

Logan
Logan

College of Chiropractic University Programs

Faculty Handbook 2010



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FACULTY HANDBOOK OF

LOGAN UNIVERSITY, INC. d/b/a LOGAN COLLEGE OF CHIROPRACTIC

MISSION OF THE LOGAN UNIVERSITY FACULTY

The mission of the Faculty of Logan University is to provide quality education and research support utilizing the standards established by the university.

THE MISSION OF THE UNIVERSITY

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

MISSION OF LOGAN COLLEGE OF CHIROPRACTIC

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

VISION OF LOGAN COLLEGE OF CHIROPRACTIC

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

CHAPTER 1

HISTORY AND GENERAL INFORMATION

FACULTY HANDBOOK EVOLUTION

The first Logan Faculty Handbook was completed in 1979. Major revisions were accomplished in 1983. Various committees participated in the ongoing process of revising the 1983 Handbook, requiring a significant amount of time and expertise. Over the years, as is true with any working document, portions of the Handbook became obsolete and inaccurate, or were superseded by other college publications. The Vice President of Academic Affairs and the Faculty Council President appointed a new Faculty Handbook Committee in August 1990. The Committee was charged with assimilating past and present information, to complete what would be the first comprehensive Faculty Handbook. Completed in 1998, the Handbook was a cooperative effort of the Administration and the Faculty Council to update the policies and procedures of the institution and improve the format of the document.

A new Committee was formed in 2000, with a charge of reviewing and revising the Handbook. The Committee's goal was to produce a comprehensive document specifying and governing all official college policies, rights, responsibilities and general information relevant to faculty status employees. The result was a revised Handbook, completed in July 2005. The 2005 edition of the Faculty Handbook is consistent with policy and other information stated in other official college documents, i.e., Academic Catalog, Administrative Policies and Procedures Manual, Student Handbook, etc. Completed sections of the new handbook were presented to the Faculty Council, Administration and Board of Trustees for review and feedback. The 2005 Faculty Handbook was given final approval by the Faculty Council in August 2005. Efforts towards this current edition began in 2006.

The Committee will continue to work on revising and updating the Handbook. Significant changes to the Handbook will be presented to the Faculty Council for review and approval. Likewise, changes approved by the Faculty Council will be submitted to Administration and the Board of Trustees for final approval. Logan reserves the right to alter, modify, or terminate any benefits, provisions, or policies contained in the Faculty Handbook, at any time, unless the procedures described under the heading "Due Process" are required. The Handbook is not intended to constitute a promise of employment, continued employment or employment for a definite period, nor is it a contract, express or implied.

FACULTY HANDBOOK COMMITTEE

Faculty Handbook Committee members, past and present, are to be commended for the time, talent, and effort committed to creating and maintaining the various Faculty Handbooks.

The Faculty Handbook Committee in 1991 was:

Chairman, Dr. Rodger Tepe
Secretary, Dr. Donald Christy
Dr. Donna Mannello
Dr. Kathleen Naughton
Dr. Kathleen O'Brien
Dr. Gary Sanders
Dr. Robyn Wilkerson
Dr. William L. Ramsey, Ex-Officio

The Faculty Handbook Committee in 2000 was:

Chairman, Dr. Rodger Tepe
Dr. John Gutweiler
Dr. Mary Unger-Boyd
Dr. William L. Ramsey, Ex-Officio

The Faculty Handbook Committee in 2004 was:

Chairman, Dr. Allen Parry
Dr. Rodger Tepe
Dr. Patrick Montgomery
Dr. William L. Ramsey, Ex-Officio

In 2006, the Faculty Handbook Committee was:

Dr. Patrick Montgomery
Mr. Joel Shedlofsky

The current Faculty Handbook Committee, formed in September 2009, consists of:

Chairman, Mr. Joel Shedlofsky
Dr. Patrick Montgomery
Dr. Brian Snyder
Dr. Ronald Grant
Mr. David Nafar

PURPOSE AND OBJECTIVES OF THE HANDBOOK

1. The Faculty Handbook is a dynamic document that contains guidelines for faculty responsibilities and opportunities for professional development.
2. The Faculty Handbook describes and defines the parameters of faculty involvement as they relate to the mission of Logan.
3. The Faculty Handbook serves as a reference for interaction among members of the administration, faculty, and student body.
4. The Faculty Handbook is provided for the orientation of new faculty members.
5. Modifications, changes, alterations, or eliminations of any rule, practice, or procedure when it is deemed to be in the best interest of Logan will be discussed with the Faculty Council as it relates to possible implementation.
6. Wherever, in this Handbook, "man", "men", or other related pronouns may appear, either as words or as parts of words, they have been used for literary purposes and are meant in their generic sense (i.e., to include all mankind - both male and female gender).

EDUCATIONAL GOALS AND OBJECTIVES

The educational objectives of Logan are specifically:

1. To provide the highest quality education possible.

2. To emphasize through its educational program a thorough understanding of body mechanics, competence in differential diagnosis and extensive clinical experience including patient management, treatment and the utilization of adjunctive therapeutics.
3. To provide a thorough basic science foundation.
4. To develop in each individual student a sound philosophy of chiropractic practice, independence of judgment, discriminating personal habits and a desire to work in the best interests of patients and the profession.
5. To develop, organize and continue fundamental and clinical research programs in the field of chiropractic for the benefit of the public and to augment undergraduate and graduate programs.
6. To offer chiropractic physicians the opportunity to keep current with new findings through a postdoctoral program of continuing education.
7. To respond to the needs of the community in the area of health programs and to cooperate with health officials of city, county and state, in carrying out programs without discrimination or bias of race, color, gender, national origin, age, disability, veteran status, social or economic state.

**Educational Goals and Objectives
DC Program**

A Doctor of Chiropractic, as a member of the healing arts, is a physician concerned with the health needs of the public. Particular attention is given to the relationship of the structural and neurological aspects of the body in health and disease. Chiropractic education stresses basic and clinical sciences as well as related health subjects.

The educational goals of the DC are specifically:

1. The purpose of the professional education is to prepare the Doctor of Chiropractic as a portal of entry healthcare provider.
2. As a portal of entry to the health delivery system, the chiropractic physician must be well trained to diagnose, including, but not

- limited to, spinal analysis, to care for the human body in health and disease, and to consult with, or refer to, other healthcare providers when necessary.
3. Logan endeavors to provide an educational environment, which promotes both excellence in the practice of chiropractic in its present state and further progress in the art of chiropractic as a separate and distinct healing approach.
4. Logan emphasizes preventative management and maintenance of good health. The institution recognizes that the body has a self-healing ability for the restoration of health.
5. It is recognized in chiropractic that no part of the body is an isolated entity; therefore, the whole body must be treated from a holistic approach in which structural integrity and nutrition are emphasized.

**Educational Goals and Objectives
BS/ASP Programs**

Logan offers two Bachelor of Science Degrees: Human Biology and Life Sciences. These degrees are conferred to those qualified independently or in the DC program (generally after the basic science coursework is completed, usually after the fourth semester). These degrees will help with meeting licensure procedures in states that require a bachelor’s degree prior to obtaining a license to practice.

The Accelerated Science Program (ASP) enables the motivated student to earn one academic year of credit in selected science courses in one trimester. If a student works to enter the DC program but has not completed the basic science prerequisites, they may do so through Logan’s Accelerated Science Program (ASP). The science credits are applicable toward the Bachelor of Science Degree in Human Biology or the Bachelor of Science Degree in Life Science.

The educational goals of the BS/ASP are specifically:

1. To offer the student the choice of an accredited broad-based or focused degree.

2. To develop within the learner a sound understanding of scientific principles expected of a quality basic science curriculum in institutions of higher education.
3. To require a level of academic achievement consistent with standards of performance expected in advanced science curricula.
4. To provide a qualified and competent faculty in both life science and physical science fields.
5. To maintain a teaching and learning environment with technologically advanced classroom.
6. To train students using modern laboratory facilities which include a human gross anatomy's amphitheatre.
7. To prepare students for entrance into graduate and professional programs or other related career choices.
8. To satisfy licensure requirements of most licensing bodies for the Doctor of Chiropractic. *(Please note: Students are responsible for reviewing licensure requirements specific to their individual practice area.)*

Educational Goals and Objectives MS Program

The MS Program provides advanced training essential for clinical professionals planning to work with athletes in a therapeutic environment. This specialized advanced degree at the master's level sets practitioners apart from their peers. This program will also prepare graduates for opportunities in research and teaching. The facilities, faculty and the clinical/field rotations are unique to the Logan program.

The educational goals of the MS Program are specifically:

1. To provide the highest possible quality education, leading to a Master's Degree in Sports Science and Rehabilitation, with the use of dedicated faculty that are student centered.
2. To provide a comprehensive curriculum that is science-driven and knowledge-based.

3. To provide an educational environment with the use of state-of-the-art classrooms, media and laboratories, hybrid on-line delivery, and a research facility and a Learning Resource Center to enhance the educational experience at the graduate level.
4. To require a level of academic achievement consistent with the standards of performance expected in a graduate science degree.
5. To prepare students using didactic, laboratory and clinical experience to be successful in their professional careers.
6. To prepare students for other professional programs or related career choices.

HISTORICAL STATEMENT

Logan College of Chiropractic was named for its founder and first president, Hugh B. Logan, D.C. Logan enrolled its first class, of seven young men and women, on the first of September, 1935. The college was housed in a converted residence at 4490 Lindell Boulevard, St. Louis, MO. Five more students were added to the class in February of the following year, and thus, the college began its early struggle for survival and growth. The following September, a larger group of chiropractic students found its way to Logan's doors. By October of 1936, the college had outgrown its quarters and Dr. Hugh B. Logan began looking at property in St. Louis County. He chose a 17-acre estate (a beautifully wooded, hilly tract of land in the suburb of Normandy) for the new location of Logan.

In five years, larger enrollments and the college outpatient clinic made Logan self-supporting, and expansion in all areas continued at a rapid pace. Students came from practically every state in the country, and changes were continually made in the curriculum to best prepare students to meet varying state requirements. The efforts were successful, for in the first ten years of the School's history, only one graduate failed to enter and stay in practice.

In 1941, when war took a major portion of the Logan male student body, there arose the fear that this hardship would be overwhelming to Logan and every other

college; but even during the war, enrollment continued with gradual growth. In 1944, just as it seemed that he had begun to accomplish some of the things he had wished for the college, death suddenly took Dr. Hugh B. Logan. Dr. Vinton F. Logan, his son, stepped into the void and under his able guidance the college continued to grow.

Following Dr. Hugh B. Logan's death, Dr. Vinton F. Logan began to plan for the Memorial Clinic Building. It was the first of a planned group of modern buildings to serve in the training of generations of chiropractic students.

An important event in the history of Logan was the merger with Carver Chiropractic College of Oklahoma City in 1958. Carver Chiropractic College was founded in 1906 by Dr. Willard Carver, one of the great pioneers of the chiropractic profession.

After many years of service and leadership, Dr. Vinton F. Logan died in July 1961. William N. Coggins, D.C., who had been Dean, was appointed President by the Board of Trustees.

In the summer of 1964 Missouri Chiropractic College merged with Logan.

In 1965, the new Vinton F. Logan Educational Building provided six classrooms, a library, technique laboratories, and an auditorium. These additions were considered to be of adequate size for the foreseeable future. In 1966 Logan added 40 two-bedroom apartments.

As the 1970's approached, it became clear that chiropractic as a natural healing method was gaining momentum. Anticipating future growth, the administration and the Board of Trustees began an evaluation of the adequacy of the physical plant. A decision was reached to search for a new campus site.

In the summer of 1973, Logan moved to its present location, formerly a Maryknoll Seminary. The campus is a 103-acre wooded hilltop in Chesterfield, Missouri.

The campus provides modern academic facilities and an atmosphere conducive to learning.

In June 1978, Logan received accreditation from the Council on Chiropractic Education (C.C.E.). This accreditation has been continued through subsequent renewals. In 1991, Logan received the maximum seven years accreditation with re-accreditation in 1998.

After nearly 40 years of association with Logan, President William Coggins, D.C., announced his retirement in June 1979. The Board of Trustees selected M.T. Morter, Jr., D.C., to assume the position of President. In April 1980, Beatrice B. Hagen, D.C., became Interim Administrator of Logan and she was appointed President on December 6, 1980.

A new Logan Health Center was dedicated to Dale C. Montgomery, D.C., in 1982. The 33,000 square foot facility provides modern diagnostic and therapeutic capabilities. The Health Center building contains areas dedicated to patient care, radiology, laboratory diagnosis, physiologic therapeutics, research, archives, and classrooms.

During the 1980's, Logan became increasingly active in community outreach, opening a free clinic affiliated with the Salvation Army Harbor Light Center in St. Louis, Missouri. The college now has a clinic at the Salvation Army's Rehabilitation Center on Forest Park Boulevard. Homeless and other low-income people receive care at these facilities.

Logan Health Centers also provide services to the general public at several locations. In addition, to its on-campus health center, the college operates satellite health centers in St. Charles, St. Peters, Webster Groves and South St. Louis County. At each of the health care facilities, outpatient interns provide services under the direction of licensed chiropractic physicians of the college faculty.

In June 1986, groundbreaking for a new Science, Research, and Ergonomics Building took place. Ribbon-cutting ceremonies were held in October 1987 for this 30,000 square foot multi-purpose facility.

The Science and Ergonomics Building housed the Student Health Center and also a Workout Center that opened for the students in the summer of 1993 with

donated funds. The Workout Center was heavily utilized by students, with records indicating 800 workouts per month were taking place.

The Student Health Center was also increasingly busy, so plans commenced for a sports/wellness complex to be located in a separate facility. In 1997 the Workout Center was closed and renovated to be part of the Student Health Center. In 1998 ground was broken for the William M. Harris, D.C. Sports/Wellness Complex. The Sports/Wellness Complex opened in October 2000, and includes these indoor facilities: a workout center, activity area with air hockey, conference room, lounge area and the office of the Director of Sports Activities. Outdoor facilities include a basketball court, tennis court, two sand volleyball courts, pavilion, baseball and soccer fields and a quarter-mile asphalt jogging track.

In 1987, Higher Learning Commission of the North Central Association of Colleges and Schools granted Logan accreditation of the academic program. Candidacy status had been previously attained in 1984. In 1992 and again in 2002, Logan received the maximum 10-year re-accreditation from this agency.

At the end of 1992, Dr. Hagen retired from the college presidency. George A. Goodman, D.C. was appointed by the Board of Trustees as her successor. Dr. Goodman, a 1968 graduate, came to the presidency with more than 20 years of experience as a chiropractic physician and educator. He had been Vice President of Chiropractic Affairs since 1982, leading the college's legislative relations activities at the state and national levels.

Dr. Goodman has expanded the vision of the institution educationally, financially, and from a development standpoint. The college has seen a dramatic external improvement in the aesthetics of the campus. Classroom renovation has been significantly improved to enhance educational quality to accommodate increased class sizes. Corporate and

foundational monetary support has been a significant goal realized by Logan. Logan, as a tuition driven institution, has achieved debt free status and has educational partnerships with public universities to enhance the future of chiropractic education.

Logan, through the efforts of its faculty, administration, alumni and staff, continues to grow and develop as a leading institution for chiropractic education.

GENERAL INFORMATION

Logan is chartered under Pro-Forma Decree (1936) by the State of Missouri as a non-profit educational institution. This provides a tax-exempt status for the college and makes it eligible to receive tax-free gifts and bequests according to state and federal law.

Logan is regulated and controlled by a Board of Trustees consisting of a maximum of fifteen Doctors of Chiropractic and lay people who serve without remuneration. The President of the college is the chief executive officer assisted by the Administrative Council members and the Cabinet.

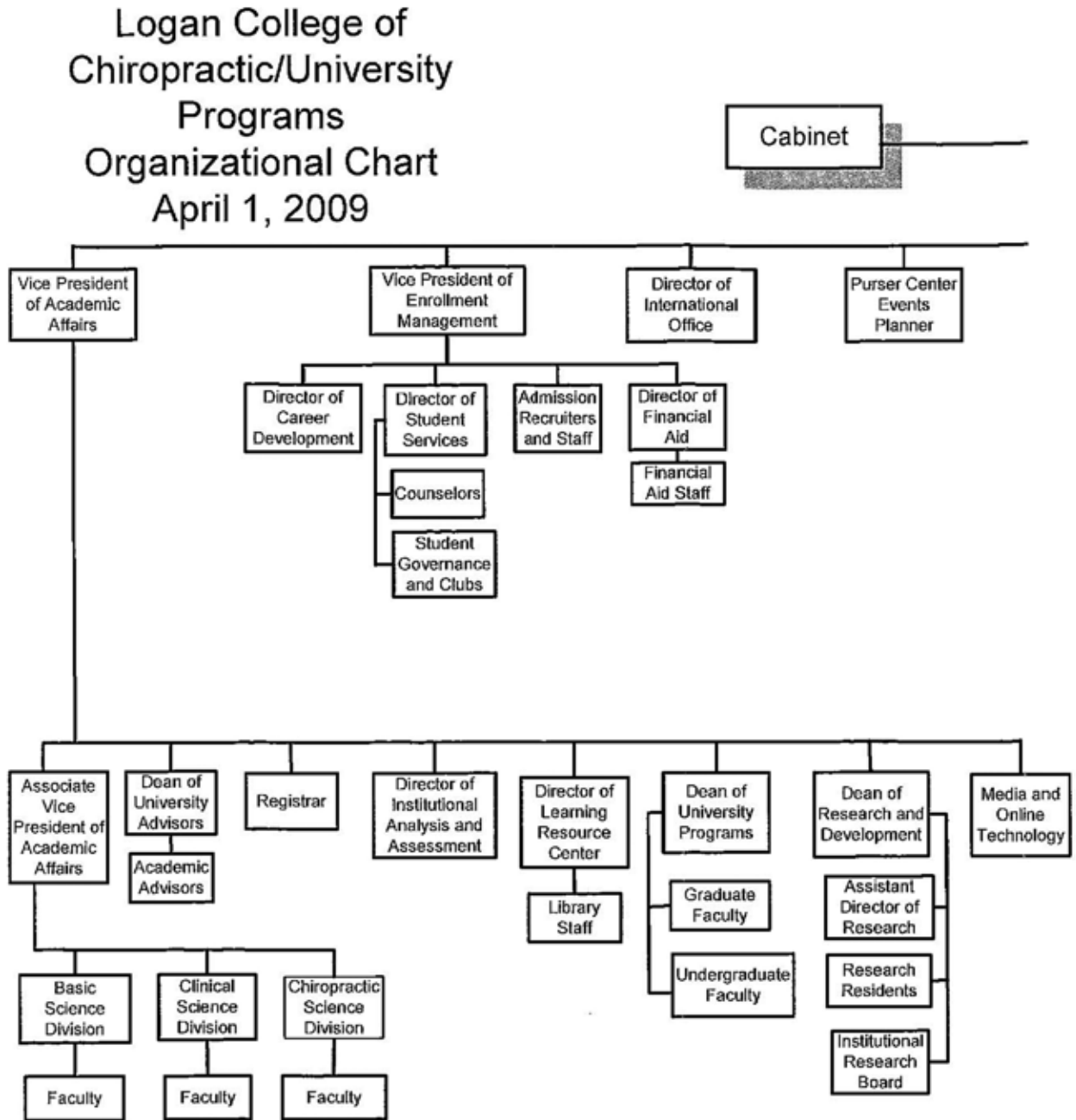
Logan is organized as a network of academic, business, and auxiliary departments. This provides for efficiency in conducting the education of the students, the business of the college, and the auxiliary activities related to the overall campus operation.

