is to take place.

Please note the following:

- Submitting a room request online does not guarantee a reservation confirmation. Your room reservation is not confirmed until an online request is complete and is received and the requestor has been notified of approval.
- Do not send out invitations, make fliers or programs, place rental orders or confirm catering until you have received confirmation that your event is approved.
- Logan reserves the right to cancel the reservation if it conflicts in any way with the general policy of the University regarding special events. We also reserve the right to change reservations to other spaces with the understanding that, if possible, comparable facilities will be provided when the change is necessary.
- Requestor agrees to be responsible for any damages to University facilities and/or property or injury to other persons caused by persons using University facilities.
- Student food-related fundraisers are limited to two per month, unless approved by the Dean of Students. A Catering Form is required to inform Food Services of any food-related fundraising. Refer all questions to the Office of Student Affairs, Room 147.
- A room request and the Catering Form must be approved by all designated parties at least five business days before the fundraising event is to take place.

Logan facilities, with the exception of laboratories, are available to students for independent use on a fee basis. Requests are made to the Office of Student Affairs. Requests may be referred to the President’s Cabinet for consideration.

Space in the Learning Resources Center (LRC) is reserved by LRC staff.

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RENTING SPACE ON CAMPUS

WILLIAM D. PURSER, DC CENTER (INCLUDING AMPITHEATER)

In order for students to utilize The Purser Center for a Logan University sanctioned event, they must:

- Confirm availability with The Purser Center
- Fill out an Activity Form through Student Services
- Work with The Purser Center event staff to plan the event
- Be onsite during the event

A minimum notice of four weeks to host an event is suggested. Approval is based upon both the ability to staff the event and availability to host the event. Approved weekend events that are not actively being planned within six months of the event date will be released.

Use of The Purser Center as well as its existing set-up and audiovisual inventory is complimentary. Some events require additional equipment than what is currently in The Purser Center inventory. Should it be necessary to rent or purchase additional items to execute an event, cost is the responsibility of the sponsoring organization. Food and beverage and rental arrangements must be made through The Purser Center and costs are the responsibility of the sponsoring organization. An account number with department approval is required before food and beverage or outside rental items are ordered.

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ON-CAMPUS SPEAKERS & PRODUCT PROMOTIONS

Any class, club or organization that wishes to have a guest speaker on campus must seek approval through the Office of Student Affairs. A complete Guest Speaker Request Form and required attachments (a resume for the guest speaker, a completed presentation outline form and a signed acknowledgement form) must be received by the Office of Student Affairs at least 30 days in advance of requested date(s). The Guest Speaker request process is facilitated through Logan Connect (logan.edu/connect).

The Dean of Students and the appropriate College Dean will review the request, and determine if the request will be approved. Certain events may require additional approval by the Executive Vice President of Academic Affairs and/or the President.

The faculty advisor for the host club/organization or faculty member teaching the course must attend the duration of the approved presentation and is responsible for monitoring the presentation.

All guest speakers must agree not to use any portion of their presentation time for the purpose of selling or promoting techniques, products, equipment, additional classes, nutritional supplements, etc., for their own personal gain.

Violations of this policy may result in disciplinary action, including employment actions and/or referral to the Conduct Committee. Students with questions may contact the Office of Student Affairs.

SOLICITATION

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

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1. It is the policy of Logan that no meetings between vendors and students take place on campus. This policy also states that 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 fundraising, 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 health care items and services, 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 supplements and/or vitamins, all business must be conducted with the Logan Chiropractic Health Centers. Logan will maintain an adequate inventory of 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 Conduct Committee. Students with questions may contact the Office of Student Affairs.

Outside agents are not permitted to solicit on campus. “Solicitation” is interpreted to refer to any door-to-door residential solicitation of employees or students at their places of work, in study areas or other areas on Campus, including the placing of flyers on vehicle windshields, posting flyers on or in any buildings or the use of donation receptacles. In connection with this policy, practice

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management firms shall be prohibited from soliciting students, distributing materials to students or conducting meetings, discussions or other activities with students on campus. Violations will be enforced accordingly. The only exception to on-campus soliciting is sales activities permitted by a contractual agreement approved by the President, Executive Vice President of Academic Affairs, Vice President of Chiropractic and Alumni Relations, Chief Financial Officer or Dean of Students.

DINING SERVICES

Logan University offers two options for meals on campus.

Logan Café is available for traditional cafeteria-style dining, offering hot breakfast and lunch options Monday through Friday. In addition to everyday items like scrambled eggs, bacon, sausage, muffins and bagels for breakfast, and salad, a deli bar, burgers and chicken, Logan Café also provides daily specials.

Charlie's Grab N' Go offers a variety of quick items for both breakfast and lunch. Breakfast items include breakfast sandwiches, fresh fruit and pastries. Paninis, salads and sandwiches are available daily for lunch. Grab a specialty drink while you are there, including coffee, espressos, lattes, mochas, frappucinos and more!

There are several other options for food or a quick snack:

- Bookstore snacks
- Refrigerators near cafeteria
- Microwaves are found in the Student Center
- Vending can be found near the cafeteria and in the Student Center

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Discounted meal cards are available for purchase if you'd like to ensure you have money for meals daily. You may add to your balance at any time and use your card for all food and beverage purchases in the cafeteria.

Student groups and classrooms ordering food from outside Logan Food Services in large amounts (larger than five students) should be courteous and notify Logan Food Services in advance to help decrease unnecessary food waste on campus.

For more information and hours, please visit: <http://www.logan.edu/life-at-logan/campus-resources/campus-dining>.

TEXTBOOKS & UNIVESITY BOOKSTORE

Required and recommended textbook lists are posted on the University's website at least four weeks prior to the start of each trimester. In addition, textbooks are listed in each course syllabus. The University has an on-campus and online bookstore for the convenience of students. While students are not required to purchase their textbooks through the University bookstore, students are encouraged to do so. The University is not liable for any textbook ordering errors when books are purchased from an outside source.

It is against copyright laws to copy and distribute textbooks. In addition to being a copyright violation, it is also a violation of the Code of Conduct policies. Students found in violation may be referred to the Conduct Committee.

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. and available online.

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School supplies, textbooks, anatomical charts, spines, clinic jackets, lab coats, gym bags, shorts, shirts and snacks are for sale as well as other miscellaneous items.

Online book, apparel and supply orders can also be made by accessing the bookstore’s website at loganonlinebookstore.com.

EVENT PROMOTIONS/MARKETING

All postings including but not limited to fliers, posters, handbills, sheet signs and banners must have the approval stamp of the Office of Student Affairs prior to posting or distribution. The following information should be included on marketing/advertising materials:

- Full name of the student organization (not acronyms or abbreviations)
- Time, date and location of event
- Contact information (e.g. website, phone number, email address)

Any student organization/club that desires to promote activities through the digital screens throughout campus should submit language for the advertisement or a PowerPoint slide containing information to the Student Involvement Coordinator for approval and request to post.

When an event is held on campus, it should not be considered an endorsement of a product, business or speaker by Logan. Not every event held on campus is sponsored by Logan. University sponsorship is typically noted on the advertisement if it is a sponsored event.

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TOBACCO-FREE CAMPUS

In keeping with the honored tradition of a strong emphasis on wellness and health care, Logan University 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 importance of healthy lifestyle choices to our profession's integrity in the community, Logan supports a Tobacco-Free policy on campus. For purposes of this policy, smoking is defined as the chewing or burning of any type of tobacco product including, but not limited to, cigarettes, e- cigarettes, chewing tobacco, cigars and pipes.

TOBACCO-FREE AREAS

Tobacco-free areas include inside all Logan-owned buildings including classrooms, hallways, the cafeteria and offices; Logan vehicles; entrances to all buildings on campus and at Logan- affiliated health centers. In addition, 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 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 of organizations to which students, faculty and other academic appointees and staff may go for assistance both in the Logan Health Center and outside the institution.

PETS ON CAMPUS

Domestic animals and pets such as dogs, cats, etc., are not permitted in any Logan University buildings at any time. Exceptions to this policy will be made for personal assistance animals or guide dogs in

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accordance to ADA policy. 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. 373 and 148.

CAMPUS CLOSURE

Decisions to close or delay the opening of Logan University are made by the University's administration. In the event that Logan must alter the normal operating schedule due to inclement weather conditions or a campus emergency, efforts will be made to alert faculty, staff and students in a timely manner.

CAMPUS CLOSURE DEFINITIONS

- **UNIVERSITY DELAYS OR SNOW SCHEDULE:** Work hours will begin at 9 a.m. and classes will begin at 9:30 a.m. (3rd hour).
- **CLASS CANCELLATIONS:** Logan University will cancel classes for the day, though the University will remain open to allow student access to most University services.
- **UNIVERSITY CLOSURE:** Logan will close its operations for the day.

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CLOSURE NOTIFICATION

Logan University's emergency notification system (e2Campus) is used to keep faculty, staff and students informed of University closings, class cancellations, delayed openings, campus emergencies or other weather-related changes to Logan's normal operating schedule.

To receive messages, please register at: <https://logan.omnilert.net/subscriber.php?sso=1> Messages may be delivered to the registrant's cell phone, voicemail and email.