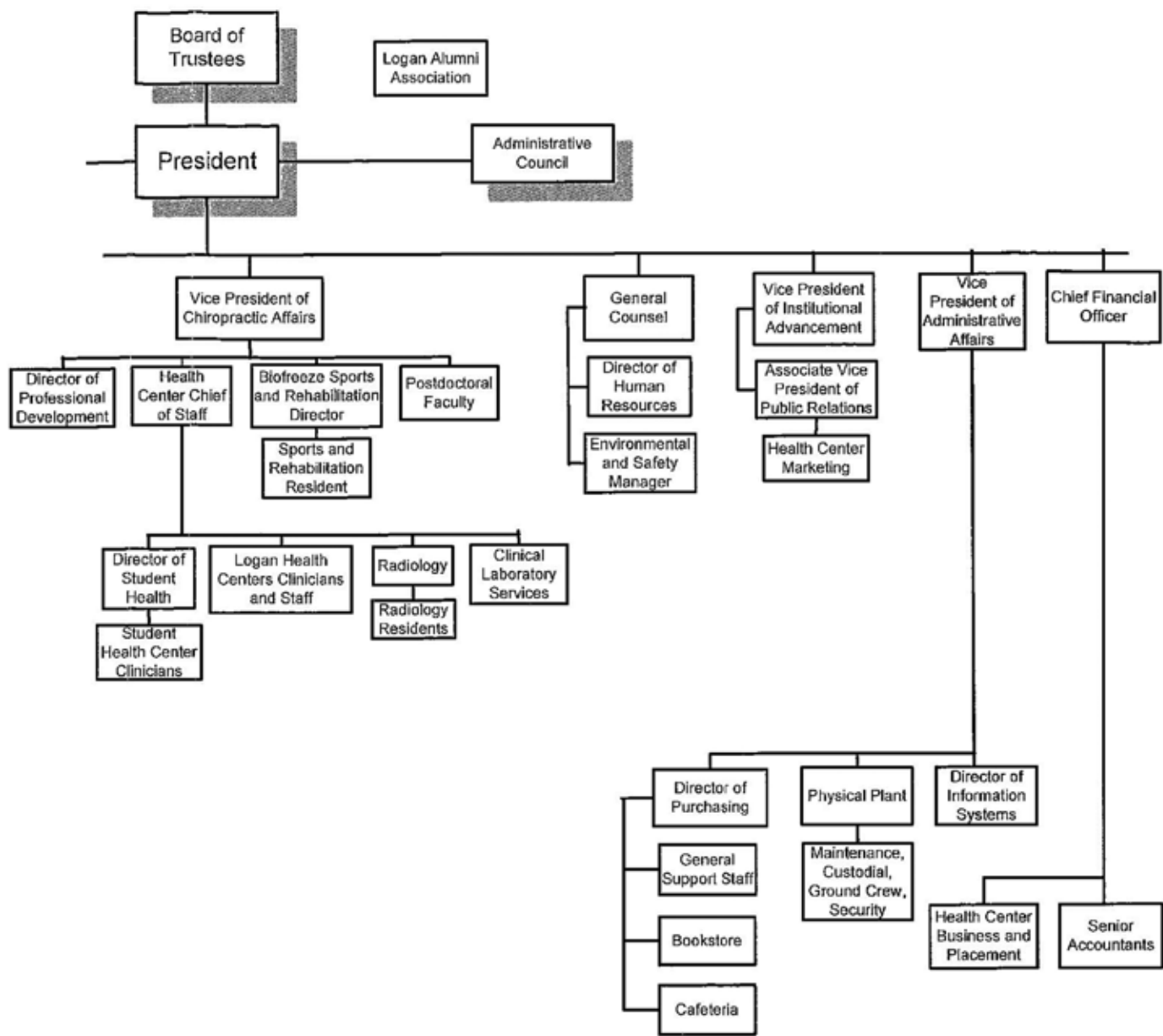
ACCREDITATION

Logan University, Inc. d/b/a Logan College of Chiropractic, is accredited by The Higher Learning Commission and is a member of the North Central Association (www.ncahlc.org, 800-621-7440). The doctor of chiropractic degree program of Logan College of Chiropractic is accredited by the Commission on Accreditation of the Council on Chiropractic Education (CCE), 8049 North 85th Way, Scottsdale, AZ 85258-4321, Telephone: 480-443-8877.

ORGANIZATIONAL STRUCTURE OF LOGAN

The following chart depicts the current organizational structure of Logan.





CHAPTER 2

FACULTY INFORMATION

NOTICE OF NONDISCRIMINATION

Logan does not discriminate on the basis of race, color, religion, national origin, gender, age, disability, or veteran status in employment, admissions and access to, or treatment in its programs and activities. Any person having inquiries concerning Logan's compliance with the regulations implementing Title VI, Title IX, and Section 504 is directed to Director of Student Services, 1851 Schoettler Road, P.O. Box 1065, Chesterfield, MO 63006-1065, telephone number 636-227-2100 or 1-800-782-3344. The Director of Student Services has been designated by Logan to coordinate the Logan's efforts to comply with regulations implementing Title VI, IX and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Dept. of Education, regarding the Institution's compliance with the regulations implementing Title VI, Title IX, or Section 504.

OBJECTIVES

The primary objectives of the faculty are: To provide quality professional education for the students of Logan; to develop their professional abilities; and to participate in research and/or scholarly activity.

ORGANIZATION

There are five categories of faculty responsibilities: Administrative, Health Center, Learning Resources, Research, and Teaching/Instructional. (See "Initial Appointment to Full-Time or Part-Time Faculty Positions" for descriptions of each.)

CANDIDATES FOR FACULTY POSITION

To become a candidate, prospective faculty members must submit:

- a. A dated letter of interest
- b. A standard application form

- c. Official transcripts of all coursework
- d. Curriculum vitae which outline qualifications and experience
- e. Current copies of appropriate licenses and certificates
- f. 3 letters of recommendation and other supporting materials, e.g., reprints of publications

FACULTY SERVICE STATUS

There are three levels of faculty involvement at Logan:

1. Full time
2. Part time
3. Adjunct

Full-time faculty members are engaged in Logan related activity 26-40+ hours per week. Full-time teaching faculty must maintain, in a contract year, annual loads of at least 36 but not more than 45 credit hours or equivalent. Compensation for overloads beyond 45 hours annually is arranged through the office of the Vice President of Academic Affairs.

Part-time faculty members are engaged in Logan related activities up to 25 hours per week as specified in their contract.

Both full-time and part-time faculty are expected to contribute to the ongoing development of Logan by virtue of their compliance with the faculty responsibilities outlined in Chapter 2.

Adjunct faculty members have a non-rank appointment, teach less than three (3) hours a trimester or have no regular presence on campus, and do not meet the minimum qualifications of an Instructor. (See "Temporary Faculty Appointments.")

INITIAL APPOINTMENT TO FULL-TIME OR PART-TIME FACULTY POSITIONS

As faculty positions become available qualified applicants will be recruited and hired under the guidelines specified below.

Initiation

A Division Chairperson may define a faculty position indicating REQUIRED ACADEMIC CREDENTIALS, teaching load, committee assignments, research responsibilities, etc. and submit this request for a faculty 'position' to the Vice President of Academic Affairs for approval and funding. The Vice President of Academic Affairs may initiate this process by conferring with the appropriate Division Chair and providing input as to the duties and responsibilities of the new faculty position. If the new position has combined faculty and administrative duties, the administrative responsibilities should be delineated by the Vice President of Academic Affairs.

Situations such as joint appointments (multi-division assignments) can also be presented to the Vice President of Academic Affairs after appropriate consultation between (among) the Division Chairs.

Recruitment

1. The Division Chairperson appoints a search committee.
2. Applications are to be solicited via advertisements in local newspapers and appropriate national publications.
3. A short list of three to five candidates is selected from the applications pool and these candidates are invited to campus for interviews with appropriate faculty members and administrators (Vice President of Academic Affairs and President).
4. The members of the Division (or Divisions) in question make the final selection and recommend employment to the Vice President of Academic Affairs.

In general, these guidelines call for positions to be announced through the Chronicle of Higher Education or other publications pertinent to chiropractic education. Part-time faculty are hired at the Instructor level by the Vice President of Academic Affairs, with the recommendation of the Division Chair. Part-time faculty are not eligible for rank promotion.

Accepting a faculty position at Logan implies:

1. A willingness to adhere to the responsibilities of the faculty as outlined in the Faculty Handbook.
2. Acceptance of the educational philosophy and mission of Logan.
3. Adherence to professional and ethical standards of behavior.

Consideration for Initial Rank Appointment

Instructor

Consideration for initial appointment to the rank of Instructor requires the following minimum qualifications:

1. Possession of an earned professional degree from an approved program at an accredited professional school, or an earned Master's Degree from a college or university accredited by a regional accrediting agency recognized by the United States Department of Education.
2. Previous experience typically required for the position.
3. Intent to progress, in a timely manner, toward the rank of Assistant Professor.
4. Documented plans for further graduate study, or continuing professional education and other scholarly activity.
5. Appropriate licensure/certification/registration as would normally be required for the profession.

Assistant Professor

Consideration for initial appointment to the rank of Assistant Professor requires the following minimum qualifications:

1. Possession of an earned professional degree from an approved program at an accredited professional school, or an earned Master's Degree from a college or university accredited by a regional accrediting agency recognized by the United States Department of Education.

2. Completion of a minimum of two calendar years (six trimesters) as an Instructor or Assistant Professor at a college or university of comparable standing, or possession of a terminal academic degree, e.g., PhD.
3. Evidence of having done scholarly or creative work within their respective discipline.
4. Evidence of significant time spent in advising students in appropriate areas of academic expertise.
5. A minimum of three references to document satisfactory performance in previous academic or professional employment.
6. Appropriate licensure/certification/registration as would normally be required for the profession.

Associate or Full Professor

Consideration for initial appointment to Associate Professor or Full Professor is rare and presupposes that the individual previously had attained this rank at another regionally or professionally accredited institution. This also assumes that the criteria for having achieved this rank are directly comparable to those presently in force at Logan.

NON RANK APPOINTMENTS

Adjunct Faculty

Adjunct Faculty have non rank appointment and teach less than three (3) hours a trimester or have no regular presence on campus, and do not meet the minimum qualifications of an Instructor.

Appointment

1. Is renewable annually or by trimester.
2. Is in one of the existing Divisions.
3. Requires sponsorship by a Division (Chairperson) or a full-time faculty member.

Contract to Specify

1. Remuneration, if any.
2. Patent, copyright, intellectual property rights (as applicable) and responsibilities held.

3. Agreement to follow Logan rules concerning use of Logan's name.
4. Release of Logan from financial or professional obligations incurred by appointee beyond scope of appointment.

NOTE: PRECEPTOR CLINICIANS are also considered as adjunct clinical faculty. Preceptor Clinicians are licensed health care providers who voluntarily supervise interns within their own practice.

Visiting Faculty

Visiting Faculty have a Temporary Adjunct Appointment on Campus.

FACULTY CATEGORIES

Administrative Faculty

1. The primary responsibilities of Administrative Faculty involve the administration of some unit or department within Logan.
2. Administrative Faculty are personnel who teach not more than two courses per trimester.
3. Administrative Faculty have as their supervisors administrative officers, e.g., a Vice President, the President, rather than Division heads.
4. At the discretion of administration, Administrative Faculty may also include individuals who provide professional services relevant to Logan's mission, but may not have classroom responsibilities.
5. Administrative faculty typically shall not receive extra remuneration for teaching duties except for over load.

Health Center Faculty (Clinicians)

1. The primary responsibility of the Health Center Faculty is supervision of patient care activities and education of students in the internship program.
2. The Health Center Faculty are involved in patient consultation and processing, ordering diagnostic studies, formulating diagnosis,

- implementing and updating treatment plans and report findings to the patient.
3. Health Center Faculty are assigned to supervise interns. This involves personal interaction with assigned interns, assistance with supervising individual case management, monitoring of clinical progress (i.e., patient load, thoroughness of work-up and records) responsible with diagnostic and therapeutic procedures, and the providing of guidance and support.
 4. Health Center Faculty instruct other Division courses as determined by the Health Center Administration, appropriate Division Chair, and the Vice President of Academic Affairs.
 5. Health Center Faculty are involved in the governance and administration of Logan by virtue of their involvement on Logan committees and performance of administrative duties. They are supervised by, and responsible to, the Health Center Administration.
 6. Health Center Faculty do not include Residents.

NOTE: Preceptor Clinicians are considered adjunct members of the Logan Faculty. Preceptor Clinicians are licensed health care providers who voluntarily supervise interns in the latter stages of their clinical training.

Learning Resources Faculty

1. The primary responsibility of the Learning Resources Faculty is to provide information resources and services.
2. The Learning Resources Faculty acquire, organize, develop, maintain, and delete informational material to support the curriculum and research.
3. The Learning Resources Faculty further the application of automated information technologies.
4. The Learning Resources Faculty provide bibliographic instruction, reference, and research assistance.

5. The Learning Resources Faculty promote the utilization of learning resources, e.g., publicize holdings and services, and assist patrons to locate appropriate information.
6. The Learning Resources Faculty are involved in the governance and administration of Logan by virtue of their involvement on Logan committees and performance of administrative duties as assigned by the Director, Learning Resources Center.

Research Faculty

1. Research Faculty have as their primary duty the conduct of scientific research under the direction of the Director of Research.
2. Research Faculty are those persons who are expected to generate a significant portion of their support through the procurement of research grants and awards.
3. Research Faculty are expected to supervise student research in their primary area(s) of expertise and provide assistance to other faculty in the design/execution of research projects.
4. Research Faculty may be responsible for teaching classes, but they will only teach courses within the Research Department or within their area of expertise.
5. Research Faculty will be evaluated by their supervisors and Administration on their productivity of published research in significant scholarly journals and their participation in Research Department activities.

Teaching/Instructional Faculty

1. The primary responsibilities of Teaching/Instructional Faculty involve providing instruction to students in classroom and/or laboratory settings.
2. Teaching/Instructional Faculty may be assigned to teach courses in more than one Division.
3. Teaching/Instructional Faculty advise students, supervise senior research projects, and provide academic assistance/specific subject counseling to students.

4. Teaching/Instructional Faculty include Division heads who supervise other Teaching/Instructional Faculty in addition to teaching classes and supervising laboratory experiences.
5. Teaching/Instructional Faculty are involved in the administration, governance, and advancement of Logan by virtue of their involvement on Logan committees and by performing Divisional responsibilities and through participation in Faculty Council.
6. Teaching/Instructional Faculty are also expected to engage in scholarly productivity to enhance their professional growth and development and to improve the quality of instruction.
7. In order to provide intellectual motivation/stimulation to the students, Teaching/Instructional Faculty are expected to keep informed of current trends, research, and teaching techniques.

CONTRACTUAL STATUS OF THE FACULTY

The following section addresses the contractual status of the faculty. In some instances, a faculty member's contract may also incorporate administrative duties and positions for which the faculty member earns a salary in addition to his or her duties as a faculty member. The administrative duties and positions contained within a faculty member's contract are at-will, and Logan may remove a faculty member from such administrative duties and positions at any time with or without cause with a corresponding decrease in salary. The following pertains only to Faculty positions and has no application to any administrative duties or positions to which a faculty member may be assigned.

Part-time Faculty Contracts

Part-time faculty contracts are entered into for one year or less, most typically for one trimester. These contracts can be rescinded during the contract period for several reasons, including but not limited to termination for cause (see section on "Separation"), and economic emergency. Non-renewal of part-time contracts may be for cause or without cause, at the sole discretion of Logan. Written notification of non-renewal will be given

by the office of the Vice President of Academic Affairs prior to the end of an existing contract period.

Full-time Faculty Contracts

Non-tenured Faculty

Full-time, non-tenured faculty contracts are typically entered into for one year. Multi-year contracts may be applied for after the fifth year of continuous employment. These contracts cannot be rescinded during the contract period except for termination for cause (see section on "Separation") and economic emergency. Non-renewal of full-time, non-tenured faculty may be with cause or without cause, at the sole discretion of Logan. Written notification of the faculty member's evaluation, renewal and/or non-renewal will be given by the Office of the Vice President of Academic Affairs no later than 90 days prior to the end of the contract period.

Tenured Faculty

Tenured faculty contracts are automatically and continuously renewed under normal operations of Logan. These contracts cannot be rescinded during the contract period except for termination for cause (see section on "Separation") and economic emergency. Termination or nonrenewal may be only for cause or elimination of duties, e.g., course(s) eliminated from the curriculum that cannot be replaced with other duties for which the employee is qualified. Written notice of evaluation renewal, and/or nonrenewal will be given by the Office of the Vice President of Academic Affairs not later than 90 days prior to the end of the contract period. Tenured faculty who have concerns about termination have the right to appeal and review by due process (see section on "Due Process").

TENURE POLICY

All full-time faculty may apply for tenure during their third year as an Associate Professor, if the faculty member has at least a minimum of seven years of continued service at Logan.

The granting of tenure is a contractual recognition by Logan of the faculty member's past service and its

intent to continue the faculty member's employment. Annual written contracts for tenured faculty will be executed by Logan only for the purpose of salary and job description information for the faculty member. This annual contract will be renewed, except for termination for cause (see section on "Separation"), economic emergency requiring a significant reduction in the faculty and staff or elimination of duties.

In order to be eligible to be awarded tenure, the faculty member must hold the rank during the third year of Associate Professor and must make application for this award to the Rank and Evaluation Committee, at a time consistent with rank and promotion policies set by the Office of the Vice President of Academic Affairs. The decision as to the recommendation for awarding tenure will be made by the Rank and Evaluation Committee to the President.

This recommendation will be based on the criteria used for Rank and Promotion, which is that the faculty member must have demonstrated excellence in the annual evaluation, fulfillment of Faculty Responsibilities, Service of Value to Logan and Academic/Scholastic Activity or Productivity (all as listed in the "Academic Rank Promotion" section). In brief, it is the responsibility of the faculty applicant to furnish to the Rank and Evaluation Committee, sufficient materials to document the faculty member's fulfillment of faculty responsibilities, service of value to Logan, and academic/scholastic productivity. It should be noted, the awarding of tenure is not automatic, as a function of time employed by Logan, nor by degree level, but represents the recognition by Logan of overall excellence in annual evaluations, fulfillment of faculty responsibilities, service of value to the college, and academic/scholastic productivity. Awarding of tenure is within the sole discretion of the college President and/or the Administration, as may be designated by the President.

In the event that the granting of tenure is not recommended by the Rank and Evaluation Committee, the applicant faculty member may, within 10 days of receipt of written notification of the decision, appeal the recommendation to the President. The President may, upon consideration of the appeal, request that the

Rank and Evaluation Committee re-evaluate its recommendation.

FACULTY RESPONSIBILITIES

Faculty responsibilities include all Logan-related activities in which a faculty member holding rank is expected to be engaged. These responsibilities include but are not limited to:

1. Participation in faculty meetings and workshops.
2. Accountability to students and administration with respect to quality in education.
3. Incorporating the chiropractic mission of Logan into Division objectives and classroom instruction.
4. Incorporating current professional information into class presentations.
5. Coming to class prepared and on time, using class time effectively and maintaining professional conduct in the classroom.
6. Preparing an updated syllabus prior to the beginning of the course according to the standard Logan format, which is adequate in detail, scope and guidance. All information (course objectives, reading assignments, testing, grading, etc.) contained in the syllabus must not be ambiguous. All administrative and classroom deadlines must be met.
7. All courses should have a required course text unless exempted by the Administration.
8. Refraining from making pejorative statements regarding Logan, fellow faculty or staff personnel in the presence of students or patients.
9. Academic advising and counseling of students.
10. Notifying appropriate Logan personnel of damage to Logan property.
11. Preparing tests that have sound instructional value with accurately measured and well-defined objectives. Evaluation should not be ambiguous and should appropriately represent the information presented in the course.
12. Establishing and maintaining a classroom atmosphere conducive to learning.

13. Should report problems that affect any aspect of the college to the Division Chair and/or a Vice President.
14. Accountability to report to the Secretary of the Office of the Vice President of Academic Affairs or the Office of the Division Chair, if he/she will be absent or unable to attend class.
15. Responsibility to treat colleagues, staff, and students in a professional manner.
16. Faculty members who administer a final examination or issue final grades for any course shall make themselves available to address student questions/concerns on the Thursday or Friday following the last examination day, for the number of hours that the course(s) would normally meet during that week.

If a final exam is administered on the Thursday of finals week, faculty should make themselves available on the Friday following final exams, to allow the exam and course grades to be reviewed by students. Faculty should post the hours of their availability on these days so that students with questions can arrange to meet with them at those times.

All faculty members should take part in the institution's decision-making process to the best of their ability and should accept their share of the responsibility for its day-to-day operation.

FACULTY RIGHTS

The faculty at Logan occupy an esteemed position. They have the right to be treated in a professional and respectful manner by students, other faculty members, administrators and staff. They have a right to:

1. Pursue their own private interests of study and personal growth, provided such activities do not interfere with their responsibilities as a faculty member of the college, demean his/her position as a faculty member in any way, and/or result in a conflict of interest. A "conflict of interest" relates to situations in which financial

or other personal considerations may compromise, may have the potential for compromising, or may have the appearance of compromising a faculty member's objectivity in meeting his or her duties or responsibilities, including research activities.

2. Expect students to read and understand the syllabus and to study all materials presented in class.
3. Expect adequate time, facilities and equipment to develop assigned courses.
4. Have time and facilities to counsel with individual students.
5. Have their opinions considered in curriculum development, syllabus development, review, update and course proposals.
6. Freedom of expression, but must take responsibility for the veracity of all statements.
7. Regular evaluations to determine their progress toward rank and merit pay increases.
8. Open routes of communication and information to assist them in all areas of their functions at Logan.

SELECTION OF DIVISION CHAIRPERSON

Applicants for Division Chair are received by a committee of the Vice President of Academic Affairs and two faculty members elected by the Division in question. The committee will advertise availability of the position. Any qualified member of the faculty or any individual outside the institution may apply. Recommendations may be offered by the Vice President of Academic Affairs, any member of the Administration or the faculty. The committee will make its recommendations to the President, at which time the appointment will be made. The President may ask for a vote of the Division faculty before making a final decision. Final decision will be based on:

1. Performance review by Vice President of Academic Affairs.
2. Appropriate professional and/or academic degree (per Council on Chiropractic Education Standards.)
3. Teaching experience
4. Research and publications

5. Membership in professional and learned societies
6. Transcripts and vitae
7. Interview

A Division Chairperson is ordinarily appointed for a period of three years and is considered for reappointment. However, the President, or the Administration as may be designated by the President may remove a Division Chair at any time for several reasons, including, but not limited to, the Division Chairperson's failure to perform the responsibilities of the Division Chairperson set forth below.

RESPONSIBILITIES OF THE DIVISION CHAIRPERSON

This position reports directly to the Vice President of Academic Affairs with the following functions:

1. To maintain unity within the Division.
2. Utilization of a set of Divisional objectives to guide the direction of the Division.
3. Periodic updating of the Divisional objectives which are in line with Institutional goals.
4. Acting as a center for the collection and distribution of information to Division faculty members.
5. Promotion and encouragement of problem solving by the individual faculty members within their area of expertise.
6. Holding Division meetings at least each trimester to ensure an open line of communication from within and from outside the Division.
7. The Academic Vice President will communicate with the Division Chair in regard to hiring and termination of faculty members.
8. Assignment of instructional responsibilities.
9. Each Division Chair will review the results of his evaluation if requested by the faculty member.
10. Acting as a mediator for academic matters with the Division prior to necessary intervention by the Academic Vice President.
11. Overseeing and approving Departmental purchases as well as the overall Division budget prior to its submission.