The password to your emergency notification account is the same as your login e-mail password and can be reset at: <https://pmu.logan.edu>

Notifications are also announced via:

- Logan's website: logan.edu
- Facebook: [Facebook.com/LoganChiro](https://www.facebook.com/LoganChiro)
- Twitter: [@LoganChiroUniv](https://twitter.com/LoganChiroUniv)

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INSURANCE & HEALTH CLEARANCE

HEALTH INSURANCE

Health and accident insurance information is available through the Office of Student Affairs. Information is also available for coverage of spouse and children.

PROFESSIONAL LIABILITY COVERAGE

Students in clinical programs are covered by Logan University's malpractice insurance while enrolled as students in the clinic or pre-clinic curriculum of the University. Malpractice insurance only covers activities performed in connection with instruction or training in University classes, labs and clinics while rendering professional services to a patient and under the supervision of a faculty member who is also a licensed clinician in the same practice area. The activity must be within the course and scope of a student's training for the malpractice coverage to apply.

ANNUAL HEALTH CLEARANCE (COLLEGE OF CHIROPRACTIC)

Prior to starting student clinic and annually thereafter, students are required to submit to and pass an annual physical to ensure they are physically and emotionally healthy enough to meet the demands of their clinic responsibilities and provide care that meets or exceeds the expectations of their clinicians. Physicals are provided through the Logan Health Centers.

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IMMUNIZATION POLICY

To proactively address emerging health threats and overall health, safety and welfare to students, students must comply with current federal, state, and clinic site regulations related to immunization policy. All students with clinical components to their program must currently (subject to change based on the most current compliance regulations) provide proof of the immunizations listed below or have a signed and approved waiver on file. Logan University accepts medical, religious, and personal waivers.

STUDENT IMMUNIZATION REQUIREMENTS

Diphtheria and Tetanus

Documentation of primary series of diphtheria and tetanus toxoid, and a booster within the past 10 years.

MEASLES

Documentation of two doses of live measles (or MMR combined) vaccine separated by at least one month on or after the first birthday, or documentation of physician-diagnosed disease or laboratory evidence of immunity. Individuals who received killed measles vaccine, a combination of killed and live measles vaccine or a measles vaccine of an unknown type in the period 1963-1967 are considered unvaccinated and should receive two doses of live vaccine at least one month apart.

MUMPS

Documentation of one dose of live mumps (or MMR combined) vaccine on or after the first birthday, or documentation of physician-diagnosed mumps or laboratory evidence of immunity. Persons who received the killed mumps vaccine that was available between 1950 -1978 might benefit from revaccination.

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RUBELLA

Documentation of one dose of rubella (or MMR combined) vaccine on or after the first birthday, or documentation of laboratory evidence of immunity.

VARICELLA

Documentation of two doses of live varicella vaccine separated by at least one month, or documentation of physician-diagnosed disease or laboratory evidence of immunity, or birth in U.S. before 1980.

TUBERCULIN TEST

Tuberculosis screening is required for all students. Tuberculosis testing is mandated for:

- International students born in a country with a high incidence of tuberculosis.
- Students with a history of living or traveling for more than two months in areas with a high incidence of tuberculosis disease.
- Students with signs or symptoms of active tuberculosis, a positive tuberculosis skin test or close contacts with a person known to have active tuberculosis.
- Students who have worked in nursing homes, hospitals or other residential institutions. For more information, visit the [CDC website](#).

HEPATITIS

Immunization against [Hepatitis B](#) is required for health professions students prior to their clinical assignments.

APPLICABILITY, DOCUMENTATION AND ENFORCEMENT

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1. This policy applies to all domestic and international on campus students entering the University for the first time, unless medical, religious, or personal exemptions pertain.
2. Submission of this record, or an approved waiver, by the date specified, is mandatory. Failure to comply will result in registration being cancelled and/or restricted.
3. The University also reserves the right to deny access to campus facilities, if documentation of compliance has not been provided. Further, in accordance with public health recommendations, non-immune students may be excluded from the University campus in the event of a measles, rubella, mumps or diphtheria outbreak or other public health recommendation.

SUMMARY:

To summarize, all incoming on campus students are required to have the following immunizations:

1. Complete Tuberculosis Screening Questionnaire (skin test only if need indicated by questionnaire included in packet)
2. Two doses of MMR vaccine and two doses of varicella vaccine, documentation of laboratory evidence of immunity or documentation of physician-diagnosed disease
3. Td (or Tdap) within the last 10 years
4. Some students may be exempt from required vaccinations (but not Tuberculosis Screening and/or applicable treatment) due to age, religion, or applicable waiver. Please contact the Office of the Health Center Administration with any questions about these requirements.

ADDITIONAL INFORMATION:

1. The decision to obtain a flu/influenza vaccine is a personal one; however, students who fall into the high-risk group (chronic illness, immune-compromised) should consider obtaining

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one. Note: some clinical sites require flu vaccinations during flu season. In these cases, students in those clinical sites will be required to comply.

2. Distance learners who will not be taking any portion of their classes on campus do not have to complete immunization requirements.

Proof of the required immunizations for on-campus students' needs to be given to the Registrar by August 1 for the fall semester, December 1 for the spring semester and May 1 for the summer semester. If Logan receives a partial immunization record or you are outdated on one of the required immunizations, we will send notification to your Logan email address.

A registration hold will be placed on your registration if we do not receive your complete immunization records or approved waiver showing you are up to date on all requirements or have an approved waiver on file. Students with approved waivers acknowledge that their clinical experiences may be limited to those facilities and partners who do not require immunizations or who accept waivers.

COMMUNICABLE DISEASE POLICY

Logan University recognizes the inherent risks to the University community associated with communicable diseases. In an effort to promote appropriate health standards and safety, employees and students are expected to comply with established rules regarding communicable diseases to reduce risk of contracting or transmitting communicable diseases. Employees and students who are infected with a communicable disease are to report such information to the appropriate designated college officials below so the University may respond promptly and appropriately.

Students, staff or other health care professionals diagnosed as having a communicable disease such as mononucleosis, tuberculosis, chickenpox, measles, etc. shall not attend classes or work in any clinic at

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Logan until a Chiropractic Health Center clinician or other qualified physician has deemed them non-infectious.

Students are to notify: Shelley Sawalich Dean of Students

Employees are to notify: Nichole Nichols, Director of Human Resources

NEEDLESTICK & BLOOD-BORNE PATHOGENS

Logan University is committed to the safety of its students in the clinical setting. Students should not undertake participation in a procedure involving sharps or needles without first completing prescribed training. In the event of a sharps or needlestick injury, the student or his/her clinician should access this handbook and proceed as directed. A student experiencing a needlestick or significant contamination on unprotected skin/eyes/mouth by patient blood or body fluids should immediately:

- Wash/flush the exposed area
- Inform the instructor/preceptor/attending physician
- Identify the source patient
- Identify the source of exposure, including name/hospital number/ID of individual if applicable
- Obtain medical care
- Accept responsibility for follow-up

STUDENT AND VISITOR PARKING

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.

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Students, faculty and staff are required to renew parking permits in the event of the following:

- A new vehicle is purchased
- A new license plate is issued

Any student, faculty member or staff member driving a borrowed car or temporary car must obtain a temporary permit from the Physical Plant, Room G46 or from security in the main lobby of the Administration Building.

In the event of a temporary medical need to park closer to the building, permission may be granted by the Office of Student Affairs, Room 147, to park in a reserved area for a specified length of time. Any unregistered vehicles parked on campus will be subject to vehicle immobilization until the owner is identified and appropriate fines imposed.

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. Prohibited parking areas include:

- Any spot marked “handicapped” without proper permit
- In the Health Center parking (Lot 1)
- In fire lanes

For students, the Faculty/Staff parking in Lot 9 (without proper permit) is prohibited before 3 p.m. Please be advised that restricted areas, fire lanes, handicapped and reserved areas are in effect 24 hours a day.

Motorcycle parking is available in the southeast corner and southwest corner of Lot 9 (area marked). Parking on the grass or areas designated for traffic flow is prohibited.

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Any automobile illegally parked will be issued a ticket per occurrence. Fines are charged on a graduated basis to discourage repetitive violations.

Students who have three parking violations will receive a letter of reprimand and a warning that further violations may result in student conduct charges.

Security has the right to affix a boot device on any vehicle to identify the owner and impose the appropriate fine.

REPORTING ACCIDENTS & INNIDENTS

This policy covers the reporting of on-campus accidents/incidents involving Logan University employees, students, vendors, contractors and visitors that result (or might have resulted) in injury or property damage. For this policy, “Accidents” are events that cause injury or illness to an individual. “Incidents” are near-miss events that have the potential of causing personal injury. Any event causing damage to property is also considered an incident.

Students must report all accidents resulting in injury to Logan University security; this includes any cuts, sprains and other injuries that may be considered minor injuries. Students must also report to security any incidents that result in damage to property, including personal property, Logan property or the property of others.

PROCEDURE

- 911 should be called first for emergencies and accidents requiring immediate medical attention, followed by a call to Campus Security.
- 911 should be called first for incidents involving emergencies such as explosions and fires, followed by a call to Campus Security.

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- Campus Security should be called first for accidents and incidents of a non-emergency nature (sprains, cuts, fender benders). Campus Security may notify emergency responders as necessary.

STUDENT ORGANIZATIONS & EXTRA CURRICULAR ACTIVITIES

Student organizations fall under the supervision of the Office of Student Affairs. New organizations requesting recognition by the school must meet certain criteria as outlined by the Logan University Student Government and the Office of Student Affairs. All clubs must have a current charter on file with the Office of Student Affairs and the Logan Student Government to be recognized as an official organization of Logan. Each organization must seek approval through the Office of Student Affairs and be represented by a faculty sponsor. All new organizations must complete the proper forms available in the Office of Student Affairs and meet all applicable deadlines and criteria.