12. Evaluating the individual Division faculty members according to established evaluative procedure and based on final data.
13. Representing the best interest of Division faculty (or Division) at various administrative meetings.
14. Constant advisement as to the status of staff efficiency in the Division.
15. Help to develop a course schedule for each semester for their Division.
16. Frequent evaluation of classroom examinations.
17. An awareness of the content and quality of the Division courses during each semester.
18. To maintain the physical plant of the Division with special regard to upgrading laboratory facilities and equipment.

ACADEMIC FREEDOM

Academic freedom is fundamental for the protection of the rights of the teacher in teaching and of the student in learning. Academic freedom is an essential part of the pursuit of truth and knowledge. Logan endorses and supports academic freedom consistent with Logan's mission.

As a private individual, the teacher is free to engage in whatever lecturing, consultation, research and publication he/she chooses, assuming that such activities are not represented as sponsored or authorized by Logan and do not interfere with duties assigned at Logan, bring discredit upon the college or violate the policies on publications or research. In the realm of non-academic affairs, the college exercises no authority unless these actions bring discredit upon Logan.

OUTSIDE EMPLOYMENT AND PRIVATE PRACTICE

There is no restriction on outside employment or private practice, as long as such employment does not interfere with the performance of the faculty member's duties at Logan, and does not demean his/her position as a faculty member in any way.

EVALUATION FOR RANKING AND PROMOTION

For a faculty member to realize a rewarding and

productive career as an educator and to ensure constant growth of our educational program, it is necessary to have a fair, comprehensive system for faculty evaluation. The following evaluative procedure represents a design that is comprehensive, yet flexible enough to provide accurate performance data and a meaningful evaluation.

Performance of the faculty is evaluated by combining ratings from the Division Chairperson's evaluation, Vice President of Academic Affairs' evaluation, the faculty member's self evaluation, and, as appropriate, students' ratings. The Vice President of Academic Affairs collects all of these evaluations, to determine an individual's performance rating. The Rank and Evaluation Committee provides the President with its findings of the performance ratings and its recommendations. At this time each faculty member will have the right to review the results of his/her evaluation.

Student evaluations of a faculty member's classroom performance will be administered each trimester by the Office of the Vice President of Academic Affairs. Classroom evaluation will be conducted once a year by the Office of the Vice President of Academic Affairs or delegates.

Generation of the faculty member's final performance rating will be determined as follows:

- | | | |
|----|------------------------------------|-----|
| 1. | Student evaluation (if applicable) | 10% |
| 2. | Faculty member self evaluation | 15% |
| 3. | Division Chairperson evaluation | 45% |
| 4. | Vice President of Academic Affairs | 30% |

See Appendix A for samples of an instructor evaluation form that may be used in soliciting student ratings, Division Chairperson's Faculty Rating, Vice President of Academic Affairs Faculty Evaluation, and self evaluation form. The use of these forms is subject to approval by the Rank and Evaluation Committee.

ACADEMIC RANK AND PROMOTION (Rank and Evaluation Committee)

Requests for consideration of promotion in academic rank shall be initiated by individual faculty members, in a manner consistent with the timetables established by the office of the Vice President of Academic Affairs. It is the responsibility of the applicant faculty

member to make application to the Rank and Evaluation Committee and to provide this committee with evidence of eligibility and qualifications. Upon receipt of these application materials, the Rank and Evaluation Committee will judge the appropriateness of the materials and will make a recommendation as to the awarding of academic rank promotion to the President.

In order for the Rank and Evaluation Committee to achieve some semblance of balance, it is recognized as desirable in higher education to have a faculty that is representative with experienced veterans, faculty with medium years of experience, as well as some newcomers.

The following guidelines are presented: Assistant Professor 30%; Associate Professor 50%; and Professor 20%. This system went into effect in September 1994.

Eligibility Requirements for Academic Rank Consideration

Instructor to Assistant Professor

- Master's degree or professional degree
- 9 trimesters as a full-time Instructor
- Must have a current evaluation of 'Above Average' or better.

Assistant Professor to Associate Professor

- Earned Doctorate or professional degree
- 9 trimesters as a full-time Assistant Professor
- Must have a current evaluation of 'Excellent'.

Associate Professor to Professor

- Earned Doctorate or professional degree
- 9 trimesters as a full-time Associate Professor
- Must have a current evaluation of 'Excellent'.

Qualifications and Criteria for Academic Rank Consideration for Promotion

Annual Evaluation

Division Chairperson, Vice President of Academic Affairs, self, i.e., complies with all college regulations and policies, Faculty Council, Comprehensive Board examiner, Administrative

Council, Senior Research Project advisor, committee service, participation in college functions - graduations, Homecoming, faculty meetings, on time at meetings, classes, and with reports, grades, etc.

Service of Value to Logan

i.e., community involvement related to Logan, membership in professional/learned societies, participation in professional/learned societies, and faculty advisor to student clubs.

Academic/Scholastic Activity or Productivity

i.e., publications in refereed/non-refereed journals, oral presentations, poster presentations, invited conference participant, keynote speaker participation on Boards/Teams of accrediting agencies or task forces, continuing education, certifications, etc.

Adjunct and Part-time instructors are not eligible for academic rank and are not under the criteria for rank assignment. Neither are they eligible for tenure.

It is within the sole discretion of the President and/or the Administration, as may be designated by the President, to grant promotions in academic rank. There is no guarantee of promotion.

SEPARATION

The following are descriptions of how faculty employment can be interrupted or terminated by Logan. This policy is not intended as a progressive discipline policy, and Logan may take any one of the disciplinary actions described below against a faculty member at any point in time, depending on the college's assessment of the appropriate level of disciplinary action. This procedure only applies to faculty rank positions and has no application to administrative duties or positions.

Reprimands

Reprimands to faculty may be issued by the resident, Vice President of Academic Affairs, or a Division Chairperson. Reprimands are typically related to matters such as poor performance,

unprofessional conduct, dereliction of duty, etc. Official reprimands will be given in writing and become part of the faculty member's personnel file.

Suspension

The President shall have the right to suspend a faculty member, with or without pay, for any and/or all duties. Suspension is typically for cause, if the President believes the suspension to be in the best interest of the college. Suspended faculty will be notified in writing and are entitled to due process (see Due Process Section). Said suspension may be with full salary until an Ad Hoc Hearing Committee can be convened. The Ad Hoc Hearing Committee shall be consistent with due process (see Due Process Section). The Hearing Committee's recommendations may include, but are not limited to, continued suspension for a stated period of time, revocation of the suspension, reduction of the suspension to a reprimand, and dismissal for cause.

Dismissal for Cause

The following criteria are not inclusive or exhaustive, but represent typical examples of reasons why a faculty member may be dismissed for cause. These criteria apply equally to all faculty, regardless of rank or tenure status. It is within the sole discretion of the President and/or the Administration, as may be designated by the President, to determine that a faculty member should be dismissed for cause following the "Due Process" as described elsewhere in this Handbook, if applicable.

1. Incompetence in the performance of job duties as specified in a job description and/or contract.
2. Physical or mental incapacity which renders an individual unable to perform the essential functions of his/her position with or without reasonable accommodation.
3. Violation of generally accepted standards and principles of professional conduct in any official capacity for Logan, or in private/personal/professional conduct unrelated to the college.

4. A below average overall evaluation indicates the need for improvement. An opportunity for evidence of improvement is provided. Without improvement, a letter of reprimand may be issued. Unsatisfactory resolution or the reprimand may lead to eventual suspension or dismissal.
5. Misrepresentation of facts relevant to faculty status and/or responsibilities, i.e., falsified vitae, misrepresentation of private matters as being endorsed by or approved of by the college.
6. Irresponsibility in discharging obligations to the college, i.e., not showing up for class, not maintaining on-campus office hours as specified, etc.
7. Blameworthy implication in a serious crime or public misconduct that negatively affects the faculty member's credibility or performance of college duties or seriously interferes with the educational purposes of Logan.
8. Disciplinary action by a licensing authority or governmental authority in connection with professional activities.
9. Insubordination can be construed as cause.

Procedure for Dismissal

A faculty member who is dismissed may request the procedure as specified in the section entitled "Due Process".

Termination

Upon termination, a written notice is given to the Division Chairperson and the Vice President of Academic Affairs. A "Faculty Termination Notice" form must be secured by the faculty member from the Vice President of Academic Affairs' secretary, and the faculty member must satisfy all Departments in the sequence listed and return the completed form to the Payroll Office. All Logan property must be returned to the college. After turning in the I.D. card, payroll will clear the faculty member and return the form to the Vice President of Academic Affairs Office. A faculty member must clear payroll before receiving his/her final pay check.

AD HOC HEARING COMMITTEE

Requests for Hearings

Requests that a faculty member appear before the Ad Hoc Hearing Committee may be originated by a faculty member, supervisor, or college administrator for the following reasons:

1. Alleged violations of academic freedom.
2. A mediation process has failed.
3. Charges have been brought against a faculty member.
4. Faculty member has received notification of reprimand, suspension or dismissal.
5. Alleged violations of Logan Policies and Procedures as they pertain to a faculty member's employment with the college.

Due Process

Faculty members have five working days after reprimand, dismissal or suspension to request a hearing from the Office of the Vice President of Academic Affairs. If a timely request is received by the Vice President of Academic Affairs, the faculty member shall be entitled to a hearing before the Ad Hoc hearing Committee. The Hearing Committee shall consist of five members, including the Vice President of Academic Affairs, two members appointed by the President, and two members appointed by the Faculty Council Executive Committee. The Ad Hoc Hearing Committee shall be chosen within five working days of the request for a hearing. The Committee will select a chairperson from its members and will decide on the procedures for the hearing and the time and place of the hearing. The faculty member shall be notified in writing of the time and place of the hearing and shall have a right to appear before the Committee. Neither the Hearing Committee nor the faculty member shall have the right to legal counsel at the hearing. The Committee shall try to hold a hearing within ten working days from the time of the request for the hearing and continue with all deliberate speed until a decision is reached.

After hearing all relevant evidence the Committee, by majority vote, shall render its decision in writing to the

President. The nature of the Committee's decision is as a recommendation to the President, who may affirm, reverse, or modify the Committee's decision. The President's decision regarding the Committee's recommendation shall be given to the faculty member in writing within five working days of the President's decision. The decision of the President shall be final and the faculty member shall have no further right of appeal.

The Board of Trustees, on its own motion and at its sole discretion, may review the President's decision regarding the Hearing Committee's recommendations and affirm, reverse, or modify the President's decision. Any decision by the Board of Trustees shall be final and binding on all parties.

FACULTY COUNCIL

A Faculty Council is organized at Logan which includes all rank eligible faculty members and is governed by the rules and regulations of Logan and the Faculty Council Bylaws. The officers of the Faculty Council are the President, Vice President, Secretary, Treasurer, and a Member-at-Large. The President of the Faculty Council, who is a full voting member, is the Faculty Council's representative to Logan's Administrative Council. All officers and representatives of the Faculty Council are elected for a term of three trimesters.

The faculty is authorized to nominate a representative to serve on the Board of Trustees of Logan. This member of the Board of Trustees is a full voting member of the Board and is expected to attend all Board of Trustees meetings and Faculty Council meetings.

The Board of Trustees will elect one (1) member from a list of three (3) acceptable nominees submitted by the Faculty Council at least thirty (30) days in advance of the election meeting [usually February]. Nominees shall not be employed by or be an officer of the college. The representative serves a term of three (3) years. Nominees must submit a résumé/vitae and letter of willingness to participate. Nominees are invited to a Faculty Council meeting to make a presentation. This process must be completed prior to the Winter Recess.

If the Faculty Council votes to retain the incumbent Board of Trustees Representative, the Secretary of the Faculty Council will submit a letter of recommenda-

tion so stating to the Board of Trustees. If the Faculty Council chooses, they may request the Board of Trustees to select a new Faculty Council Representative. [See Appendix B, BYLAWS, Article 7]

The Logan Faculty Council plays a crucial role in the life of the faculty. It is the primary means by which the views of the faculty members as individuals, and as a group, are promoted with the Administration and students. It also serves to protect the rights of individual faculty members. It acts to improve faculty conditions at Logan. It acts also as a vehicle by which faculty members can interchange ideas and grow and develop in their professional ability as instructors. Concerns of the faculty are registered by representation to the Board of Trustees, the Administrative Council, and numerous college committees.

General Faculty Council meetings are held monthly on the first Thursday of the month during the meeting hour. All faculty members officially on campus during this hour are required to attend, per the Bylaws. Agenda items must be submitted in writing to a Faculty Council Officer one week prior to a scheduled meeting in order to receive full consideration.

Administrative Faculty meetings presided over by the Vice President of Academic Affairs, (as distinguished from Faculty Council meetings) are held at the beginning of each trimester. At this time, faculty discuss matters of academic and general school interest, and thus participate in an advisory and consultative capacity in the determination of policy and approved practices. Additional meetings may be called during the trimester.

CHAPTER 3

INSTRUCTIONAL POLICIES

ACADEMIC INTEGRITY

“Academic Integrity” refers to the fact that all Logan students are expected to be honest in their academic endeavors, and that the work one submits for academic evaluation must be his/her own, unless an instructor expressly permits certain types of collaboration.

Instructors are expected to make their course policy in this regard known, preferably in their syllabus, at the beginning of a semester.

Behaviors that Constitute Academic Misconduct

A non-exhaustive list of behaviors which constitute academic misconduct and subject one to sanctions(s) includes: (in part adapted from Capital University¹), The University of Delaware and the University of North Dakota).

Cheating — deceiving/misrepresenting information submitted on a paper/test/project such as:

- Copying from another's test or allowing an other to copy your work
- Using materials/notes not permitted by the instructor during an examination
- Collaborating on a test/project when not authorized to do so by the instructor
- Receiving, giving or stealing parts of, or an entire test, which has not yet been administered
- Substitution of one student for another during an examination

Collusion — unauthorized collaboration with another person in preparing any academic work offered for credit.

Fabrication/Falsification — using "invented" information or falsifying research, data, or other findings with the intent to deceive such as:

- Citing information not taken from the source indicated; misleading documentation of secondary source materials
- Listing sources in a bibliography not directly used in the academic exercise
- Submitting lab reports or clinical data which contain fictitious/falsified information; concealing/distorting the true nature, origin, function of such data
- Quoting verbatim another person's words (published or unpublished) without acknowledgment of the source
- Paraphrasing another person's idea(s),

opinion(s), or theory(ies) without giving reference

- Including facts, statistics, or other illustrative materials that are not common knowledge, without acknowledgment of the source. Students are expected to clarify with their instructor appropriate criteria for "common knowledge."
- Submitting another's term paper, essay test answer, computer program, project as one's own

Citing Sources

The citing of sources has several justifications. They are:

1. **Honesty:** to acknowledge that the words or ideas are not originally yours as well as to give credit where it is due;
2. **Guidance:** to enable the interested reader to locate the information in question;
3. **Evidence:** to provide support from other sources for your thoughts; and
4. **Critical thinking:** to encourage students to recognize the sources of their opinions.

One commits plagiarism when one neglects to cite. By so doing, the person makes it seem that someone else's words or ideas are one's own (a type of fraud) and at the same time prevents readers from gaining access to the original sources. Many people either misunderstand or do not care to exercise the effort necessary to cite in their writing all quotations, paraphrases, informational claims, and concepts. While common knowledge does not have to be cited, one must be very careful about labeling something "common knowledge." In "Helping Student's Avoid Plagiarism" Stephen Wilhoit lists the following specific types of plagiarism²:

- Buying a paper from a research service or term paper mill.
- Turning in another student's work without that student's knowledge.
- Copying a paper from a source text without proper acknowledgment.
- Copying materials from a source text, supplying proper documentation but leaving out quotation marks.

- Paraphrasing from a source text without appropriate documentation.
- The Internet has created an additional type of plagiarism: Turning in a paper from a “free term paper” website.

Plagiarism is a very serious violation of academic integrity. It is prohibited in all courses at Logan.

Academic dishonesty also includes cheating on assignments, quizzes, tests and examinations.

In any case of academic dishonesty, Logan faculty may impose any penalty they deem appropriate in the course in which academic dishonesty has occurred. For example, they may lower the student’s grade. Such academic punishments are separate from and are not contingent on actions taken by the Professional Committee. Faculty may choose to refer cases of academic dishonesty to the Professional Committee for disciplinary action³.

Sources

¹Student Handbook, Section II Capital University, Columbus, OH: 2002

²Wilhoit Stephen. “Helping Students Avoid Plagiarism.” College Teaching 42 (Fall 1994): 161-194.

³Vice President for Student and Community Services, University of Maine at Farmington, 2002.

STUDENT HONOR CODE

Preamble

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

The Honor System: General Principles

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

The ultimate responsibility for the success of a professional and ethical code of conduct rests on each individual student’s commitment to abide by the Honor Code. This commitment includes intolerance for violations of the Honor Code by fellow students. If a student is charged with a violation of any local, state or federal law and the student’s conduct involves a violation of the Honor Code, Logan will review the matter and decide upon disciplinary action independently of any governmental or civil proceedings. Logan reserves the right to take disciplinary action against a student if the Professional Committee determines there has been a violation of the Honor Code, even if the governmental bodies decide not to prosecute.

Article I: SDC Honor Committee

Section 1: An SDC Honor Committee shall be created. The purpose of the SDC Honor Committee shall be to maintain awareness of issues concerning the integrity and enforcement of the Honor Code. The responsibilities of the SDC Honor Committee shall generally include:

- Periodic meetings to discuss relevant Honor Code issues;
- Acting as liaison between students and the Professional Committee as requested and/or required;
- Offering students’ input and perspectives to faculty committees concerned with issues relevant to the Honor Code, and ensuring that students’ interests are represented in administrative policies and procedures as they involve issues of integrity and professionalism.
- Assisting the Admissions Department in explaining the Honor Code to new students (in-

cluding addressing each new Trimester I class on Orientation Day) and having incoming students sign an acknowledgment of receipt and understanding of the Honor Code, which acknowledgment shall remain as a part of each student's permanent file;

- Disseminating reminders of the Honor System through student publications and other available means; and
- Acting as a role model for the student body.

Article II: Violations of the Honor Code

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

General Misconduct

1. Disruptive conduct on campus or at a Logan Clinic—Disruptive conduct on campus includes, but is not limited to, on-campus disruptive conduct that substantially or repeatedly interferes with the faculty member's ability to teach or a student's ability to learn; on-campus conduct that is threatening; on-campus conduct that incites others to breach the peace on campus; or on-campus violation of state or federal laws;
2. Theft, vandalism, or property damage;
3. Violation of Logan's Prohibited Weapons Policy;
4. Theft or other abuse of Logan's Information Systems—Theft or other abuse of information systems includes, but is not limited to, unauthorized entry into a file; unauthorized use of another individual's identification and pass

word; use of information systems to interfere with the normal operations of Logan; and violation of the terms of Logan's Acceptable User and Electronic Mail Policy Agreement;

5. Belligerence or insubordination to a faculty member, administrator, or staff member;
6. Treating or attempting to treat a fellow student or other person, except when authorized to do so in a Logan clinic setting under the supervision of a licensed staff chiropractor or in a teaching setting under the supervision of a licensed staff chiropractor;
7. Allowing another student to treat you or attempt to treat you, except when the other student has been authorized to do so in a Logan clinic setting under the supervision of a licensed staff chiropractor or an authorized teaching setting under the supervision of a licensed staff chiropractor;
8. Failure to follow the Missouri Chiropractic Licensing Act, Chapter 331 of the Missouri Revised Statutes and the Board of Chiropractic Examiners Regulations regarding the practice of chiropractic, including those describing legally permitted and appropriate procedures regarding diagnosis and treatment of patients. (see appendix and current law and regulations on line) at www.moga.mo.gov/statutesresearch/ and www.sos.mogov/adrules/csr/csr.asp
9. Violation of Logan's Anti-Discrimination and Harassment Policy;
10. Hazing;
11. Unprofessional conduct;
12. Violation of federal laws regulating the duplication of copyrighted materials;
13. Violations of the Student Handbook, Health Center Handbook, or the Logan Catalog;
14. Dishonesty in any proceeding under the Student Honor Code; and
15. Refusal to cooperate in a Student Honor Code investigation or proceeding.

Academic Misconduct

1. Cheating;
2. Plagiarism;

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

Inappropriate Test-Taking Behaviors

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

1. Speaking to another student while the examination is in progress;
2. Copying from or attempting to copy from another student's examination;
3. Possession of personal belongings other than the test materials and writing instrument in the vicinity of the test;
4. Possession of a personal digital assistant, cellular phone, and/or beeper during the examination period;

5. Use of laptops, textbooks, calculators, and/or notes without prior authorization from the course faculty member;
6. Unauthorized use of headphones;
7. Talking, tapping fingers, or making other distracting noises and/or gestures that may be interpreted as signaling;
8. Beginning an examination prior to the announced commencement of the examination period; and
9. Continuing to work on an examination after the announced conclusion of the examination period.