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, all club activities and Logan’s policies and procedures.

While it is the responsibility of the institution to provide students the opportunity to learn, practice and develop chiropractic skills, technique clubs pose a unique challenge of liability for Logan students. No adjusting, manipulative, evaluative, diagnostic or other procedure defined as the practice of chiropractic by the Missouri state law shall be performed except under the present and direct supervision of a Logan University Doctor of Chiropractic faculty member currently licensed in the state of Missouri and with full knowledge and approval of the full-time faculty sponsor. The unauthorized practice of chiropractic, as defined by Missouri state law, performed either on or off campus shall subject the charged individual to a hearing before the Conduct Committee and possible dismissal from Logan.

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Technique clubs will be limited to those general technique categories taught in the core or elective curriculum at Logan to include HVLA, low force, non-osseous, instrument assisted and directional preference. While any enrolled student may join a technique club, only students who have completed (or are currently taking) the technique class at Logan may actively participate as the student doctor in technique practice and application as approved by the faculty sponsor. Any information disseminated or promoted by technique clubs must be consistent with the principles taught in the technique classes at Logan. No demonstrations may occur without the full knowledge and approval of the faculty sponsor and the present and direct supervision of a Logan University Doctor of Chiropractic faculty member currently licensed in the state of Missouri.

ELIGIBILITY

All students in good academic and professional standing are encouraged to participate in extracurricular activities; however, students not in compliance with our Satisfactory Academic Progress policy or on professional or academic probation may not run for or hold a position of leadership in any activity or committee, be excused or receive University funding for a Logan-sponsored travel or officially represent the University at any outside function. While extracurricular activities play an important role in student retention and satisfaction, so too does good time management.

Students need to measure the time commitment necessary to be good stewards of their commitment to their desired extracurricular against the time needed to reach their academic goals and meet any other outside responsibilities.

STUDENT ORGANIZATIONS

There are a variety of clubs and organizations to get involved with during your educational experience at Logan University. Student organizations/clubs are recognized by the Logan Student

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Government (LSG) and include social, athletic, techniques, health-related, chiropractic and professional chiropractic fraternal groups. If Logan does not offer a club or activity of interest to the student, students are welcome to request permission to form new clubs and activities provided they have a full-time faculty member sponsor and the club/activity is aligned with the mission, vision and/or values of the institution.

HAZING

Logan University clubs provide for student engagement through activities and programs that contribute to the educational and social development of the students involved. Therefore, a student club or organization that engages in hazing is contrary and detrimental to the purpose of the institution, the education and personal development of its students and as such, hazing at Logan is prohibited.

Missouri law makes it illegal to participate in or cause acts of hazing. Hazing is a Class A misdemeanor punishable by fines up to \$1,000, imprisonment of up to one year or both. However, if the hazing “creates a substantial risk to the life of the student or perspective member,” the act is a Class C felony punishable by fines up to \$5,000, imprisonment of up to seven years or both. Under Missouri law, consent is not a defense for hazing.

Any activity organized by a student organization or members of a student organization at Logan University which involves a member in practices that are injurious or potentially injurious to an individual’s physical, emotional or psychological well-being (as determined at the sole discretion of the University) shall be immediate cause for disciplinary action.

It shall not matter whether such practices were mandatory or voluntarily entered into by any of the student organization members in question, including new and initiated members.

INTRAMURAL ATHLETIC PROGRAM

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Intramural (IM) sports are organized with structured leagues, tournaments and contests designed to meet the recreational needs of the Logan University 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.

STUDENT GRIEVANCE PROCEDURE

Logan University is committed to fostering a climate of professionalism and educational success for all. As such, the University has established a set of procedures for students to pursue grievances with the University community. This section clarifies how to initiate and pursue a grievance.

To ensure that students understand how to appropriately pursue a grievance, students are encouraged to seek clarification and advice regarding procedures before initiating a grievance. Although students may seek such advice from any faculty or staff member, the Dean of Students is trained to help students who have grievances. Students are encouraged to seek assistance from the Office of Student Affairs and the Dean of Students specifically.

The decision as to which procedure to utilize for a grievance filed by a student shall be made solely by the University and shall be based on the fact pattern of each specific case. Each grievance shall be directed to a specific procedure and shall be accorded only one opportunity to be adjudicated unless the appellate body remands for further review.

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TYPES OF GRIEVANCES

1. [DISABILITY ACCOMODATIONS IN ACADEMIC PROGRAMS](#)
2. [INVESTIGATION AND RESOLUTION OF COMPLAINTS AGAINST LOGAN STUDENTS FOR SEXUAL HARRASSMENT, SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE, STALKING AND RELATED RETALIATION](#)
 - a. Records maintained by the Dean of Students
3. [GRADE RELATED DISPUTES](#)
4. [ATTENDANCE](#)
5. [ACADEMIC DISMISSAL](#)
6. [ACADEMIC PROBATION](#)
7. [CODE OF CONDUCT](#)
 - a. Records maintained by the Dean of Students
8. [Financial Aid Suspension](#)
 - a. Records maintained by the Office of Financial Aid
9. Other

Grievances not otherwise covered by policies stated above should be submitted in writing to the Dean of Students within 72 business hours of the grievance occurring. The Dean of Students will direct the grievance to the appropriate Logan University official for resolution. The identified official will investigate the grievance and notify the student in writing of a decision regarding the resolution of the grievance within a reasonable period of time. The student may appeal the decision in writing within 48 business hours of the original notification to the Executive Vice President of Academic Affairs (EVP). The EVP will review the existing documentation with respect to the grievance and may (but shall not be required to) confer with the student, the initial reviewer and any other involved parties or witnesses. The EVP may uphold the decision of the original reviewer, may remand the matter in whole or in part back to the initial reviewer or a new reviewer or may modify the original decision as appropriate.

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*Students are encouraged to use the processes described in the Code of Conduct and Discrimination Policies section of the manual prior to complaining to an external agency. Information on filing complaints with the Missouri Department of Education is available at:

Missouri Department of Higher Education
 205 Jefferson St.
 PO Box 1469
 Jefferson City, MO 65102-1469

*Contact information for state agencies and information on how to file complaints. This information is outlined on the accreditation and authorization page on our website.

RECORD KEEPING

A copy of the grievance, any decision of the initial reviewer and any decision of the appeals body, will be retained in the Registrar’s Office for seven years, unless otherwise noted, following the year in which the grievance is resolved.

CONFIDENTIALITY

To the extent reasonably practical, information concerning formal grievances will be kept confidential. Staff and faculty investigating a formal grievance will discuss it only with those who have a need to know and/or who are needed to supply necessary information.

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RETALIATION

Students are encouraged to use the processes described in this policy prior to complaining to an external agency. Information on filing complaints with the Missouri Department of Education is available at:

Missouri Department of Higher Education
205 Jefferson St.
PO Box 1469
Jefferson City, MO 65102-1469

Contact information for state agencies and information on how to file complaints may be found on our website under accreditation and authorizations.

CAMPUS SECURITY

Logan University is committed to providing students with a safe learning environment. The University has established a number of policies and safety measures to keep students, faculty, staff and campus visitors safe and well informed about campus safety. These protocols include the campus alert system, campus security and counseling support.

Members of the Logan community are expected to report suspicious activities, criminal actions and emergencies occurring on campus. Prompt reporting enhances campus safety for all concerned. Logan has security on site 24 hours a day, seven days a week.

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.

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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.

The University prepares and posts online an annual security report in compliance with the Crime Awareness and Campus Security Act of the Higher Education Act (Clery Report).

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:

- S228, SB9, SB1, S118, S114
- G46, G48, G49, G102, G105, G107, 142A, 142B, 156A, 156B
- Entrance to the Cafeteria LRC Circulation Desk
- Montgomery Outpatient Clinic on the Logan Campus, Student Health Center Reception Desks
- Main Lobby Receptionist Desk

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CAMPUS WARNING AND NOTIFICATION SYSTEM

The emergency notification system has been designed to enhance and improve communication for all members of the Logan University community in the event of a campus emergency. Incoming students are automatically enrolled in the e2Campus emergency notification system. The system will only send information about emergency conditions, weather cancellations and delays. No advertising will be sent, and your contact information will not be shared with or sold to third parties.

Users can manage their contact information and messaging preferences with e2Campus. Alerts are delivered via any combination of text message, telephone and email.

EMERGENCY SAFETY PROCEDURES

GENERAL INFORMATION

- 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.
- To prepare before an emergency arises, do the following:
 - Become familiar with the quickest exit routes from your classroom.
 - Locate the nearest fire extinguisher and fire pull station.
 - Be sure your CPR and first aid training are up to date.
 - Note on your classroom wall the location of the Evacuation/Emergency Response Plan.

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- In the event of an evacuation, be sure you know where your classroom staging area is located.
- In the following situations, notify security at (636) 230-1986:
 - Personal threat, assault or civil disturbance
 - Criminal activity
 - Major accidents
 - Hazardous materials incident
 - o Suspicious package or object
 - Shooter incident
- In the following situations, notify the Physical Plant at (636) 230-1980:
 - Minor power outage
 - Utility failures
 - Plumbing issues
- Complete information concerning Logan University’s emergency plan is available in the Emergency Preparedness Manual, located online at <http://www.logan.edu/life-at-logan/campus-resources/campus-security>

CAMPUS LOCKDOWN PROCEDURES

- Some emergencies may require students, faculty, staff and campus visitors to take shelter inside buildings.
- 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.
- 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.