Additional Descriptions of Unprofessional Conduct

Section 1: Lying

Lying is the written or oral statement of an untruth, the falsification of official material with intent to mislead. Official material is material having to do with course work, clinic work, college administration, faculty, and campus security, the Hearings Committee or Professional Committee. Knowingly giving false information before the Hearings Committee or Professional Committee is itself an Honor Code violation. If an accused individual is found to have lied during a Hearing Committee or Professional Committee hearing, the Committee may use such incident as a reflection of the accused individual's commitment to the Honor System when determining penalties. Lying is also deemed to constitute unprofessional conduct.

Section 2: Cheating

Cheating is divided into two categories:

- A. Giving aid to or receiving aid from any student without the consent of the instructor on graded material is a violation of the Honor Code. Using materials other than those approved by the instructor (i.e. 'crib sheets') on graded material is a violation of the Honor Code. Any exceptions to these rules on a particular assignment must be specifically designated by the individual instructor. Cheating is also deemed to constitute unprofessional conduct.

B. Plagiarism. Plagiarism is the act of using another person's words or ideas without documenting them properly (footnotes, bibliography, etc.). This includes, but is not limited to: using information from outside sources (including textbooks, required, recommended, suggested or other books, journals, news papers, magazines, etc., in accordance with applicable copyright laws) without proper reference, assimilating ideas or words from a classmate's paper, failure to properly punctuate direct quotes, and obtaining a paper from someone else with the intent to commit fraud. Such actions are considered cheating and as such are violations of the Honor Code. Ignorance is not an excuse for these violations as the Honor Code shall be available to all members of the Logan community in the Student Handbook. It is the student's responsibility to consult the professor, the Modern Language Association (M.L.A.) Handbook, or other accepted source of information for the procedure for properly acknowledging authorship.

Section 3: **Stealing**

Stealing is the act of intentionally acquiring or appropriating, without the right or permission, property belonging to someone or some entity other than you. Stealing is also deemed to constitute unprofessional conduct.

Section 4: **Unprofessional behavior.**

Webster's Third New International Dictionary, Unabridged, defines "unprofessional" as: "not characteristic of or befitting a member of a profession." For purposes of this Honor Code, unprofessional behavior includes but is not limited to any act of dishonesty, any unethical behavior, violation of outpatient and student clinic rules regarding appropriate care and treatment, and any act of gross insubordination which is unbefitting of a representative of Logan and/or is seriously unworthy of a future Doctor of Chiropractic. Such acts shall include speech and/or actions which are intentionally delivered with the intent of causing harm to another. Any indication that a student has not or is not obeying basic principles embodied in federal, state or

local laws shall be sufficient to bring a charge of unprofessional behavior. In most instances, the Hearings Committee will investigate and initially make a recommendation to the Professional Committee. The Professional Committee has the right to hear a charge of unprofessional behavior without waiting for the Director of Student Services recommendation or in spite of the recommendation when the Professional Committee believes it is in the best interest of Logan.

- A. Non-clinical violations include, but are not limited to: Wanton destruction of property; forgery of the signature of faculty member or a fellow student; inappropriate behavior which interferes with the educational process.
- B. Clinical violations include, but are not limited to: Violations of patient confidentiality; falsification of patient records; forgery of signatures; failure to follow published clinic rules; failure to follow the Missouri Chiropractic Licensing Act (Chapter 331) and Regulations of the Missouri State Board of Chiropractic Examiners with respect to appropriate procedures for diagnosing and treating patients; treating any student or person while outside of the clinic or otherwise not under the direct supervision of a licensed chiropractor; allowing any fellow student to treat you outside of the clinic or otherwise not under the direct supervision of a licensed chiropractor.

PROFESSIONAL COMMITTEE

- A. Composition of the Professional Committee—The Professional Committee is composed of the Vice President of Academic Affairs (exofficio) or a designee as the Chairperson, three faculty representatives, and three student representatives.
- B. Election of Faculty and Student Representatives—Faculty representatives shall be elected by the Faculty Council at the beginning of each academic year. Faculty representatives shall be elected by the Faculty Council according to the By-Laws of the Faculty Council. Student representatives shall be elected by the student body at the beginning of each academic year. In order to be eligible for election as a student representative:

1. Must be registered for at least three credit hours and enrolled in a degree granting program;
2. Must have made satisfactory academic progress and be in good academic standing;
3. May not have any disciplinary record or probation of any kind; and
4. May not be an officer in the Student Doctors' Council.

- C. **Substitution of Professional Committee Members**—In the event that a student representative is unable to serve on a particular hearing, the SDC President or SDC Vice President will appoint a substitute representative. Should a faculty representative be unable to serve on a particular hearing, a suitable replacement will be appointed according to the By-Laws of the Faculty Council. If any other member of the Professional Committee is unable to serve on a particular hearing, the Professional Committee Chair person may appoint an appropriate replacement.
- D. **Recusal for Conflict of Interest**— When the alleged Honor Code violation personally involves any member of the Professional Committee or otherwise presents a potential conflict of interest, the Professional Committee member shall recuse him or herself, and a substitute representative will be appointed pursuant to the policy set forth above.

Article III: Reporting Violations of the Student Honor Code

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

Article IV: Preliminary Student Disciplinary Procedures

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

- A. **Suspension Pending Investigation**—In the event that a complaint suggests a threat to the safety or welfare of members of the Logan community and/or patients of Logan College of Chiropractic Health Center(s), the accused student may be placed on an interim immediate suspension pending investigation and determination of the Charges. The student will not be allowed to return to campus until a hearing takes place before the Professional Committee. The Director of Student Services, a Logan Vice President, or the Clinical Chief of Staff may recommend immediate suspension pending investigation, and the President (or the President's delegate) must concur with this recommendation for its implementation to occur.
- B. **Time Limits**— Time limits within this Honor Code may be altered at any time for good cause. In the event the Director of Student Services and/or Professional Committee determines that good cause exists to alter the time limits set forth below, the Director of Student Services and/or Professional Committee shall send this recommendation to the President. The President may accept, reject, or otherwise modify the recommendation in his/her sole discretion.
- C. **Report of Student Misconduct and Investigation:**
1. All charges of violation of the Student Honor Code shall be filed with the Director of Student Services. Within (2) two business days of receipt of the charge, the Director of Student Services will begin an investigation of the charges.

2. As a part of his/her investigation, the Director of Student Services shall interview, without undue delay and in the following order:
 - a. the accuser;
 - b. persons other than the accused who might have been a part of, or witness to, the alleged violation
 - c. the accused.
3. Investigation shall include collection of all available physical and documentary evidence pertaining to the violation.
4. At the conclusion of the investigation, the Director of Student Services will prepare a written report detailing the investigation. The Director of Student Services' investigation and report shall be completed within ten (10) business days of the receipt of the charge. After investigation and completion of a written report, the Director of Student Services may: a) render appropriate disciplinary action; or b) elect to refer the charge to the Professional Committee for a hearing. If the Director of Student Services elects to refer the charge to the Professional Committee, Article V, Proceedings Before the Professional Committee, shall apply.
5. In a case where the Director of Student Services makes a decision and renders disciplinary action without referral of the matter to the Professional Committee, the Director of Student Services shall provide the accused with summary of the investigation report and disciplinary action as soon as possible, but in no event later than fourteen (14) business days after receipt of the initial charge. The accused may appeal the Director of Student Services' recommendation to the Professional Committee within seven (7) business days of the Director of Student Services' decision. Failure to appeal the Director of Student Services' decision within the prescribed period will result in the Director's decision being deemed final, and there shall be no further appeal of such decision.

Article V: Proceedings before the Professional Committee

1. In circumstances under which the Director of Student Services elects to refer a Charge to the Professional Committee, she/he is responsible for conven-

ing the Committee as soon as possible, but in no event later than fourteen (14) business days of receipt of the initial charge.

2. The Director of Student Services shall provide Committee members with a copy of the charges filed against the accused along with his/her written investigation report. The written charges must include the nature of the alleged violation(s), the time and place of the alleged misconduct, and, under most circumstances, identity of the accuser. If the Professional Committee determines that the accuser(s) would be unduly put at risk by divulgence of their identity, the Professional Committee may elect to keep the accusers' identity confidential. However, the accuser may never be excused from the requirement of having his/her identity made known to the Professional Committee.
3. Once the charge has been distributed to the Professional Committee, the Director of Student Services shall set a time and date for the hearing.
4. The Professional Committee shall notify the accused of the time, date, and location of the hearing.
5. The accused has the right to bring one person of his/her choosing to observe the Professional Committee hearing. This observer is not permitted to participate in proceedings before the Professional Committee and may be asked to leave if she/he disrupts the proceedings. Professional Committee proceedings are not legal proceedings, and no attorneys will be permitted to serve as observers or otherwise be present. An observer may not testify in the proceedings nor may this person perform any role other than as silent supporter of the accused.
6. The Professional Committee will call the accuser and all material witnesses.
7. The accused may call only relevant and material witnesses on his/her behalf to the Professional Committee.
8. The accused may call a reasonable number of character witnesses to speak on his/her behalf at the Professional Committee hearing. The Professional Committee has the right to exclude or limit the number of character witnesses as it sees fit.
9. The Professional Committee may consider only the specific charges against the student.

10. After due process and thorough review of the allegations against the accused, the Professional Committee shall vote as to whether it believes there is reasonable evidence and cause to believe that the accused has violated the Student Honor Code. Final disposition of this matter is by majority vote of the Professional Committee members. In the event of a tie vote, the Professional Committee Chairperson shall break the tie.
11. Following the review of the alleged complaint and a subsequent majority determination that the accused has violated the Student Honor Code, the Committee shall then consider the appropriate sanction. Final disposition of the appropriate sanction(s) is by majority vote of the Professional Committee members. In the event of a tie vote on the issue of sanctions, the Professional Committee Chairperson shall break the tie.
12. The Director of Student Services shall forward the entire recommendation of the Professional Committee to the President who then renders a decision. The President may accept, reject, or amend the Professional Committee recommendation. The President may also refer the recommendation back to the Professional Committee for further consideration.
13. The Director of Student Services shall be informed of the decision when the Professional Committee Chairperson receives the final disposition of the charges from the President.
14. A student who wishes to contest the Professional Committee's determination may do so by sending a letter of appeal to the President within ten (10) days of notification of the decision. The ten-day notification period shall be determined from the date upon which Logan sends the student written notification of its decision.
15. A student who is deemed by the Vice President of Academic Affairs and/or the Director of Student Services to be unduly belligerent and/or disruptive to other members of the Logan community will be suspended immediately and will not be allowed to return to campus until a hearing takes place before the Professional Committee.

Article VI: Sanction

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

1. Expulsion—Permanent separation from Logan
2. Indefinite Suspension—Suspension from Logan with the opportunity to apply to the Readmissions Committee after a specified period of time
3. Definite Suspension—Suspension from Logan for a definite period of time and/or until specified terms or conditions are met
4. Professional Probation—Probation for a definite period. A student may be placed on professional probation through action taken by the Professional Committee or through the Office of the Vice President of Academic Affairs. A student on professional probation may not be a class or SDC officer. Permission to sit for National Boards and Comprehensive Board Exams is determined by the Professional Committee or the Vice President of Academic Affairs. A student on professional probation is not eligible to participate in a preceptorship or to represent the college in a professional capacity including, but not limited to, speaking at off-campus events. A student on professional probation:
 - a. May not serve as a class or SDC officer;
 - b. Is not eligible to participate in a preceptorship or to represent Logan in a professional capacity, including, but not limited to off-campus events; and
 - c. Is not eligible for the Dean's List or Honor Roll, or specific Logan scholarships, awards, on-campus employment, participation in the Health Center Consultants Program, or specified satellite rotations. If a student on professional probation is found guilty of any additional professional misbehavior on or off campus, the student may be dismissed from Logan by directive from the Office of Academic Affairs without the opportunity to meet with the Professional Committee. The duration of the professional probation status is determined by the Professional Committee or the Vice President of Academic Affairs.

5. Written Warning or Reprimand
6. Prohibiting or restricting access to and/or use of Logan facilities and services;
7. Monetary or other restitution;
8. For misconduct related to coursework:
 - a. Failure of a course or examination;
 - b. Change of grade in course;
 - c. Suspension of Health Center privileges.

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

Factors Relevant to the Imposition of Sanctions

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

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

1. Precedent:

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

2. Nexus to professional standards:

The Committee may consider whether the student's conduct is consistent with the character and fitness

required to practice chiropractic as determined by reference to statutory law governing the practice of chiropractic.

3. Faculty member's recommendations:

If a student's misconduct is connected to coursework or classroom conduct, the Committee may consider any recommendations made by the faculty member responsible for conducting the course in which the misconduct occurred.

4. The Presence of Aggravating Factors. The following factors may be considered "aggravating" factors that justify imposition of punishment harsher than the customary or usual sanction(s):

- a. **Prior Disciplinary Events:** Evidence that the student has received disciplinary counseling prior to the current violation;
- b. **Premeditation:** Evidence that the student engaged in extensive planning in order to commit the misconduct;
- c. **Patient health, safety, or welfare:** Conduct that compromises or has the potential to compromise patient health, safety or welfare;
- d. **Patient Privacy:** Conduct that compromises or has the potential to compromise patient privacy and/or protected health information;
- e. **Discriminatory motive:** If a student, in engaging in conduct found to be in violation of this Honor Code, is also found to have intentionally directed the conduct towards a person or group because of the race, color, religion, age, national origin, disability, gender, or veteran status of the targeted person or group, that discriminatory motive is an aggravating factor;
- f. **Threat to Reputation or Integrity:** Conduct that presents a legitimate threat to the reputation and/or integrity of another student, faculty member, or Logan;
- g. **Failure to Accept Responsibility:** Attempts to implicate other students, faculty members, staff, or other members of the Logan community in order to avoid detection or deflect blame and/or a general failure to accept responsibility for the misconduct;
- h. **Failure to Cooperate:** Attempts to cause unreasonable delays for processes and hearings under the Student Honor Code and/or dem-

onstration of a pattern of noncooperation with the process;

- i. Attempts to Influence the Outcome of Student Honor Code Proceedings: Evidence that the student threatened the accuser, witnesses, or others involved in Honor Code proceedings; and
 - j. Attempts to Avoid Detection and Blame: Evidence that a student actively attempted to conceal the misconduct in question.
5. The Presence of Mitigating Factors. The following factors may be considered “mitigating” factors that justify imposition of punishment lesser than the customary or usual sanction(s):
- a. Attempts to Remedy the Violation: Evidence that the student took immediate steps to remedy and/or address his or her misconduct;
 - b. Lack of intent to deceive and/or harm: Evidence that the student’s misconduct did not indicate intent to deceive or harm members of the Logan community;
 - c. Acceptance of responsibility and expression of remorse: Evidence that a student has accepted full responsibility for his/her misconduct and has expressed genuine remorse for his/her actions;
 - d. Full Cooperation with Honor Code Proceedings: Evidence that the student fully cooperated with Honor Code proceedings and demonstrated respect for the process; and
 - e. Record of Service to the Logan Community: A demonstrated commitment to serve the Logan community with honesty and integrity.

Article VII: Reconsideration

Generally, the Professional Committee will not entertain any student request for reconsideration once the decision process and hearings have taken place. In the event new and substantial evidence becomes known, a student may submit a written statement detailing the new evidence to the President. The President has the authority to grant or reject the request. In his/her sole discretion, the President may consult with the Professional Committee in determining the propriety of reconsideration. The filing of a frivolous request for reinstatement unsupported by any new and substantial evidence

may be deemed an Honor Code violation, as it indicates the student’s refusal to accept the decision of other members of the Logan community.

Article VIII : Bylaws and Amendments

Logan may amend this Honor Code at any time without notice. A proposed amendment may be initiated by the students through a Motion to Amend brought forth and seconded in the Student Doctors’ Council. Such amendment will be deemed passed when two-thirds of the student population votes affirmatively in favor of the amendment in an all-school vote. The student population shall be defined for purposes of this code as the number of students enrolled in the ASP, Doctor of Chiropractic (trimester 1-9), the Master of Sports Science and Rehabilitation Program and any other program offered by Logan. Notification on the vote of any amendment must precede the vote date by at least seven (7) days in order that ample time will be allotted to review and discuss the amendment. Votes on amendments will take place at a time and place that are reasonably convenient for all members of the student body and may never conflict with breaks, academic holidays, or all school final exam weeks. Amendments approved by a majority of the student body must be submitted to the Faculty Council and the Professional Committee for approval. The recommendations of the Faculty Council and the Professional Committee shall be made to the President, who shall have the final authority regarding such an amendment. Further amendments to the Honor Code may also be initiated by the faculty and/or the Professional Committee and forwarded to the student body for approval, prior to final consideration and approval or rejection by the President.

SYLLABI

Each course must have a current syllabus prepared and ready for the first day of class to be distributed to the students. A standard form is provided by the Vice President of Academic Affairs. All faculty members must submit a syllabus for each of their courses to the appropriate division chairperson each trimester. The syllabi must be developed using the Quality Syllabi Check List shown in Appendix C.

Attendance Policy

1. Regularity and punctuality of class attendance is expected of all students and the record keeping is the responsibility of the faculty member. More detailed information concerning attendance may be part of the syllabus or covered the first day of class. Any difference in the attendance records of the faculty member with the records in the Registrar's Office will be adjudicated by the Office of Academic Affairs.
2. Various state agencies and accrediting bodies require Logan to maintain attendance records for all students and Logan will meet its obligations in this.
3. A roll call, from which a seating chart will be made, is issued the first day of each trimester. Students having discharged their financial responsibility and having acceptable grades will be entered on this roll. Each day that a student's name does not appear on this roll will be counted as an absence against the allowable 15%.
4. Excessive absences, more than 15% of the scheduled classes, constitute the basis for assigning the grade of Attendance Failure (AF) for a course. With proper documentation, a student may be excused from an absence for the following reasons:
 - Military service
 - Jury duty
 - National Licensure Examinations (Examination dates only)
 - All other absences are assigned to the 15% maximum.
5. The faculty member is required to take the student off the class list after they notify that the student has an "AF." Students are not allowed in the class after that point, nor can they take any examination. If a student contests a grade, they should follow the procedure outlined in the "Grading System – DC, MS and BS applicable" section of the Student Handbook.
6. Missing an examination is a serious matter and must be corrected as soon as possible. It is the responsibility of the student to contact the faculty member.

7. Health Center interns have a different attendance policy. See the Heath Center Handbook for details.

Attendance Reporting

Policy

1. It is the responsibility of every faculty member to take an accurate attendance during every class period.
2. Each faculty member maintains academic freedom as to when during the class hour the roll call is made as well as adding tardy students or subtracting students who leave. The individual choice on these matters shall be so indicated in the course syllabus under the heading "Course Regulations."
3. If a class is canceled due to teacher illness, weather, emergency, etc., it shall be so noted on attendance sheet and turned in. It will not be counted as a class meeting and there will be no impact on attendance records.

Procedure

1. Every faculty member will be provided with standardized sheets for recording daily attendance. Faculty will take roll and keep track of the daily attendance records
2. Following this procedure there should be minimal need for subsequent correction to attendance records.
3. It is the responsibility of each faculty member to make sure that each student is made aware of the faculty member's procedure for taking attendance (when roll is taken and exiting policy). This should be done by including this information on the course syllabus and by announcing it at the first class meeting.
4. Faculty members must take attendance during each class hour in classes that span more than one period.
5. If an instructor is more than 10 minutes late for a class, they may not take attendance because classes are officially dismissed when an instructor is more than 10 minutes late.

6. Faculty members are responsible for documenting and maintaining the student's attendance in their courses. The lead instructor of each course will be responsible for maintaining the attendance records and issuing absentee failures (AF) if students exceed the limits of the Logan college attendance policy.
7. Following the timely taking of the roll in the above manner, checking for accuracy and submitting the records, the instructor has completed all responsibilities in regard to attendance, excuses and review.
8. Treating patients during class time does not constitute an excused absence. The only exception to this rule is "Emergency Beeper Duty" and even in this case, it is the student's responsibility to provide documentation. Under no circumstances will the instructor be obligated to put a student on roll because "I was with a patient" or "I was on beeper duty". If a student is not in class, he/she is absent. (Students may even lose credit to patients seen during class time.)
9. Records of faculty compliance with this policy will be maintained by a person designated by the Administration. Repeated failure to comply with this policy constitutes poor performance and will be just cause for disciplinary action. Events of non-compliance, falsification of records and continued evidence of incompetence in procedure will be duly noted and entered in faculty files for review by the Ranking and Evaluation Committee.

EXAMINATIONS

All exams, except final examinations, will be scheduled at the discretion of the instructor and may be dated on the course syllabus. Instructors are responsible to correct and return the results of the exam within five days so that a student may take appropriate steps to improve performance. In addition, faculty members will make available to the student a corrected exam in a manner that makes it possible for students to compare their answers to the correct ones. After exam results are returned, students have five days to request

a review of the results with the faculty member. Each course shall have a mid-term grade.

Practical exams, such as those in laboratories and for techniques may be given the week before finals, but may not interrupt other courses' scheduled lecture hours.

If a student does not take an examination a grade of "F" may be assigned to that exam unless there is a validated reason, either in the mind of the faculty member or by Logan policy.

Students must take responsibility for contacting the faculty member when exams are missed. Final disposition of the matter rests with the instructor.

Make-up examinations are at the discretion of the faculty member, but will not be given during another faculty member's class time. A \$25 fee for incomplete grades or grade changes will automatically be added to the student account when it involves a change of records in the Registrar's Office.

Grading System

A grade may be derived from written, oral and/or student demonstrations. A course may be graded on a competency basis where all students must demonstrate a specified skill. Such courses are so indicated on the individual course syllabi.

During mid-term exams, and at the end of each trimester, reports of each student's achievements are filed in the Registrar's Office. Midterm and final grades are available on Self Serve. Official grade reports are issued from the Registrar's Office.

Each course will be graded as described in the approved syllabus issued to students at the beginning of the course. A grade is derived from exams, assignments (such as reports and case histories), adjusting proficiency, and class participation. At the end of each course, reports of each student's achievements are filed in the Registrar's Office and entered on the student's permanent record.

The following grade scale is used to record each student's achievements:

DC/Masters/BS

A	93 -100%
B+	88 – 92%
B	83 – 87%
C+	78 – 82%
C	73 – 77%
D+	68 – 72%
D	65 – 67%
F	64% and below

ASP

A	90 – 100%
B+	85 – 89%
B	80 – 84%
C+	75 – 79%
C	70 – 74%
D+	65 – 69%
D	60 – 64%
F	59% and below

W—Official withdrawal from a course for any reason through the Friday of the 10th week for DC/Masters/BS programs, and the 4th week for ASP. An attendance failure will not be excused by withdrawing from the class.

AF—Students exceeding the allowed 15% absences in a class receive an “AF” (attendance failure) grade. This means that the course has been failed because of excessive absences. This will be calculated in the GPA as an “F.” The student must repeat the course.

WP or WF—Official withdrawal after the Friday of the 10th week for DC/Masters/BS programs and the 4th week for ASP, the Faculty member will assign the appropriate grade based on the student’s progress up to that point. An exam not taken will assume as a grade of “F.” A “WF” grade will calculate into the GPA as an “F.”

I—Incomplete – The student has failed to complete a part of the required coursework as described in the course syllabus. All students in all courses must rectify an Incomplete grade within the first two weeks (fourteen calendar days) from the start of the following trimester in which the Incomplete grade was received. If the Incomplete is not satisfied by that point, it will automatically be converted into an “F” and the student is required to repeat the course the next trimester. In rare circumstances, exceptions may be made through the Office of the Vice President of Academic Affairs. Students receiving a grade of Incomplete will still be considered as “enrolled” in Logan during the time period in which the Incomplete is rectified.

Grade Appeal/Changes

In order to request a grade change, a student will:

1. Communicate the concerns about the grade with the faculty member.
2. If the student is not satisfied with the faculty member’s decision, the student should communicate with the Division Chair.
3. If the student is not satisfied with the decision of the Division Chair, the student should check with the Director of Student Services to explore due process procedures. After meeting with the Director of Student Services, if there is still a concern, the student should schedule a meeting with the Vice-President of Academic Affairs.

A faculty member’s final grade(s) may only be changed for the following reasons:

1. A mathematical error in calculation.
2. A transcription error in the grade book.
3. A make-up of an Incomplete.

The reason for a grade change must be noted in the student’s record, signed by the faculty member, Division Chairperson, and approved by the Vice President of Academic Affairs.

Failures

DC/Masters/BS Programs—When a course is failed, unless permission is received from the Office of the Vice President of Academic Affairs, it must be retaken at the first opportunity the course is given. To take such a course, arrangements may be made through the student’s academic advisor. A student may take a course three times. A third “F” will result in academic dismissal. Confirmed cheating on an examination will automatically result in an “F” for the exam and/or course. See “Policy on Academic Misconduct and Inappropriate Test-taking Behaviors” for further information.

ASP—When a course is failed, arrangements must be made through the academic advisor for the ASP student to repeat the course. In the Accelerated Science Program if a second failure occurs, the student’s progress will be evaluated by the Committee on Academic Re-

instatement to determine evidence or potential benefit from further education before arriving at a dismissal or recommendation of remedial status.

Academic Probation and Academic Deficiencies

For specific details on the Academic Probation and Academic Deficiency Policy, please see the policies section of the student handbook.

Academic Honors

Academic Honors for the Doctor of Chiropractic degree program include the Dean's List, Graduation with Academic Honors, and Class Valedictorian. While transfer students are eligible for scholarships and other awards offered by Logan, they are not eligible for these Academic Honors.

Dean's List

A student who meets these highly selective criteria is eligible for recognition to the Dean's List. These requirements include:

- (1) Completing graduation requirements in 10 consecutive trimesters.
- (2) Enrolling in and successfully completing all courses in the published schedule of classes each trimester.
- (3) A trimester grade point average of 3.50 or higher.

Each trimester a student qualifies for placement on the Dean's List, she/he will receive a letter of congratulations and a Dean's List Certificate from the Office of Academic Affairs.

A student who earns placement on the Dean's List for three consecutive trimesters will receive a \$50.00 gift certificate.

A student who earns placement on the Dean's List for six consecutive trimesters will receive a \$100.00 gift certificate.

A student who earns placement on the Dean's List for nine consecutive trimesters will be presented with an award honoring superior academic achievement, suitable for desk or office display.

Graduation with Academic Honors

A student who meets the Dean's List criteria and who also achieves a notable cumulative grade point average at the completion of the degree program will graduate with Academic Honors and will be recognized during the Commencement ceremonies. Summa (cumulative grade point average of 3.88 or higher), Magna (cumulative grade point average of 3.74 – 3.87), and Cum Laude (cumulative grade point average of 3.60 – 3.73) honors are recognized. Notation of this honor is also placed on the diploma.

Valedictorian

A student who meets the Dean's List criteria and who graduates with the highest cumulative grade point average is recognized as class valedictorian and receives a special medal during the Commencement ceremonies.

ACADEMIC PROBATION AND ACADEMIC DEFICIENCIES POLICY

A student will be placed on academic probation if his/her trimester or cumulative GPA falls below a 2.0/4.0.

1. All students who have failed a course or who have been placed on academic probation must meet with their academic advisor for schedule approval. The student's academic advisor will prepare a schedule and advise the student regarding his/her academic progress and status. The academic advisor must approve the student's final schedule in order to complete the registration process and to release financial aid.
2. A student will be academically dismissed for any one of the following situations:
 - If a student has received three or more F, AF, or WF in the same course (does not have to be consecutive).
 - If a student has two consecutive trimesters on academic probation.
3. Students may appeal their dismissal if they believe that mitigating circumstances beyond a person's control resulted in their failure to meet satisfactory progress standards. The student may appeal in writing to the Committee on Reinstatement. Documentation of mitigating circumstances should be included.

Mitigating circumstances beyond a persons control include:

- Serious illness or injury to student that requires extended recovery time or significant improvement
- Death or serious illness of an immediate family member
- Significant trauma in student's life that impaired the student's emotional and/or physical health
- Other documented circumstances showing extreme or unusual cause.

Documentation of illness or medical condition of the student or immediate family member:

- The student must provide a letter from the attending physician(s) on official stationery documenting that the problem is no longer an influencing factor for the student's future academic performance.
- The letter must also include the dates that the medical condition occurred. The dates must coincide with the period that the student failed
- Death certificates or obituary

4. Repeated coursework grades will replace the original grades in calculating the cumulative GPA. All coursework taken and grades received will appear on the transcript.
5. Students on academic or professional probation are not eligible for employment by Logan.
6. The Committee on Reinstatement meets to determine readmission status (if requested by the student) as soon as possible after final grades are made available.
7. Decisions of the Committee on Reinstatement are designed for the situation presented by each individual student. Since the decisions are intended to improve classroom performance, they may impose a higher standard for acceptable academic progress than is required for other students. Many times this is achieved by reducing class loads and requiring "C" grades or better in courses scheduled.

ACADEMIC ADVISOR PROGRAM -- All Students

A select group of faculty serves as Academic Advisors

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

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

The Academic Advisor Program is not designed to replace the counseling program which is available to all students through the Office of the Director of Student Services.

WITHDRAWAL PROCEDURES FROM LOGAN

In all cases, all students returning to Logan will start classes on the first day of the trimester. The Withdrawal Form is available in the Registrar's Office. Completion of this form officially notifies each department of the intent to return, provides the Registrar's Office with a forwarding address and indicates the official category of withdrawal with the intent to return or with no intention to returning. The student is responsible for becoming aware of procedures that may apply regarding his/her return to Logan, which are noted on the form. Withdrawal from Logan falls into the following categories:

1. **Withdrawal with the intent to return within 6 months:**

In this case, the student indicates the date they intend to return. They must be in good academic standing. During the period of withdrawal, they are allowed to utilize the Learning Resource Center and Health Center. The student meets with his/her Academic Advisor up to 4 weeks prior to the date of return to establish a class schedule.

2. **Withdrawal without the intent to return:** This applies to students leaving Logan with no intent of returning or students withdrawing when they are not in good standing. If they decide to return to Logan later, they must seek readmission through the Committee on Academic Reinstatement. The Committee meets during the break between trimesters to consider these requests.

3. **Administrative Withdrawal:** Continued excessive absences from classes by a registered student without proper notification of the intent to withdraw from Logan may subject the student to “Administrative Withdrawal”. Administrative Withdrawal is under the authority of the Vice President of Academic Affairs. Should the student seek to return to Logan, it is required that the student meet with the Committee on Reinstatement for consideration. All policies relating to grades, refund of tuition and readmission are applied in the case of administrative withdrawal and are consistent with standard Logan procedures.

4. **Involuntary Psychiatric Withdrawal:** The continued enrollment of a student at Logan is a privilege based not only on satisfactory scholastic status and professional behavior, but also upon good emotional health. If the student demonstrates evidence of an emotional disorder, the student may be referred by the Administration through Logan counseling service to a consulting psychiatrist or psychologist selected by Logan for independent psychiatric evaluation. Request for evaluation will result upon demonstrated abnormal behavior by the student, indicating the student reasonably appears to pose a substantial risk of being unable to meet standards of the institution or exhibited behavior the nature of which poses a reasonable possibility of danger or harm to the student or another member of the Logan community. Action taken by Logan will be based

upon the independent evaluation and the concurrence of the Administration. Refusal to submit to a diagnostic evaluation, when properly requested to do so, or determination by the independent practitioner that withdrawal would be in the best interest of the student and/or Logan, shall be cause for involuntary withdrawal of the student from Logan. Withdrawal in such cases shall not result in academic penalty for the term in which the student is enrolled. Application for readmission after withdrawal for psychiatric reasons will require evaluation by a consulting psychiatrist or psychologist selected by Logan. Persons seeking readmission may choose to submit a written report from the psychiatrist or psychologist. In no case shall readmission be granted after psychiatric withdrawal without the recommendation of the Reinstatement Committee to the President.

5. **Course Interruption:** Interruption of 15 weeks or more in the sequence of Trimesters 7-10 Health Center courses will indicate a need for retesting of the Comprehensive Boards. The student will be required to take and pass again designated portions of the Comprehensive Boards prior to reinstatement of privileges in The Health Centers.

The Withdrawal Form is available in the Registrar’s Office. Completion of this form officially notifies each department of the intent to return, provides the Registrar’s Office with a forwarding address, and indicates the official category of withdrawal with the intent to return or no intention of returning. The student is responsible to become aware of procedures that may apply regarding his/her return to Logan. These are noted on the form.

Withdrawal Procedures from a Course

DC/Masters/BS Programs—Students may withdraw from a course with permission of the Vice President of Academic Affairs. They will receive a “W”, “WP”, or “WF” for the course and must repeat the course. A grade of “W” will be given if a course is dropped up to the end of the 10th week of the trimester. After the 10th week, a grade of “WP” or “WF” will be assigned by the faculty member.

Students must obtain the appropriate forms for withdrawal from the Registrar’s Office. Simply ceasing to attend will ensure the recording of a failing grade.

AS Program—Students may withdraw from an Accelerated Science course with permission of the Vice President of Academic Affairs. They will receive a grade of “WP” if officially withdrawn from a course after the Friday of the 4th week of the session with a grade of “C” or better. Grades of “WP” are not calculated into the GPA. Students will receive a grade of “WF” if officially withdrawn from a course after the Friday of the 4th week of the session with a grade below a “C”. Grades of “WF” are calculated into the GPA as a grade of “F”.

Students must obtain the appropriate forms for withdrawal from the Registrar’s Office. Simply ceasing to attend will ensure the recording of a failing grade.

PROFICIENCY EXAMINATION POLICY

Degree credit may be awarded on the basis of an assessment given by a course instructor when a student as demonstrated possession of knowledge through previously earned course work with a grade of ‘C’ or better or experience equivalent to that which would be learned or experienced in the course. The course instructor will evaluate the appropriateness of such an assessment and will determine the level of achievement necessary for credit to be awarded. Final approval of the Vice President of Academic Affairs is required.

Adherence to CCE and NCA regulations as well as state boards and national boards will be given consideration.

ACADEMIC STANDING - TRANSFER OF CREDITS/ADVANCED STANDING/PROFICIENCY EXAMINATIONS –

BS Degree Programs

Transfer credit may be awarded for coursework taken at a previous institution that meets the following requirements:

- Coursework must have been taken at an institution recognized by a national accrediting agency.
- Only courses recorded on an official transcript of the issuing institution with an equivalent grade of 2.00 on a 4.00 scale or better may be considered for transfer.

- Courses considered for transfer must be substantially equivalent in content, quality, and credit hours to courses offered by Logan.

Approval of transfer credit is determined by rigorous evaluation of transcripts, course syllabi, course descriptions, and the college catalog of the prior institution.

Advanced Standing credit may be considered for certain coursework that does not qualify for transfer credit. In all cases, eligibility is at the sole discretion of Logan, and a proficiency examination is required. A passing score is 70% or higher, and a proficiency examination may not be retaken. If passed, full credit for the course(s) would be granted. There is a fee for each proficiency examination taken.

DC Degree Program

Transfer credit is defined as credit awarded for equivalent coursework successfully completed at an accredited institution and not requiring evidence of proficiency by examination.

Approval of transfer credit is determined by rigorous evaluation of transcripts, course syllabi, course descriptions, and the college catalog of the prior institution. To receive transfer credit, coursework must be equivalent in content, quality, and credit hours as determined by Logan.

Courses used for prerequisite credits for admission to Logan’s Doctor of Chiropractic Degree Program may not also be considered for transfer credit in the Doctor of Chiropractic Degree Program. Coursework taken at a non-United States institution may not be considered for transfer (see Advanced Standing below).

A student must earn not less than the final 25% of the total degree requirements at Logan. Outpatient clinic requirements may not be transferred.

Transfer credit may be considered for coursework taken at a previous institution that meets all of the following requirements:

- The applicant must meet the admissions requirements which were in force at the admitting institution at the time the student originally

- enrolled in the institution from which the transfer is being made.
- Credits considered for transfer must have been awarded for courses taken in a Doctor of Chiropractic Program accredited by the CCE or in a program accredited as a first professional degree in one of the health sciences by another nationally recognized accrediting agency, or in a graduate program in an academic discipline closely related to the health sciences offered by an institution which is recognized by a national accrediting agency.
- Only credits recorded on an official transcript of the issuing institution with an equivalent grade of 2.00 on a 4.00 scale or better may be considered for transfer.
- Credits accepted for transfer must be determined by the receiving institution to be substantially equivalent to courses offered by the receiving institution.
- Credits older than five years may be considered for transfer if the entering student holds an earned doctorate in one of the health sciences (e.g., M.D., D.O., D.D.S., D.P.M.) or a graduate degree in an academic discipline closely related to the health sciences.

Advanced Standing credit in the Doctor of Chiropractic Degree Program may be considered for certain coursework that does not qualify for transfer credit. Advanced Standing is a privilege granted by Logan to allow qualified students to demonstrate their current knowledge of specific course material.

In all cases, eligibility is at the sole discretion of Logan, and a proficiency examination is required. A passing score is 70% or higher, and a proficiency examination may not be retaken. If passed, full credit for the course(s) would be granted. A \$50 exam fee is assessed for each proficiency examination.

Courses used for prerequisite credits for admission to Logan's Doctor of Chiropractic Degree Program may not also be considered for advanced standing credit in the Doctor of Chiropractic Degree Program.

The following conditions apply in order to be considered for advanced standing credit:

- Coursework must have been taken at an accredited institution.
- Coursework taken at the undergraduate 300 or 400 level may be eligible for advanced standing credit if the prior institution states in writing that the coursework is eligible for graduate level credit.
- In the event that relevant coursework is less than half the credit value of Logan coursework, no opportunity for advanced standing credit will be considered. If the coursework is at least half but not equal to the credit value of Logan coursework, advanced standing credit may be considered.
- Only Basic Science coursework will be considered for advanced standing if the student has not completed the professional or graduate degree. In such cases, Basic Science coursework older than five years will not be considered.
- Coursework from non-United States institutions may be considered for advanced standing.
- Advanced standing will not be considered for life experience.
- The amount of advanced standing credit by proficiency examination granted by Logan shall not exceed 75 total credits.
- Advanced standing will not be considered for Outpatient Health Center Practica.

MS Degree Program

It is understood that candidates for admission to the Masters Degree Program may have completed coursework applicable to the degree prior to becoming a degree-seeking student in the program. Consideration will be given to awarding transfer credit for previous coursework under the following guidelines:

- All coursework must be from a regionally or professionally accredited institution at the graduate or professional level and applicable to this graduate degree.
- The coursework must be equivalent in credit and substance to that of the specific coursework at Logan.
- No grade below "C" (2.0/4.0) will be considered for transfer credit.
- No transfer credit will be considered for life experience.

- Coursework which may be considered for direct transfer credit must be no more than ten years old or have been applied to a degree which has been earned within the past ten years.

The maximum allowable number of transfer credits shall not exceed 24. Approval of transfer credit is determined by rigorous evaluation of materials such as transcripts, course syllabi, course descriptions, and the college catalog of the prior institution. An applicant for transfer credit must complete a Request for Advance Standing Form available from the Office of the Registrar. Additional documentation such as syllabi or course descriptions may be required for final approval.

Students with a graduate or professional degree over 10 years old from an accredited institution who believe they have already taken some equivalent coursework have the option of taking proficiency examinations for advanced standing credit or retaking the courses in either the online or traditional format up to a maximum of 24 credit hours. There is a fee for each proficiency examination taken. A passing score is 70% or higher, and the examination for each course cannot be retaken. If passed, full credit for the required course(s) would be granted, with no additional tuition charges for these credit hours.

AUDITING A COURSE - All Students

Auditing of courses may be considered on an individual basis. Permission must be granted from the office of the Vice President of Academic Affairs. The student may be assessed regular tuition costs.

GUEST SPEAKERS AND VISITING LECTURERS

Information relating to professional subject matter and provided to the students on-campus by guest speakers is encouraged but must have proper consent and approval and be at no cost to the students.

Students or faculty members wishing to sponsor a guest speaker for assemblies, specialized clubs, or fraternities and sororities must obtain and complete an Activity Form, which can be obtained from the Office of the Director of Student Services. The completed Activity Form and a Guest Speaker Request Form will be

forwarded to the Vice President of Academic Affairs for approval. No outside speakers may be brought on campus without this authorization.

If a faculty member wishes to invite a guest speaker to address a single class, the faculty member should submit a request to the Vice President of Academic Affairs for approval.

Requests for speakers must be received at least one month in advance of the desired time.

OFFICE HOURS

Office hours for each faculty member vary. Hours are posted on the office door and listed in the syllabus.

Weekly office hours are expected of all faculty members so students have the opportunity to seek individual guidance from instructors and advisors as needed.

All part-time faculty members are required to maintain office hours so as to be available to students outside of the class period. Offices may be shared by part-time faculty, or another designated area may be selected as a location before or after class when students can meet with faculty.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT POLICY (FERPA) of 1974 Policy

The Family Educational Rights and Privacy Act of 1974 as amended is a Federal law. The "Act" was designed to protect the privacy of educational records, establish the rights of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal or formal hearings. Institutions are required to:

1. Establish a written policy and procedures on how the institution complies with the Act.
2. Inform students annually of their rights under the Act and give public notice of the categories of personally identifiable information that the institution has designated as Directory Information.
3. Inform individuals responsible for educational records within the institution of students' rights of access, including limitations, conditions, and procedures under which students may waive those rights.

Policy Statement

In compliance with Section 438 of the “General Education Provisions Act” (as amended, entitled “Family Educational Rights and Privacy Act,”) the following constitutes Logan’s policy which instructs the student in the procedures available to provide appropriate access to personal records, while protecting their confidentiality. Students are notified of their rights in the Student Handbook, Catalog, and in Orientation materials.

Definitions and Principles

A. Certain definitions and principles contained in the law and proposed guidelines are specifically adopted in the policy:

- a. “Student” is defined as any person who has attended or is attending Logan and whose records are maintained by Logan’s administration.
- b. “Educational record” means any information or personally identifiable data recorded in any medium, including but not limited to handwriting, print, tapes, file, computerized data, microfilm, and microfiche maintained by Logan or an agent of Logan, which is directly related to a student.
- c. “Directory Information” is limited to: name, address, telephone numbers, e-mail address, dates of attendance and classes, birth date and place, field of study and certification, certificates, diplomas and degrees conferred including dates, honors and awards, the most recent previous educational agency or institution attended, and participation in of ficially recognized activities, practicum location and organization, enrollment status, and anticipated graduation date.

B. Directory information is information that Logan may disclose, but it is not required to do so. It is Logan’s policy to refrain from actively disclosing addresses, telephone numbers and dates of birth, however Logan routinely verifies this information. Logan does not disclose social security numbers, personal identification numbers, grades, grade point averages, class schedules, academic actions nor the number of credits enrolled in or earned unless the

student has signed a consent form.