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- 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

- Remain calm and encourage others to remain calm.
- Be as quiet as possible; do not make any noise; put cell phone on silent.
- **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).
- Stop all activity immediately (i.e. teaching, group work, meetings, etc.).
- 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.
- Be aware of alternate exits if it becomes necessary to exit. Persons should lock themselves in classrooms and offices as a means of protection.
- Stay low to the ground and away from windows, barricade door(s) if possible and use furniture or desks as cover.
- **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.
- Sit on the floor or crouch under or behind desks, where possible, to appear invisible.
- 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.
- 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

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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 University students, faculty and staff, 24 hours a day, every day, to any location at the Chesterfield campus, upon request.

PROFESSIONAL STANDARDS & PROMOTIONS COMMITTEE

DOCTOR OF CHIROPRACTIC

Progression in the Doctor of Chiropractic program is formally recognized by participation in three key ceremonies: White Coat, Clinic Induction and Graduation. Each phase has set participation criteria.

WHITE COAT CEREMONY

The White Coat Ceremony is the first step toward becoming a Doctor of Chiropractic. The White Coat signifies the transition from student to student doctor. As a student doctor, a new level of professionalism is expected. Student doctors repeat the White Coat Oath signifying their readiness and acceptance of their new duties as a student doctor. Duties and responsibilities of a student doctor expand each trimester as the student progresses in the curriculum. Participation in the White Coat Ceremony is granted as part of the admissions decision.

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CLINIC INDUCTION CEREMONY

At the beginning of Trimester 7, student doctors entering the clinical phase of their education reaffirm their readiness and acceptance of their new level of duties as a student doctor by reciting the Clinic Induction Oath.

Transition into the Student Health Center occurs during the traditional seventh trimester after the completion of the traditional six trimesters of pre-clinic coursework. While grades are important, they are not the only factor in a student being promoted to the student health center. The Professional Standards & Promotions Committee must certify based on both academic performance and professional growth and development that the student is prepared for entry-level performance in the Student Health Center. Upon successful completion of the Student Health Center requirements, the student will progress to the Logan Health Center for the traditional Trimesters 8 through 10 as outlined in the clinic assessment guidebook.

GRADUATION

While grades are important, the decision for promotion and graduation is based on the composite picture of both academic performance and professional growth and development. The Professional Standards and Promotions Committee meets at least once each trimester, and more frequently if needed, to address questions related to promotion and graduation and to determine each student's eligibility for promotion and/or graduation. Graduation requirements are outlined for each program under Program Information

Students must complete the Application to Graduate paperwork at least eight weeks prior to their desired graduation date.

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DOCTORATE DEGREE PROGRAMS (NON-CHIROPRACTIC)

GRADUATION

While grades are important, the decision for promotion and graduation is based on the composite picture of both academic performance and professional growth and development. Graduation requirements are outlined for each program under Program Information

Students must complete the Application to Graduate paperwork at least eight weeks prior to their desired graduation date.

MASTER DEGREE PROGRAMS

GRADUATION

While grades are important, the decision for promotion and graduation is based on the composite picture of both academic performance and professional growth and development. Graduation requirements are outlined for each program under Program Information

Students must complete the Application to Graduate paperwork at least eight weeks prior to their desired graduation date.

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UNDERGRADUATE DEGREE PROGRAMS

GRADUATION

While grades are important, the decision for promotion and graduation is based on the composite picture of both academic performance and professional growth and development. Graduation requirements are outlined for each program under Program Information

Students must complete the Application to Graduate paperwork at least eight weeks prior to their desired graduation date.

STUDENT ADVANCEMENT COMMITTEE (SAC)

The purpose of the SAC is to review the academic progress of: students who have failed to meet Satisfactory Academic Progress (SAP) and did not successfully complete their single automatic term of probation; students who did not successfully fulfill the terms of their academic plan; and students who were not in good academic standing upon separation of Logan University.

A written appeal by the student, the student's academic record and information on how like cases have been addressed in the past will be presented to the committee.

The committee will review the material in a fair, equitable and consistent fashion and make a recommendation to the Dean about the student's appeal. If a student's appeal is granted, it should include a plan to get the student back in good standing with specific action steps and criteria.

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Upon recommendation from the committee, the Dean will render a decision and will notify the student of such. The notification will include any change in student status and a plan if applicable to return to good academic standing.

Students may appeal the decision of the Dean in writing to the Executive Vice President of Academic Affairs (EVP) within 48 business hours of the decision. The decision of the EVP is final.