C. Student educational records are open to school officials who have a legitimate educational interest in the records.

1. A “school official” is:

- a. A person employed by Logan in an administrative, supervisory, academic or research, support, health or counseling staff position.
- b. A person elected to the Board of Trustees.
- c. A person employed by or under contract to Logan to perform a special task, such as the attorney or auditor.
- d. A person who is employed by the Campus Security Office.
- e. A student serving on an official committee, such as the Professional Committee or the Committee on Academic Reinstatement, or is assisting another school official in performing his or her tasks.

2. A school official has a “legitimate educational interest” if the official is:

- a. Performing a task that is specified in his or her position description or by a contractual agreement.
- b. Performing a task related to a student’s education.
- c. Performing a task related to the discipline of a student.
- d. 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.

Release of Information to Third Parties

D. Normally, records or personally identifiable information can be released, or access given, to third parties (i.e. anyone not a school official) only at the written request of the student.

1. To ensure that student records are not accessible to other students or unauthorized individuals, faculty members and other school officials should exercise caution in the way student records are maintained. Class rosters and/or grade sheets should be handled in a confidential manner and the information contained on them should not be disclosed to third parties.

Grades will be posted only with student's permission, which will be kept on file in the Registrar's Office. Graded papers or tests should not be left unattended on a desk in plain view in a public area nor should students have access to anyone else's paper work.

2. Without the consent of the student, releases to third parties may be given only as follows:
 - a. To certain officials of the U.S. Dept. 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.
 - b. 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.
 - c. Institutions from which the student has received, or applied to, for financial aid.
 - d. As required by state law.
 - e. To organizations conducting certain studies for, or on behalf of Logan.
 - f. To accrediting organizations to carry out their functions.
 - g. To parents of an eligible student who claim the student as a dependent for income tax purposes.
 - h. To comply with a judicial order or a lawfully issued subpoena.
 - i. 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.

- j. At a time of emergency defined in terms of the following considerations:
 1. The seriousness of the threat to health or safety.
 2. The need for access to the record in meeting the emergency.
 3. Whether the person requesting the records is in a position to deal with the emergency.
 4. The extent to which time is of the essence in dealing with the emergency.
3. A record of access (of persons other than Logan employees responsible for working with the records and Logan officials who have legitimate educational interests (those who need to know to fulfill official responsibilities) to student records be kept by the record holder which indicates:
 - a. name and signature of person who requested or examined the file;
 - b. the purpose for which the file was accessed;
 - c. 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.
4. Notification of releases made to third parties must be kept in the student's record. This notification is open only to the student and the person in charge of the record.
5. The third party must be informed that no further release of personally identifiable data is authorized without the written consent of the student.
6. A student may provide a third party written consent authorizing the release of specified records to specific individuals.

Student Access and Right to Challenge

- E. A student's record is open to the student, with the following exceptions:
 1. A personal record kept by a staff member if it is kept in the sole possession of the maker

of the record and is not accessible or revealed to other persons except a temporary substitute for the maker of the record.

2. Records created and maintained by the Campus Security Office for law enforcement purposes.
3. Records that relate exclusively to the students in their capacity as employees and that are made and maintained by the institution in the normal course of business are not open to the student for inspection. However, employment records relating to students who are employed as a result of their status as student (i.e., Federal College Work Study) are considered educational records.
4. Records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional if the records are used only for treatment of a student are made available only to those persons providing the treatment.
5. Alumni records that contain information about a student after he or she is no longer in attendance at Logan and that do not relate to the person as a student.
6. Records connected with an application to attend Logan if that application was denied.

7. Records of parents' financial status.
8. Confidential letters and statements of recommendation that were placed in the education records prior to January 1, 1975.
9. To ensure the validity and confidentiality of references prepared off-campus and on-campus, certain documents may carry waivers, signed by the student relinquishing the right of access to the document. All items in the academic record not covered by waivers are open to the student. Material not covered by waivers may not be protected by keeping it out of the student's file. Waivers are subject to the following conditions:
 - a. Waivers can be signed only for the specific purposes of application for admission, candidacy for honor or honorary recognition (including financial aid based at least in part on merit), and candidacy for employment.
 - b. Waivers cannot be required.
 - c. The student shall be told, upon request, the names of those supplying references.
10. Any other records that are excluded from the FERPA definition of education records.

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

Type	Location	Custodian
Admissions	Admissions Office	VP of Enrollment
Advising	Advisor's Office	Academic Advisor
Counseling	Counselor's Office	Counselor
Credential Files	Registrar's Office	Registrar
Cumulative Academic	Registrar's Office	Registrar
Disability	Student Services	Director of Student Services
Disciplinary	Student Services	Director of Student Services
Accounting	Business Office	Chief Financial Officer
Financial Aid	Financial Aid Office	Financial Aid Director
Health	Student Health Center	Health Center Clinician
Occasional Records (Student educational records not included in types listed above such as minutes of committee meetings, copies of correspondence in offices not listed, etc.)	The Registrar will collect such records and make them available for inspection and review.	Registrar

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

1. The student may see his or her records by contacting the custodian of the record.
2. The student must submit to the records custodian or appropriate staff person a written request that identifies as precisely as possible the record or records the student wishes to inspect.
3. If the record contains information about more than one student, the student may inspect and review only the records that relate to the student.
4. Access is to be granted promptly and no later than 45 days from the date of request. There is no absolute right for the student to obtain copies. Copies need only be given when the failure to do so would effectively prevent the student from exercising the right to examine the records, e.g., where the student is unable to commute to the campus.
5. Logan College of Chiropractic reserves the right to deny copies of transcripts or other records (not required to be made available under FERPA) in the following situations:
 - a. The student is able to commute to Logan.
 - b. The student has an unpaid financial obligation to Logan.
 - c. There is an unresolved disciplinary action against the student.
6. The student may obtain copies upon written request. The fee for a transcript of the student's permanent academic record is \$5.00 per copy. The fee for copies of other education records is \$1.00 per page plus postage charges.
7. The student may request and receive interpretation of his or her record from the person or designee responsible for the maintenance of the record.
8. If the student considers the record faulty, he or she can request and receive an informal

and/or formal hearing of the case to the end that the record will be corrected or judged faulty or in violation of privacy:

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

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

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

HOW STUDENTS SOLVE A PROBLEM PERTAINING TO A FACULTY MEMBER

The desired channels to be used in arriving at a solution to a problem are the following steps:

1. The student communicates with the faculty member.
2. If the student is not satisfied with the faculty members' decisions, the student should communicate with the Division Chair.
3. If the student is not satisfied with the decision of the Division Chair, the student should check with the Director of Student Services to explore due process procedures. After meeting with the Director of Student Services, if there is still a concern, the student should schedule a meeting with the Vice-President of Academic Affairs

If a satisfactory solution is not reached through Step 3, the student should request, through the Vice President of Academic Affairs, that an Ad Hoc Committee investigate the complaint. The Vice President of Academic Affairs, after reviewing the matter, may deny the student's request. The Ad Hoc Committee, after hearing all the evidence, makes a recommendation to the President, who then makes the final recommendation to the faculty member in order to resolve the problem.

STUDENT ASSISTANTS

Through work awards granted by the Financial Aid Office, student assistants are employed in various Logan departments of the college, including the academic divisions. To reduce the opportunities for cheating, instructors should adhere to the following principles if using the services of student assistants:

- a. Student assistants are not to be used as typists for any examinations. Only the faculty member or other non-student help are to type examinations.
- b. Only faculty members are to have examinations reproduced.
- c. Security precautions should be taken in all offices where examination materials are kept and which should be locked in appropriate files.
- d. Student assistants or any other students are not to be used as monitors of exami-

nations without a faculty member present in the room.

Clearance should be obtained from the Vice President of Academic Affairs when an exception to the four previous principles seems necessary

POLICY REGARDING SEMINARS, CLUBS, AND ACTIVITIES

Seminars

Students may request to attend postdoctoral seminars sponsored by the Postdoctoral Department. The course title and number of contact hours will be listed on their transcript, however, postdoctoral (continuing education) credit will not be awarded.

Logan does not endorse or accept responsibility for off-campus seminars or entrepreneur endeavors. Students in Trimesters 6, 7, 8, 9 and 10 are allowed to participate in Certificate Programs in the following courses:

- Basic Acupuncture 100 Hours
- Advanced Acupuncture 100 Hours (only doctors or students who have completed the first 100 are eligible).
- Insurance Consultant/Peer Review 100 Hours
- Whiplash Certification 100 Hours
- Internal Health Specialist 72 Hours
- Rehab 36 Hours
- Extremity Adjusting 36 Hours
- Chiropractic Nutrition Specialist 36 Hours
- Chiropractic Pediatrics 36 Hours

The student will be granted transcript credit for these courses. The certificate of completion will be given to the student at their graduation.

Clubs

A club is defined as a fully authorized organization of individuals who meet for a common purpose and whose membership is limited by criteria mutually agreed upon by the members. Only those clubs in good standing

with the S.D.C. and administration of Logan shall have access to school facilities. All clubs must submit a charter to the S.D.C. and the Office of the Director of Student Services for approval. This charter shall include criteria for membership, election of officers, amount of dues, name of faculty sponsor, and a statement of purpose. At any time, the charter may be subject to revocation or revision by the administration of Logan.

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

While it is the responsibility of the institution to provide students the opportunity to learn, practice, and develop adjusting techniques, the establishment of technique clubs poses a unique threat of liability to Logan. It is understood that no adjusting or manipulative procedure shall be performed except under the presence and direct supervision of a duly licensed and faculty member and with full knowledge and approval of the club sponsor.

Unauthorized adjusting procedures performed either on or off campus shall subject the individual so charged to a hearing before the Professional Committee and possible dismissal from Logan.

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

New organizations requesting recognition by the school must meet certain criteria under the direction of the Director of Student Services and the Student Doctors' Council. All clubs must have at least ten members, elect two officers, and abide by the rules of the Student Doctors' Council and Logan. Only active organizations may continue to represent students on the Student Doctors' Council. All new organizations must fill out the proper forms, available in the

Director of Student Services Office, and be approved by the SDC and the administration.

Duties of the Faculty Sponsor of Campus Clubs, Fraternities, and Sororities

1. The Faculty Sponsor may be a full-time or part-time faculty member.
2. The Faculty Sponsor must agree each trimester to be the sponsor to a student group.
3. The Faculty Sponsor must meet with the student group at least one time each trimester.
4. The Faculty Sponsor must meet with the Executive Committee of the student group at least one time each trimester.
5. The Faculty Sponsor must be present at any on-campus meeting at which there is a guest speaker from outside the college community.
6. The Faculty Sponsor will help the student group with goal setting.
7. The Faculty Sponsor will promote academic performance.
8. The Faculty Sponsor will help ensure that the student group adheres with the policies of the Student Handbook on student activities, such as technique clubs.
9. The Faculty Sponsor will help ensure that the student group does not promote off-campus seminars in St. Louis that are in direct conflict with Logan Post-Graduate Seminars on the same topic.
10. The Faculty Sponsor should have a list of the members of the student group.
11. The Faculty Sponsor should know the purpose/intent of the student group and take steps to ensure that the mission of the group does not conflict with the mission of Logan.

Activities

Many events take place on campus that involve the entire student body and do not constitute a seminar or club endeavor. These may include all-school assemblies, sporting or field day events, S.D.C., sponsored parties, Homecoming preparation, and many other worthwhile activities.

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

Other guidelines also apply:

1. Student food-related fundraisers are limited to no more than two per month during cafeteria operating hours, unless approved by the Director of Student Services or designee and the Food Services Consultant, Inc. Representative. Refer to Cafeteria/Fundraising Procedures available in the Office of Student Services, Room 147.
2. An Activity Application Form and the Addendum to the Activity Application Form for Food Related Fundraisers must be approved by all designated parties at least five business days before the fundraising event is to take place.
3. The Activity Application Form and the Addendum to the Activity for Alcohol Events must be submitted at least 15 business days before the event is to take place. Refer to the Policy Regarding the Use of Alcohol at Logan Events available in the Office of Student Services, Room 147.
4. All informational items to be displayed on the Logan Target Vision must be clearly typed on 8-1/2" x 11" paper and submitted to the Office of Student Services at least 48 hours before desired airing. The Director of Student Services or designee must approve all submitted material for content.
5. All student clubs and organizations must be approved by SDC and the Office of Student Services in order to be officially recognized and to use Logan facilities/resources. Student representatives of prospective clubs/organizations must complete the Club/Organization Application Form available in the Office of Student Services, Room 147.
6. Any Activity Application Form for an activity requiring physical set up must be submitted at least five business days before the event is to take place.

7. Any Activity Form for an activity not requiring physical set up must be submitted at least two business days before the event is to take place.
8. The Activity Application Form and the appropriate Guest Speaker Request Form for events including a guest speaker must be completed at least 30 days before the event is to take place.
9. A maximum of 15 flyers or posters will be approved for posting.
10. The SDC Leadership must supply Student Services each trimester with the following information:
 - a. List of all SDC Elected and Appointed Officers
 - b. List of all Class Officers
 - c. List of all Clubs and Club Officers
 - d. Schedule of Proposed Fundraising Dates for Trimester.
 - e. Schedule of all SDC alcohol events for the Trimester.

Logan's facilities, with the exception of laboratories, are available to students and faculty for independent use on a fee basis. Requests are made to the Director of Student Services Office for approval. Requests may be referred to the Cabinet for consideration.

Faculty members are discouraged from offering their instruction on a fee basis to students on or off campus

for the sole purpose of tutoring those students who may be in academic difficulty.

Speakers are subject to approval by the Visiting Lecturers Committee. See 'Guest Speakers' in this Handbook.

POLICY REGARDING USE OF ALCOHOL AT LOGAN EVENT

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

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

Procedures and Regulations

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

1. It is unlawful to consume alcoholic beverages if the legal drinking age of 21 has not been obtained.
2. It is unlawful to serve alcohol to an individual who has not attained the legal drinking age of 21.
3. Alcoholic beverages may be used only as complements to an event, not as the main focus.
4. Proper proof of identification (e.g. driver's license, student I.D. or another photographic I.D. with birth date) is required at all student-sponsored events at which alcoholic beverages are served. All persons of legal age to consume alcoholic beverages must be identified by a hand stamp (or other method of identification approved by the Director of Student Services) at all Logan events and activities where alcoholic beverages have been approved to be served.
5. Alcohol shall not be used as an award or prize.

6. There will be no advertising that even suggests that alcoholic beverages will be served at any campus event.
7. The Director of Student Services is authorized to determine the type of alcoholic beverage(s) to be permitted at a Logan event. This determination is part of the pre-approval process.
8. The sponsor of the events must provide non-alcoholic beverages and food where alcohol is served. Significant quantities of food must be made available free or at a minimal cost. Non-alcoholic beverages should be featured as prominently as the alcoholic beverages.
9. Service of alcoholic beverages is to cease at least one hour prior to the announced time that the party and/or event is scheduled to conclude. Additionally, the Director of Student Services is authorized to designate the hours of an event when the use of alcohol is permitted.
10. Alcoholic beverages provided at the campus event are not to leave the campus at any time.
11. Drinking activities that are particularly dangerous, such as "chugging" of alcoholic beverages, competitive drinking activities that employ peer pressure to force participants to consume alcohol, are prohibited.
12. Alcohol shall not be used in ways that harm the individual or the campus community. Alcohol is not to be used to demean or degrade any person.
13. At campus events where alcoholic beverages are served, a minimum of one security professional or a police officer must be employed by the sponsoring organization. The Director of Student Services or his designee will be responsible for hiring and supervising the security professional(s). The sponsoring organization will be billed for the security services provided. Depending on the projected participation level of the event, the Director of Student Services has the authority to hire the number of security professionals needed to oversee effectively the event and to bill the sponsoring organization.
14. No more than one campus event with alcohol is allowed on campus at any one time, unless the Director of Student Services grants special permission.

15. All membership recruitment functions (e.g. fraternities/sororities or clubs) must be alcohol and hazing free.
16. The sponsoring organization is responsible for not serving any person who may not be legally served or who appears to be intoxicated. The sponsor has the obligation to prevent consumption by such persons and to control those who appear to be intoxicated since such persons place the participants and community at risk.
17. The Director of Student Services or his designee is authorized to request that a participant take a Breathalyzer test before driving from a Logan event.
18. Sponsors must provide alternative supervised transportation for any person who appears to be intoxicated. Each event shall have a set number of designated drivers who must refrain from any alcohol consumption. The number of designated drivers for each event will be determined by the Director of Student Services and will be supervised by the Director of Student Services or his designee. Designated drivers may be asked to assist the Director of Student Services or his designee in monitoring the event. The sponsor must provide a list of designated drivers for review and approval by the Director of Student Services at least fifteen (15) business days prior to the event.
19. Sponsors must provide alcoholic beverage servers who refrain from any alcohol consumption and who refuse to serve anyone who appears to be intoxicated.
20. A sponsor shall be responsible for any and all physical damage to the facility or area used, including entries, exits, and bathrooms used.
21. Logan funds can only be used to pay for alcoholic beverages consumed at campus events. Logan funds cannot be used to fund the use of alcoholic beverages at off-campus locations, unless special permission is granted by the Cabinet.

The Policy Regarding Use of Alcohol at Logan is subject to change and/or revocation at anytime. Additionally, the Cabinet reserves the right to modify certain procedures in accordance with the purpose of an event.

HEALTH CENTER POLICY ON DRUG/ALCOHOL PROHIBITION

In addition to established drug abuse and prevention policies (please see the Student Handbook, Faculty Handbook, or Staff Handbook), Logan prohibits the use of alcohol for at least three hours prior to and during any aspect of patient care. This includes regular Health Center shifts, any time while signed into the clinic(s), emergencies, or any Health Center sponsored event. The use of illegal drugs or controlled substances is prohibited at any time. Violations of this policy by students will result, at the minimum, in the suspension of Health Center privileges for at least fifteen weeks without appeal, and automatic referral to the Professional Committee. Repeated violations will result in suspension, expulsion or termination from Logan.

Procedure

Students and employees during scheduled working hours who have patient care responsibility should exercise professional judgment if they believe they are in violation of the three hours limit or have previously ingested sufficient amounts of alcohol/drugs to impair their judgment and actions or to test positive for alcohol or drugs. This can include prescription drugs if they affect the caregiver's abilities. Individuals should call in sick/absent to the clinic.

1. Supervisors can require that students or employees submit to drug/alcohol testing if there is a reasonable suspicion (smell of alcohol, appearance, or behavior, etc.) of alcohol or drug usage. Refusal to submit to testing immediately upon request will result in suspension of all clinic privileges for students and unpaid leave for employees. The incident will be documented and result in immediate revocation of clinic privileges for the equivalent of one trimester (15 weeks) without appeal, and referral to the Professional Committee. All refusals and positive test results will be entered into the individual's permanent record.
2. Any positive tests for either alcohol (.08 or above) or drug usage will result in the consequences described above. A negative test result will not impact the individual's permanent record and all references and allegations will be expunged.

CHAPTER 4

RESEARCH

RESEARCH PROCEDURES AND POLICIES

Logan encourages chiropractic research activities and supports chiropractic research through the Research Division. Research stresses creative activity and original contribution to the data base of chiropractic. Chiropractic research requires careful investigation of measured data and hopefully results in publication after critical evaluation by peers. In most areas, for teaching and instruction to remain new, vital, and effective, it is imperative that the faculty be engaged in scholarly activity that will ultimately bring recognition to Logan and its faculty.

Research at Logan is coordinated and monitored through the Research Division. The purpose of the Research Division is to directly support the research mission of the college, which is consistent with the stated requirement of the college by the Council on Chiropractic Education. This is achieved by sponsoring and coordinating all research activities that are conducted or supervised by division members, as well as other faculty of Logan.

SENIOR RESEARCH PROJECTS

All students are required to participate in a research project before graduation. Typically, this project is completed during the tenth trimester. The Senior Research Project is described more fully in the Academic Catalog, but all projects are subject to Institutional Review Board (IRB) review and approval in the manner described below.

HUMAN RESEARCH OR EXPERIMENT GUIDELINES

It is the policy of the Logan that any proposed research project or experiment, which involves human subjects, shall first be submitted to the Dean of Research for review and approval. Prior to initiation of any proposed human research activity the project must

then be submitted to the Institutional Review Board (“IRB”) for review and approval prior to starting the project.

The function of the IRB is to ensure that research involving human subjects is planned and carried out in accord with ethical guidelines and federal regulations as set forth in the Code of Federal Regulations 45 and CFR 46 and the National Research Act, Public Law 93-348. The IRB shall review and give preliminary approval to any research project or experiment involving human subjects that is conducted by college faculty, student, clinic personnel or administrators, or which utilized college resources, facilities, or equipment.

Research covered by this policy that has been approved by an IRB may be subject to further appropriate review and approval or disapproval by officials of the institution. However, those officials may not approve the research, if it has not been approved by the IRB (Federal regulation 46.112).

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

1. The name of the principal investigator. (If the principal investigator is a student, the name of the faculty member ultimately responsible for the oversight of the research)
2. A description of the research project or experiment in sufficient detail to permit a reasonable understanding of the nature, purpose, and scope of the project.
3. A description of the human subjects to be involved.
4. A description of any potential “risks” known to exist with respect to the project such as radiation, infection, toxicity, pain, rash, dizziness, etc.
5. A detailed description of the safety precautions, which are planned to deal with each of the identified “risks”.
6. A description of any Logan facilities or equipment to be used or involved in the project.