WHERE DO I GO FOR HELP?

Ideally students will not have issues at Logan University, but we know in the real world, there will be times everyone has questions or concerns. We want to make it easy for students to get answers to their questions. This chart shows where to go first, second, third and, if necessary, fourth when attempting to solve problems or get help.

Faculty/Course Issue			
Faculty Member	Faculty Supervisor	Dean	Executive VP Academic Affairs
Culture Issue			
Person issue is with	Person's supervisor or if student – Dean of Students	Executive VP Academic Affairs	President
What Course Do I take?			
Academic Success Coach	Program Director (College of Health Science)	College Dean	Executive VP Academic Affairs
Who is my faculty member's supervisor?			

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Basic Science: Dr. Atanas Ignatov	Chiropractic: Dr. Dan Haun	Health Informatics: Dr. Sherri Cole	Health Professions Education: Dr. Cheryl Houston
Nutrition: Dr. Theresa DeLorenzo	Sports Science: Dr. Stephen Nickell	Undergraduate Courses: Dr. Atanas Ignatov	Health Center: Dr. Jeff Kamper
Tutoring & Extra Class Help			
Faculty Office Hours	Office of Student Success		
Who is my Dean?			
College of Chiropractic: Dr. Vince DeBono		College of Health Science: Dr. Sherri Cole	
Dean of Students: Dr. Shelley Sawalich			

Facilities Issue			
1. Director of Facilities	2. Chief Financial Officer	3. President	
Technology Issue			
1. Help Desk	2. Director of Information Technology	3. Vice President of Information Technology and Strategic	4. President

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HANDBOOK ADDITIONS, DELETIONS AND CHANGES

The Student Handbook is the responsibility of the Executive Vice President of Academic Affairs. The handbook will be updated each fall and posted online. Exceptions to this update policy may include, but are not limited to, accreditation, federal, state or local compliance. The online document is considered the most current version of the handbook.

HANDBOOK DISCLAIMER

The Student Handbook represents information and requirements which may be altered from time to time by Logan University at its sole discretion. The provisions of the handbook do not constitute a contract. The University reserves the right to change any provision or requirement at any time. Logan complies with the Drug-Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendments of 1989. All inquiries regarding the Student Handbook should be directed to the Dean of Students.

Students follow the graduation requirements and admissions requirements governed by the handbook from the year in which they matriculated*, unless they voluntarily or involuntarily withdraw from the University or change programs/majors. At the point of withdrawal or program/major change, students understand they must follow the most current graduation/admissions requirements of the handbook in effect during their re-entry to Logan or date of their newly established program/major.

All other policies and procedures outlined in this handbook apply to all students regardless of matriculation date unless otherwise stated in the policy.

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*Unless a change to graduation or admission requirements is required for compliance with an accrediting body or by state or federal law and must be applied to all students to remain in compliance.

*This handbook is a compilation of best practices across several universities combined and edited to meet the needs of Logan.

APPENDIX

WHITE COAT OATH

With this oath, I commit myself to the responsibilities of a chiropractic physician in training and to the obligations of the chiropractic profession.

I will approach my chiropractic education with integrity and modesty, respecting the patients and educators from whom I shall learn. In the pursuit of excellence, I dedicate myself to a lifetime of learning, teaching and advancing the art and science of chiropractic.

I will faithfully serve the wellbeing of my patients and strive to be worthy of their trust through honest, compassionate and thoughtful communication. I will treat my patients with dignity, respect their individuality, safeguard their confidence and serve as their advocate.

I pledge to care for my health so that I may most effectively care for my patients. I will act within my abilities and recognize my limits.

I will hold fast to the enthusiasm and idealism with which I take this pledge. This oath I make freely and upon my honor as a Logan University student.

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CLINIC INDUCTION OATH

With this oath, I recommit myself to the obligations and responsibilities of a chiropractic physician in training and a future member of the chiropractic profession.

I will continue my formal chiropractic education with dedication and integrity, appreciative of the learning opportunities I will receive from clinicians and patients.

With humbleness and enthusiasm, I commit myself to the service of patients and to their whole health and wellbeing. I will treat all patients with dignity and without distinction, respect their

wishes, safeguard their confidence and to the best of my ability, render to them quality health care and counsel under the guidance and direction of my clinical mentors.

I will act within my abilities and recognize that I remain a chiropractic physician in training. I will strive in every way to become a well-rounded health care provider.

I take this oath freely and upon my honor as a Logan University student.

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CHIROPRACTIC PHYSICIAN OATH

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

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

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

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

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

I shall improve my knowledge and skill, firm in my resolution to justify the responsibility which the degree of Doctor of Chiropractor symbolizes and imposes.

To all this, I pledge myself, knowing these ideals are prescribed by the dictates of reason alone.

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