7. A description of any equipment or facilities not belonging to Logan which will be used in the project such as CAT scan, thermography, pathology lab, etc.
8. A description of any emergency medical equipment or facilities necessary or appropriate to the project, such as oxygen, stretcher, neck brace, etc.
9. A list of non-Logan personnel to be involved as researchers or assistants in the project such as pathologist, surgeon, nurse, engineer, etc.
10. Date of intended initiation of the project.
11. Estimated time necessary to complete the project.
12. Description of the source of any external funding.
13. Estimate of total cost of the project and proposed budget.
14. A copy of the subject Informed Consent document.
15. Evidence of compliance with Logan's Conflict of Interest in Human Subjects Research policy.

It should be noted that the approval of any research project by a division chair, a faculty member or administrator, or advisor department head or a member of the administration in no way obviates the need for the research project to be approved by the IRB. Any faculty member, clinic personnel, administrator, or student who institutes a research project involving human subjects without prior written approval from the IRB, or who proceeds with such research project after the rejection or the suspension of the proposal for any reason by the IRB, will be subject to disciplinary action including but is not limited to; loss of clinic privileges, dismissal from Logan, termination of contract, suspension, or fines. If any individual is in doubt as to whether their project might not come within the purview of the IRB, it remains the obligation of that individual to submit the project to the Dean of Research for review prior to initiation of the proposed activity. No project may be started until the researcher or advisor receives written notification of IRB approval. It shall not be a defense to violation of this institution's policy regarding the review of all research projects involving human subjects that the individual or faculty

member did not know of the policy, or did not believe that it applied to his or her project. The following conflict of interest policy for human subjects research must be adhered to.

BOARD POLICY #755 – POLICY ON CONFLICT OF INTEREST IN HUMAN SUBJECTS RESEARCH

Logan hereby determines that it is in the best interests of Logan, its personnel and its students to identify, administer and enforce principles and practices in addressing institutional conflicts of interests relating to human subject research. This policy stands alone and does not alter, amend or modify Board Policy #810, Ethics, and Administrative Policy #3025, Conflict of Interest: Administration, Faculty or Staff.

1. Background

An institutional conflict of interest describes a situation in which the financial interests in an institution or an institutional researcher, acting within his or her authority on behalf of the institution, may affect or appear to affect the research, education, clinical care, business transactions, or other activities of the institution. Institutional conflicts of interest are of significant concern when financial interests create the potential for inappropriate influence over the institution's activities. The risks are particularly acute in the context of human subjects research when the protection of human subjects and the integrity of the institution's research may be threatened. The policy is intended to protect against exposure from these risks as they may affect research performed at or under the auspices of the institution.

Logan and its researchers must balance many competing pressures. Logan engages in relationships with a variety of sponsors that may lead to financial benefit for the institution in many forms including major gifts and equity from sponsored educational and research agreements. In addition, university-chiropractic industry relationships are essential to advance scientific frontiers and enable the commercial development of academic discoveries to the benefit of the public. Nonetheless, while generally part of

legitimate educational, research, and business activities, Logan's relationships with commercial entities cannot be allowed to compromise, or appear to compromise, the integrity of Logan's primary missions, including the safety and integrity of its research, education, and clinical care. The protection of human research subjects and integrity of the institution must remain of highest priority.

The goal of this policy is not to preclude Logan from accepting philanthropy from companies that sponsor human subjects research or that own or control products that are being studied or tested in human subjects research. Rather, the policy is intended to help Logan to develop means of identifying and examining such circumstances, and of managing, through disclosure, separation of responsibilities, and as otherwise appropriate, any actual or apparent conflicts of interests that may result. All gifts should be accepted in conformance with this policy and reported to the institutional development department for record-keeping purposes. Faculty members are accountable for adhering to institutional gift policies.

2. Definition and identification of Institutional and Individual Conflict of Interests

Logan may have an institutional conflict of interest in human subjects research when financial interests of the institution, or of an institutional researcher acting within his or her authority on behalf of Logan, might affect – or reasonably appear to affect – institutional processes for the design, conduct, reporting, review or oversight of human subjects research.

Logan's significant financial interests in research that warrant formal review of potential institutional conflicts of interest with respect to human subjects research include:

- The potential to receive significant milestone payments and/or royalties from the sales of an investigational product that is the subject of the research;
- When, through its technology licensing activities or investments related to such activities, Logan has obtained an equity

interest or an entitlement to equity of any value in a non-publicly traded company that is i) the sponsor of human subjects research at the institution, or ii) the manufacturer of a product to be studied or tested in human subjects research at or under the auspices of the institution; and,

- When, through its technology licensing activities or investments related to such activities, Logan has obtained an ownership interest or an entitlement to equity exceeding \$100,000 in value in a publicly traded company that is i) the sponsor of human subjects research at the institution, or ii) the manufacturer of a product to be studied or tested in human subjects research at or under the auspices of the institution.

Logan investigators' and researchers' financial interests in research can include, but are not limited to:

- Equity interests, including stock options, in any amount in a non-publicly traded company that is i) the sponsor of human subjects research at the institution, or ii) the manufacturer of a product to be studied or tested in human subjects research at or under the auspices of the institution.
- Equity interests, including stock options, in excess of \$10,000 in a publicly traded company that sponsors human subjects research at the institution.
- Royalty income under a patent license or copyright where the research is directly related to the licensed technology or work;
- Any non-royalty payments or entitlements to payments in connection with the research that are not directly related to the reasonable costs of the research (as specified in the research agreement between Logan and the sponsor). This includes any bonus or milestone payments to the investigator in excess of reasonable costs incurred, whether such payments are received from a financially interested company or from Logan;
- Consulting fees, honoraria, gift or other emoluments or "in kind" compensation in

excess of \$10,000 over a 12 month time frame from a financially interested company, whether for consulting, lecturing, travel, service on an advisory board, or for any other purpose not directly related to the reasonable costs of conducting the research (as specified in the research agreement); and,

- Service as an officer, director, or in any other fiduciary role for a financially interested company, whether or not remuneration is received for such service.

In addition to those circumstances indicated above, other financial relationships with research sponsors may warrant internal or external scrutiny, depending on the circumstances. Examples are listed below. The list is not intended to be exhaustive. In general, Logan should assess the potential for conflict of interest and weigh the magnitude of any risk to human subjects.

1. Individuals responsible for purchasing: When an investigator or Logan research administrator participates materially in a procurement or purchasing decision involving major institutional purchases from, or non-routine supply contracts with, a company that sponsors human subjects research at the institution, or whose product is being studied or tested in human subjects research at Logan.
2. Gifts from sponsors: When Logan has received substantial gifts (including gifts in kind) from a potential commercial sponsor of human subjects research or a company that owns or controls products being studied or tested in human subjects research. The following circumstances should be evaluated:
 - a) Whether a gift is of sufficient magnitude that even when held in the general endowment for the benefit of the entire institution, it might affect, or reasonably appear to affect, oversight of human subjects research at the institution;
 - b) Whether a gift is held of the express benefit of the college, department, institution or other unit where the human subjects research is to be conducted; or

- c) Whether any institutional researcher who has the authority, by virtue of his or her position, to affect or appear to affect the conduct, review or oversight of the proposed human subjects research has been involved in the solicitation of the gift.

Significant financial interests in research do not include the following:

- Interests of any amount in publicly traded, diversified mutual funds;
 - Payments to Logan that are directly related to reasonable costs incurred in the conduct of research as specified in the research agreement between Logan and sponsor; and,
 - Salary and other payments for services from Logan.
3. Administration of Institutional Conflicts of Interest Policy

Administration of this policy will reside in the office of the President. In support of administration of this policy, the following offices should report at least quarterly interests described in Section 2 above:

- Institutional Advancement office;
- IRB Committee;
- Research Department;
- Purchasing Department; and,
- All academic divisions of Logan.

The President will review reports and, as appropriate, notify the Board's Ad Hoc Committee.

4. Review and Management of Institutional Conflict of Interest

When a potential institutional conflict of interest involving a human research project is identified, the President will notify the IRB and the sponsored programs office (if applicable). The President's office will review the potential institutional conflict of interest and prepare a document describing the case and the nature of the real or potential institutional conflict of interest.

When a potential institutional conflict of interest is identified, the President shall apply a rebuttable

presumption that either the financial interest should be eliminated or the human subjects research should not be conducted at Logan. The presumption may be rebutted if the circumstances are deemed compelling. Whether the presumption is successfully rebutted will depend in each case upon an analysis of:

- The nature of the science;
- The nature of the overlapping interests;
- How closely the interest is related to the research;
- The degree of risk that the research poses to human subjects and the integrity of the research; and,
- The degree to which the institutional conflict of interest can be effectively managed.

The President has the authority to consider whether Logan is uniquely qualified, by virtue of Logan's attributes (e.g., special facilities or equipment, unique patient population) and the experience and expertise of its investigators, to conduct the research and safeguard the welfare of human subjects involved.

If the President determines that there are compelling circumstances for allowing the research to proceed in the presence of the institutional conflict of interest without elimination or significant reduction of the financial interest, the President will document such information and report it to the Ad Hoc Committee of the Board. Additionally, the President will develop management plans for approved institutional conflict of interest arrangements designed to effectively address: 1) the nature of the conflict; 2) the specific risks to human subjects; 3) the perceived risk to the integrity of the research as a result of the conflict; and 4) the perceived risk to the reputation of the institution. One or more the following management strategies may be used:

- a) Disclosure of the institutional conflict of interest in the informed consent process.
- b) Where the institutional conflict of interest involves a research administrator, formal recusal of the conflicted researcher from the chain of authority over the project and possibly also from authority over salary, promotion, and space allocation decisions affecting the investigator, as well as communication of

the recusal arrangements to the administrator's superior and colleagues. (Note that recusal is not an effective management strategy when the individual, by virtue of conflicts arising from personal financial holdings, would be precluded from fulfilling the responsibilities of his or her position. In such cases, the best interests of the institution may necessitate that the individual divest the interests or vacate the position.)

- c) Where the institutional conflict of interest involves a senior researcher or research administrator, designation of a "safe haven" (e.g., a non-conflicted senior research individual) with whom the researcher, can address institutional conflict of interest concerns.
- d) External monitoring of the study, particularly endpoint assessments.
- e) Disclosure of the institutional conflict of interest in public presentations and publications.
- f) Disclosure of the institutional conflict of interest to non-Logan participating/collaborating researchers.

Each institutional conflict of interest management plan should state specifically who will be responsible for the plan's implementation. Adherence to the management plan will be evaluated by Logan's Vice President of Academic Affairs' office.

The President's report and final decision of any management plan will be transmitted to the Board's Ad Hoc Committee. Review of compliance with management plans will be performed by the Vice President of Academic Affairs' Office.

Further, the President's report will be provided to the IRB and, if appropriate, the sponsoring program's office so that the IRB review of the project can consider the deliberations and recommended handling of the institutional conflict of interest and reporting obligations.

INTELLECTUAL PROPERTY

Logan, through its Board of Trustees and Administrative officers, fully endorses and encourages the pursuit

of research, training programs, workshops and other projects. Logan, along with mankind in general, considers itself to be the beneficiary of the professional growth of its staff in the quest for new truths and the advancement of human knowledge.

In order to create a uniform practice, a Coordinating Committee of Intellectual Property shall be established. This committee will consist of one Board member appointed by the Chairman of the Board of Trustees, one member appointed by the Faculty Council, and one member appointed by the President. This committee shall work under the Chairmanship of the President.

It shall be the duty of the Coordinating Committee of Intellectual Property to represent the Administration and the Board of Trustees in encouraging intellectual property pursuits by members of the faculty and others and in coordinating all such activities in the best interest of Logan and the members of the faculty involved in such pursuits. At least annually, the Coordinating Committee of Intellectual Property shall report to the Faculty, the Administration and the Board of Trustees regarding all such intellectual property activities undertaken by the members of the faculty.

USE OF ACADEMIC TITLES

All use of academic titles by members of the Logan faculty in any written or spoken form must be accurate at the time of publishing. Any apparent violation of this rule will be investigated by the appropriate means outlined under Faculty Discipline and Dismissal.

PUBLICATION RIGHTS, INVENTIONS, AND PATENTS

(Administrative Policies and Procedures Code: 2900)

Policy - Intellectual Property Created as Part of the Officially Assigned Teacher Responsibilities

Intellectual property (including materials, devices, examinations, or other tangible research property) shall be owned by Logan if significant Institutional resources were used or if it is created as part of the officially assigned teacher responsibilities. Creators will provide, upon request of the Coordinating Committee

of Intellectual Property, assignments or other documents necessary to perfect title of the college's ownership rights.

Furthermore:

1. Logan shall patent or copyright all such intellectual property in its own name; however, such items shall bear the name(s) of the creator(s).
2. All profits from the production or commercialization of such intellectual property shall be returned by the publisher or agent to the college in order to stimulate such creations:
 - a) Fifty percent (50%) of the profits shall be distributed and returned to the innovator(s), creators and producer(s) of the intellectual property:
 - b) Fifty percent (50%) of the profits shall be placed in a research fund by the Board of Trustees.
3. Distribution or sale of instructional material will be administered through Instructional Services. This will include the establishment of the per unit charge for the material.

Intellectual Property Created by an Individual Teacher on His/Her Own Time

When intellectual property is created by an individual teacher on his/her own time and without a significant use of college resources, the following shall apply:

1. Any written material or patentable projects in the development form may be prepared at the Logan's expense and sold through the bookstore at the cost of production and handling if used in Logan classes.
2. Such materials may be sold by Logan at cost to other institutions. However, other institutions shall not have any reproduction rights.
3. The copyright and royalties are the property of the individual if the material has been created solely at the author's expense on his/her own time.

Requests to Develop Publications, Inventions, or Patentable Items and Requests for Exceptions

All requests to develop publications, inventions, or patentable items or requests for exceptions to the above policy will be reviewed by the Intellectual Property Committee.

Faculty and Staff Responsibilities

1. The creator of new intellectual property shall promptly disclose all inventions, discoveries and work that are owned by the college pursuant to this policy.
2. The creator shall provide assistance as necessary to protect and effectuate transfer of the intellectual property to the college.
3. The creator shall arrange for the retention of all records necessary to the protection of the college's interest in the intellectual property.

CHAPTER 5

LEARNING RESOURCES

LEARNING RESOURCES CENTER (LRC)

The LRC houses the Library, the Computer Lab, and the Distance Learning Hub, and is centrally located on the first floor of the Administration Center. The Logan Archives is an integral part of the LRC, and is located in Room G106.

Newly renovated and dedicated in 2004, the LRC provides a collection of approximately 13,000 volumes of books, 240 journal titles, and a collection of media. The LRC database collection provides electronic access to more than 20,000 additional journals. In addition, an outstanding collection of osseous and synthetic models and laminated charts is available. Also included in the collection are publications from state and other chiropractic organizations and associations, and subject files of helpful brochures, booklets, and reprints.

The library is an active member of the Missouri Bibliographic Information User System (MOBIUS). The network is comprised of over 60 college and university

libraries in the state of Missouri, and provides Internet access to the online catalogs of each of the libraries. Through MOBIUS, Logan students and faculty/staff can borrow books, directly or online, from any of the participating libraries. Additionally, but separate from MOBIUS, an efficient interlibrary loan program offers members of the Logan community access to books, within and beyond Missouri libraries, and photocopies of articles that are not available in the Logan collection.

Logan patrons have the capability of checking their library account, placing holds, and renewing materials via the online catalog. The catalog is accessible from any Internet computer, on or off campus.

Group and individual study facilities are available, including separate rooms furnished with computers and media equipment. One of the rooms is 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 journals issues and read in a more relaxed atmosphere.

A variety of electronic databases is available on the Library and Computer Lab computers. The Computer Lab makes available 75 computer stations, providing Internet access as well as special instructional materials. Stations are distributed throughout both floors of the LRC. The computers, printers and photocopiers within the LRC are maintained by the Information Systems (IS) Department.

The Distance Learning Hub is housed in a separate room of the LRC, and is furnished with state-of-the-art equipment. The room serves as the production center of Logan's distance learning program.

General LRC Information

- Dress in the LRC must conform to the Dress Code in the Student Handbook.
- Food, beverages, beverage containers, coolers, smoking, and the use of tobacco products are prohibited in the LRC.
- Pagers and cell phones should be turned off and not used in the LRC.

- Noise should be kept to a minimum. Please respect the needs of those studying around you.
- In order to maintain an atmosphere conducive to study, individuals are discouraged from bringing children aged six or under into the LRC.
- Copyright Law prohibits unauthorized copying/duplicating/format changing of A-V materials.
- Personal items are the responsibility of the owner. Students are encouraged to secure such items in their lockers. LRC personnel are not responsible for personal items brought into the LRC.
- Safety and fire regulations forbid lingering or sitting on the staircase.
- Animals, with the exception of trained assistance or guide dogs, are not allowed in the LRC.
- Running, skating, and activities that may be deemed reckless are prohibited in the LRC.
- Bicycles, skateboards, in-line skates, and scooters (except to aid those with a disability) are not allowed in the LRC.
- Posters/flyers may not be attached to LRC windows, walls or furnishings, internally or externally, nor distributed within the facility unless authorized by the Director of the LRC.
- The LRC does not cash checks. Change, up to \$20.00, is available at the Circulation Desk.
- LRC rules are designed to promote an atmosphere conducive to study and research, and to protect individuals and collections.

Hours of Operation

Library

Monday through Thursday	7:00 a.m. – 10:00 p.m.
Friday	7:00 a.m. – 5:00 p.m.
Saturday	10:00 a.m. – 5:00 p.m.
Sunday	Noon – 5:00 p.m.

Computer Lab

Monday through Saturday	6:30 a.m. – 10:00 p.m.
Sunday	Noon – 10:00 p.m.

Holidays CLOSED

Changes in regular hours will be posted.

Required Identification

Logan I.D. cards serve as library cards, and are required for all circulation transactions involving the library staff. Each borrower is responsible for materials checked out on her/his I.D. card until the materials are returned and cleared in the library records. Return materials to the Circulation Desk, using the designated materials return slot whenever possible.

Circulation Policies for Faculty

- Bones & Models: (overnight/weekend) due by 8:30 a.m.
- Books: (14 days)
- Journals: (14 days)
- Media: (3 days)
- Reference: (Library use)
- Reserves: (Library Use)
- Reserves, Circulating: (overnight/weekend) due by 8:30 a.m.
- Temposcopes: (overnight/weekend) due by 8:30 a.m.
- Vertical File/Subject File: (7 days)

Damaged/Lost Materials

Damaged or lost LRC materials should be reported promptly. Replacement charges are assessed at the current list price of the library preferred edition, as determined by the Library, plus a \$20.00/item processing fee. Upon payment, lost items will be considered property of the borrower.

Materials Return Clearance

Faculty members are responsible for returning checked out materials at the end of each trimester, and for completing the Library's "clearance" process.

Online Catalog

The Library offers an online catalog, which is accessible from any Internet site. The catalog provides easy access to the Library collection. In addition, Library patrons can check their Library account, place holds, and renew most items via the online catalog. By clicking on the MOBIUS icon, the online catalog can be

expanded to include the collections of over 60 college and university libraries in the state of Missouri. Logan students and faculty can request books from any of the participating libraries, or they may visit the libraries and borrow books directly. Requested MOBIUS books will be delivered to Logan via a statewide courier service. **Faculty instruction sheets are available, by request, at the Circulation Desk.**

Renewals

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

Holds and Recalls

Holds may be placed on items that are currently checked out to another patron. This may be done online or at the Circulation Desk. If an item that is “on hold” becomes overdue, a “recall” notice will be sent to the delinquent patron. Fines on “recalled” items are \$1.00/day/item.

New Materials Recommendations

The Library welcomes recommendations/requests for additions to the collection. Forms are available at the Circulation Desk and on the website.

Course Reserves

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

Bones and Models

Bones and Models that may be checked out of the Library will be due at 8:30 a.m. the following class day. Charges begin at 8:31 a.m. Bones & Models may not be renewed online.

A fine of \$1.00/hour or fraction thereof will be assessed for each item returned after the designated time. A maximum fine of \$5.00/day/item will be charged until the item is invoiced.

An overdue notice will be sent each of the first two days an item is overdue. An invoice will be sent on the 3rd day. The student will be charged the replacement cost, as determined by the Library, a \$20.00/item processing fee, and accumulated fines. Upon payment, the item(s) will be considered the property of the borrower.

Items that are returned damaged will be evaluated by the Library staff. Repair/Replacement charges, plus processing fees, will be assessed to the student’s account.

It is recommended that the borrower inspect the item(s) prior to checking them out.

Gonstead Temposcopes

Gonstead Temposcopes may be checked out anytime the Library is open. They are due at 8:30 a.m. the following class day. A fine of \$5.00 will be assessed at 8:31 a.m. An additional \$5.00/day will be charged until the item is invoiced.

An overdue notice will be sent each of the first two days the item is overdue. An invoice will be sent on the 3rd day. The student will be charged the replacement cost, as determined by the Library, a \$20.00 processing fee, and accumulated fines.

Items that are returned damaged will be evaluated by the Library staff. Repairs/Replacement charges, plus processing fees, will be assessed to the student’s account.

Interlibrary Loan

Interlibrary Loan (ILL) is available for books that are not available in the Logan collection or through MOBIUS, and for photocopies of articles that are not available in the Logan collection. Faculty members are assessed \$2.50 per ILL request, plus any charges incurred from the supplying library, i.e., \$0 - \$20.00. ILL request forms are available at the Circulation Desk and on the website.

Higher Education Consortium (HEC)

Logan joined the HEC in 1997. A benefit of membership is the issuance of HEC cards, allowing full-time faculty members to borrow materials from other HEC libraries. 10 of the 12 HEC libraries are also MOBIUS libraries; therefore faculty should use their Logan I.D. card at these libraries. The HEC card should be used at Southern Illinois University Edwardsville and at the Washington University School of Medicine. Each HEC library sets its own rules. In order to borrow, a valid HEC card must be presented, along with some form of personal identification, satisfactory to the host library. New HEC cards are issued each September. Inquire at Logan's Circulation Desk.

Faculty Long-Term Loan Policy

Faculty members are encouraged to request complimentary copies of textbooks directly from the respective publishers. Books obtained in this manner are the property of the faculty member. Books purchased by Logan, including the LRC, are property of Logan.

Library books are for short-term use, to allow access to as many individuals as possible.

When a faculty member needs a book for an extended period of time, for a course or for research, a Long-Term Loan request should be initiated. A standard requisition form should be requested from the Division Secretary, and completed as fully as possible. Information should include:

- Faculty member's name
- Division name & Account #

- Date of request
- Reason for request
- Quantity being requested
- Author/Editor
- Title and type of material
- Publisher
- Year of publication
- Price

Fill in the "Requested by" line. Obtain the approval of the Division Chair/Department Head – "Approved by". Obtain the approval of the Vice President of Academic Affairs – "Final Approval". The completed requisition form should be brought to the Library Circulation Desk. The Library will order the item(s) from the Bookstore, a vendor, or publishers, as appropriate. The faculty member will be notified when items are available. Long-term loan materials are checked out at the Circulation Desk, for a period of 1 year. Faculty members should renew long-term loan materials, as needed.

The faculty member is responsible for long-term loan materials, and must return them to the Library when the course or research has been completed. When a faculty member's contract is completed/terminated, all library materials, including long-term loans must be returned to the Library.

The cost of long-term loan materials is charged to the faculty member's Division/Department.

Photocopying Service

Photocopiers are available in the LRC Copy Center and in the Library. Additional copiers are available at various locations on campus. Copies are \$0.10 per coin-generated copy, and \$0.05 per Vend-a-Card-generated copy. Vend-a-Cards in varying denominations are available for purchase in the Bookstore or from the dispenser in the LRC (\$1, \$5, \$10, \$20). The dispenser does not provide change. Change for \$20 or less is available at the Circulation Desk. The Library does not accept personal checks or credit/debit cards.

Interrupted Students Policy

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

1. The student must be interrupting in good standing.
2. Nothing may be borrowed until status of interruption has been confirmed through the Registrar's Office.
3. Borrowing privileges will only be granted for a period of one trimester – the first trimester of interruption.
4. Circulating books, circulating journals, and circulating Subject File materials may be borrowed. The interrupted student must provide the Library with a valid credit card – VISA, MasterCard, American Express, or Discover. Any accumulated fines must be paid at the time the materials are returned. If the materials have not been returned/renewed within three weeks of the due date, the replacement cost, as determined by the Library, plus a \$20.00 processing fee, and accumulated fines will be charged on the credit card.
5. Reserve materials, media, and bones and models may be used within the LRC.

ARCHIVES & MUSEUM

The Archives & Museum is located in Room G-106, across from the Radiology Department, on the ground floor. The Archives was placed under the purview of the Learning Resources Center in Fall 2007.

The Archives houses a variety of materials, equipment, furniture and clothing related to the history of Logan College of Chiropractic/University, Carver College of Chiropractic, Missouri Chiropractic College, and the chiropractic profession.

Access to the Archives & Museum is by appointment or when the room is open. Interested parties should check at the Circulation Desk of the LRC.

Computer Lab

Priority use of Lab PCs is given to students and faculty working on class projects, reports, and research. To ensure that Student Computer Lab PCs are available for student educational needs, Logan prohibits:

- Downloading programs or files from the Internet
- Loading of software or games. Please, no game playing
- Violation of copyright laws, including resale of programs/materials
- Exploring of system files or directories on either the server or the local systems
- Viewing or sending documents that contain pornography or obscene materials of any kind
- Replacement of the wallpaper, screensavers, or backgrounds
- Deleting any files or folders other than on the individual's own disk
- Saving files to the computer hard drive. All files should be saved to the individual's own disks.
- Drinks or food in the Computer Lab
- Children, aged 12 and under, from using Computer Lab PCs.

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

GUIDELINES FOR ACCEPTABLE USE OF LOGAN TECHNOLOGY SYSTEM BY STUDENTS, FACULTY AND STAFF

A. Acceptable Use.

All users of Logan Technology system ("System") must comply with Logan's Acceptable Use Guidelines, as amended from time to time.

The "System" shall include all computer hardware and software owned or operated by Logan, Logan electronic mail, Logan's web site, and Logan's on-line services and bulletin board systems (including Self Serve).

Use" of the System shall include use of or obtaining access to the System from any computer terminal whether owned or operated by Logan.

Students, Faculty and Staff have no expectation of privacy in their use of the System. Logan has the right to access, review, copy, delete, or disclose, as allowed by law, any message sent, received, or stored on

B. Privileges.

Access to the System and Logan's proprietary information on the System is provided as a privilege by Logan and may be revoked at any time. Inappropriate use may result in discipline, including loss of System use privileges.

The System, including all information and documentation contained therein is the property of Logan except as otherwise provided by law.

C. Prohibited Use.

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

1. Engage in activities which are not related to Logan's educational purposes or which are contrary to the instructions from supervising Logan employees as to the System's use.
2. Access, retrieve, or view obscene, profane or indecent materials. "Indecent materials" are those materials which, in context, depict or describe sexual activities or organs in terms patently offensive, as measured by contemporary community standards. "Obscene materials" are those materials which, taken as a whole, appeal to the prurient interest in sex, which portray sexual conduct in a patently offensive way in which, taken as a whole, do not have any serious literary, artistic, political or scientific value.
3. Access, retrieve, view or disseminate any material in violation of any federal or state laws or regulation or Logan policy or rules. This includes, but is not limited to, improper use of Logan proprietary information; improper use of copyrighted material; improper use of the System to commit fraud or with the intent to commit fraud; improper use of passwords or access codes; or disclosing the full name, home address, or phone number of any student, Logan employee, or System user.
4. Transfer any software to or from the System without authorization from the System Administrator.

5. Engage in for-profit or non-school sponsored commercial activities, including advertising or sales.
6. Harass, threaten, intimidate, or demean an individual or group of individuals because of sex, color, race, religion, disability, national origin or sexual orientation.
7. Disrupt the educational process, including use that is reasonably foreseeable to result in a disruption, or interfere with the rights of others at any time, either during school days or after school hours.
8. Disrupt or interfere with the System.
9. Gain unauthorized access to or vandalize the data or files of another user.
10. Gain unauthorized access to or vandalize the System or the technology system of any other individual or organization.
11. Forge or improperly alter electronic mail messages, use an account owned by another user, or disclose the user's individual password or that of another user.
12. Invade the privacy of any individual, including violating federal or state laws regarding limitations on the disclosure of student records.
13. Download, copy, print or otherwise store or possess any data (including but not limited to proprietary information) which violates federal or state copyright laws or these Guidelines.
14. Send nuisance electronic mail or other online messages such as chain letters, pyramid schemes, or obscene, harassing or other unwelcome messages.
15. Send mass electronic mail to multiple users without prior authorization by the appropriate Logan Administrator.
16. Conceal or misrepresent the user's identity while using the System.
17. Post material on Logan's web site without the authorization of the appropriate College administrator.
18. Modify, convert, install or remove any system file, application software, system director, or system settings without prior written consent from Information Systems.
19. Modify or access any user file that does not belong to the user.

20. Modify, install or uninstall any hardware or software without prior written consent from Information Systems.
21. Use of unauthorized networking equipment (such as routers and wireless access points), or modifying existing Logan networking equipment.
22. Use of "Peer-to-Peer" applications, including but not limited to Kazaa, iMesh, Blubster, Limewire, WinMX, eMule and others.

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

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

E. Web sites.

Unless otherwise allowed by law, Logan websites shall not display information about or photographs or works of students without written permission from the depicted student.

Any web site created by a student using the System must be part of a Logan-sponsored activity, or otherwise be authorized by the appropriate Logan administrator. All content, including links, of any web site created by a student or employee using the System must receive prior approval by the classroom teacher or an appropriate Logan administrator. All contents of a web site created by a student or employee using the System must conform to these Acceptable Use Guidelines.

F. Disclaimer.

Logan makes no warranties of any kind whether express or implied for the System. Logan is not responsible for any damages incurred, including the loss of data resulting from delays, non-deliveries, or service interruptions. Use of any information obtained via the System is at the user's own risk. Logan is not

responsible for the accuracy or quality of information obtained through the System. Logan is not responsible for any user's intentional or unintentional access of material on the Internet which may be obscene, indecent, or of an inappropriate nature.

G. Security and User Reporting Duties.

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

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

H. Vandalism.

Vandalism or attempted vandalism to the System is prohibited and will result in discipline as set forth in the applicable Student/Faculty/Staff Handbook and Logan Policies, and in potential legal action. Vandalism includes, but is not limited to, downloading, uploading, or creating computer viruses.

I. Consequences for Violations.

A student, faculty member or staff member who engages in any of the prohibited acts listed above shall be subject to discipline, which may include:

- (1) suspension or revocation of System privileges,
- (2) other discipline including suspension or expulsion from school (or, in the case of faculty or staff members, suspension with or without pay, or dismissal from position), and
- (3) referral to law enforcement authorities or other legal action in appropriate cases.

Misuse of the System by a student may be considered gross misconduct as that term is defined by Logan Student Discipline Policy, Faculty Handbook, and Staff Handbook and Logan Policies, and a student or employee may be subject to discipline pursuant to the applicable handbook and Logan Policies. A student or employee who believes that his/her System use privileges have been wrongfully limited may request a meeting with the Dean of Students or the President,

respectively, to review the limitation. The decision of the Dean of Students or the President shall be final.

Self Serve

The Self Serve forum and other such interactive areas of the Logan Web site are services provided by Logan to facilitate communication among students, faculty, alumni, staff and other members of Logan community.

In order to register and participate in the Self Serve and/or other interactive areas of the Logan Web site, you must agree to the following terms of use. Please be sure you have read and understand this statement prior to registering or using the Self Serve forum and/or any other interactive area of the Logan website.

Students, faculty, alumni, staff and other members of the Logan community are prohibited from engaging in any of the practices described below on the Logan Self Serve forum and/or any other such interactive area of the Logan website:

- Activities that are illegal or fraudulent;
- Posting obscene or offensive material;
- Posting threatening, harassing, slandering, or abusive material;
- Reproducing or distributing copyrighted and proprietary materials without appropriate authorization or otherwise violating copyright law;
- Uses that can be confused with official communications from Logan (or any individual officer of Logan or its officers);
- Advertising or any form of commercial solicitation;
- Activities that violate other users' privacy such as granting access to the system or distribution information obtained from the services to non-members;
- Mass mailings; and
- Mailing using a false identification.

Because the Self Serve and Logan Website are hosted on Logan-owned equipment, all users must also abide by Logan's Acceptable Use of Logan Technology Policy.

Logan is not responsible for the content of the Self Serve forum and/or other interactive areas of the Logan Website. Logan cannot and does not monitor all of the material posted or transmitted by users and third party information providers. Logan reserves the right to delete, move or edit any communications at any time, for any reason or in its discretion, but has no obligation to review or remove any such content.

Logan may suspend or revoke the Self Serve forum, e-mail, and/or internet privileges of any user who engages in any of the following practices. Any use of the Self Serve forum and/or other interactive areas of the Logan Website will be deemed a violation of the Student Honor Code as set forth in the Student Handbook and/or grounds for Dismissal for Cause as set forth in the Faculty Handbook. Logan may impose appropriate sanctions, ranging from reprimand to termination/expulsion, upon a Faculty, Staff, Administration member or Student who violates this policy in accordance with the procedures set forth in the Student Handbook, the Faculty Handbook, and/or the Staff Handbook.

To protect your safety, please use your best judgment when using these forums. Logan particularly discourages divulging personal phone numbers and addresses or other information that can be used to identify or locate you. If you make such disclosures either through postings on the forum and other interactive areas, or to third parties in any communication, you do so fully understanding the consequences of such disclosures and with a knowing consent that such information could be used to identify you.

Wireless Access Usage Policy

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

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

Permission of Use

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

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

Internet Content Warning

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

Limitations and Disclaimer of Liability and Warranties of the Service

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

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

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

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

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

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

Warning of No Privacy

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

Warning of Misuse

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

1. using the Service to send, receive, print, display, perform or any other action that disseminates material that is unlawful, abusive, invasive, defamatory, fraudulent, obscene, pornographic, offensive, vulgar, threatening, harassing or malicious;

2. using the Service to transmit in any method material that infringes the copyright, trademark, patent, trade secrets or other property right of an individual or entity;
3. using the Service to disseminate unsolicited e-mail or spam of any kind;
4. using the Service to attempt to access part of the Service assigned to another individual or their equipment;
5. using the Service to conduct unauthorized access or intentional copying, damaging, modifying or other methods of interference that will alter or damage the Service; or
6. using the Service in violation of any applicable federal, state or local laws including but not limited to, hacking, cracking, bugging, virus distribution, or accessing or tampering with government or private data of users.

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

Compliance and Indemnification

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

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

CHAPTER 6

BENEFITS and GENERAL EMPLOYEE INFORMATION

INSURANCE AND PENSION BENEFITS

Insurance

Logan presently participates in a group insurance program, which includes certain life, long-term and short

term disability, health, and dental insurance for eligible employees. All regular full-time status employees and part-time employees who work thirty or more hours per week are eligible to participate in the insurance program.

An application for insurance coverage must be completed and submitted to the Human Resources Department at the time of employment. Insurance coverage becomes effective the 1st day of the month following 30 days of employment. Upon leaving Logan, coverage ends the last day of the month in which the employee works; employees with health and dental coverage will be charged for the full portion of their monthly premium even though they leave prior to the end of the month. Employees shall pay a portion of the premium for coverage as determined by Logan. Certain coverage is extended to employee family members at an additional cost to the employee as determined by the Logan.

Because of the dynamic changes continually taking place in the health benefits area, employees should expect that benefits will change from time to time. Please consult with the Human Resources Department about the benefits available at the time of hiring and orientation.

All benefits and coverage limitations are determined exclusively by the original insurance plan documents and the contract with the carrier. This Handbook does not itself grant any benefits, and the insurance plan documents will be controlling on all parties.

COBRA — Continuation & Conversion of Group Insurance

Under a federal law, Consolidated Omnibus Budget Reconciliation Act (COBRA), the opportunity for extension of health coverage at group rates is made available to qualified employees upon cessation of employment. Please contact the Human Resources Department to see if you qualify under any of the COBRA regulations. Appropriate forms and current rates are also available through the Human Resources Department.

Retirement Plan

Full-time status and some part-time employees regularly scheduled to work one thousand or more hours

per year may be eligible, after two years of service and attaining age 21, to participate in the regular retirement plan of Logan. Logan contributes five percent (5%) of an employee's regular salary to this plan, in which the employee is fully vested upon participation in the plan. A Summary Plan Description will be provided when the employee is eligible to participate. Questions regarding the plan should be directed to the Human Resources Department.

All employees of Logan are eligible to participate in a Supplemental Retirement Plan on the first of the month following the date of employment or the first of the month anytime thereafter. The employee through a pre-tax salary reduction makes all contributions to this plan. A Summary Plan Description will be provided when the employee is eligible to participate. Questions regarding the plan should be directed to the Human Resources Department.

LOGAN HEALTH CENTERS

Chiropractic health care is available to all faculty members and their immediate families. In 2009 this benefit was expanded to include all individuals living within the homes of student, staff and faculty, regardless of any legal relationship.

Each faculty member is urged to take advantage of the above benefit. Particularly, it is suggested that each faculty member receive an annual physical examination. The cost of the yearly examination will be absorbed by the faculty member's department. The faculty member can also improve his own personal health with regular adjustments and will thus be better able to relate to the educational program at Logan.

There is no charge for adjustments, examination or physiological therapeutics. One postural x-ray series or chest x-ray series with a CBC/UA per year are also included at no charge to the faculty member. Any services other than those specified will be charged to the faculty member and or family member at a reduced rate.

Logan Health Center Fees (faculty member, immediate family members and individuals living in their household):

Initial visit package:	Free
Examination:	Free
Chiropractic adjustments:	Free
Physical Therapy:	Free
Additional X-rays:	50% discount
X-ray Interpretation:	50% discount
Nutrition:	15% above cost
Orthopedic Supplies and Appliances	15% above cost
Additional in-house laboratory:	50% discount
Outside laboratory:	Full price

WORKERS' COMPENSATION

All Administration, Faculty and Staff (full time or part time) are covered by Workers' Compensation. All injuries sustained while on duty **MUST** be reported to the Human Resources Office immediately even if you feel the injury does not warrant medical attention. Your Supervisor/Department Head is to be kept informed also. It is necessary that an accident report on the circumstances of the injury be completed for Workers' Compensation Insurance. Medical bills are paid in full where injuries occur while working for Logan. If you sustain an injury that causes you to miss more than three days of work, you are eligible for Workers' Compensation payments within the limits established by Missouri Workers' Compensation Law. Logan pays all premium costs for Workers' Compensation Insurance.

PAYROLL PROCEDURES

The Accounting Office maintains pay records for all Logan personnel. The employee is paid by check or direct deposit every other Friday unless the day falls on a holiday. If the college is closed on a payday, for those employees that do not have direct deposit, their paychecks will not be available until the next working day.

NOTIFICATION OF CHANGE OF PERSONAL STATUS

As a faculty member, it is your responsibility to notify the Human Resources Department whenever you have a change in status that should be included in your personnel, retirement and insurance records. If you change your address, phone number, marital status or have some other change of this type, contact Human Resources, the office of the Vice President of Academic Affairs, and General Support Services as soon as possible.

UNEMPLOYMENT

It is the policy of Logan to comply with the Missouri Employment Security Law.

INDEBTEDNESS

Logan assumes that you are a responsible person capable of handling your personal finances and paying your debts on time. However, if a garnishment is The accepted date for each of the recognized national holidays is the date specified by the U.S. Government received the policy is to comply with Missouri and Federal Laws.

MALPRACTICE INSURANCE

Logan covers all appropriate faculty with malpractice insurance for Logan sponsored activities.

JURY DUTY

When a faculty member serves jury duty, it is his or her responsibility to submit the proper documents substantiating appearance/serving well in advance to the Human Resources Office.

HOLIDAYS

General Offices will be closed on the following paid holidays for faculty members:

- New Year's Day
- Martin Luther King Day
- President's Day
- Good Friday and Easter Monday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday following Thanksgiving
- Christmas Day

The accepted date for each of the recognized national holidays is the date specified by the U.S. Government for that holiday. If a holiday falls on a Saturday, it is celebrated on a Friday, if it falls on a Sunday; it is celebrated on a Monday.

VACATIONS

Full-time faculty receive 20 days (4 weeks) of vacation per year, scheduled during the break periods at the end of each trimester when classes are not in session. All other periods are scheduled working times even though classes may not be in session. During this additional time when school is not in session, faculty members should be working on course development. This time is also to be dedicated toward meetings, student research projects, comprehensive examinations or other school commitments.

Vacation time must be requested and approved by the Division Chairperson and the Vice President of Academic Affairs, for all full-time faculty members, in advance of the actual vacation. For specific dates when vacation time may be requested, please see the Academic Calendar.

RESTRICTED VACATION TIME AND TIME OFF (ALL EMPLOYEES) (Administrative Policies and Procedures Code: 3020)

Policy

There are certain times of the year* in the various departments when it is imperative that all employees be on the job and no vacation time or time off will be permitted.

Each Cabinet division head will set the policy for his or her division.

*Examples of certain times:

- First or last two weeks of a trimester
- Registration
- Budget preparation
- Closing reporting periods
- Preparation of accrediting agency reports and on-campus visits of accrediting agencies.

Procedures

Individuals seeking exceptions to the above policy should:

1. Set forth their request in writing, stating all pertinent information, to their immediate supervisor.
2. The supervisor will review the request, discuss it with the appropriate Vice President, and forward a written reply of his decision to the employee making the request through proper channels.

FAMILY AND MEDICAL LEAVE

Employee Eligibility Requirements

To be eligible for a FM Leave, an employee must:

1. Have been employed by Logan for at least 12 months; and
2. Have worked at least 1,250 hours for Logan during the 12 months preceding the commencement of the leave; and
3. Work at a work site where 50 or more employees are employed within 75 miles of the work-site.

Reasons for Leave

Eligible employees may be entitled to take a FM Leave up to 12 workweeks during any 12-month period for the following reasons:

1. The birth of a child or the placement in your home of a child for adoption or for foster care (New Child Leave);
2. The need to care for your spouse, son, daughter or parent whom has a Serious Health Condition (Family Leave);
3. A Serious Health Condition that prohibits you from performing essential functions of your job (Employee Leave);
4. A qualifying exigency relating to the covered military member's active duty or call to active duty status in support of a contingency operation (Military Exigency Leave); and,
5. The need to care for family member who is a member of the Regular Armed Forces, the National Guard, or the Reserves who has a serious injury or illness (Military Caregiver Leave).

Family and Employee Leaves - Definition of Serious Health Condition

A Serious Health Condition means an illness, injury, impairment, or physical or mental condition that involves (A) Inpatient Care in a hospital, hospice, or residential medical care facility; or (B) Continuing Treatment by a healthcare provider.

Inpatient Care means an overnight stay including any period of incapacity or any subsequent treatment in connection with such inpatient care.

Continuing Treatment includes any one or more of the following:

- (a) incapacity of more than three (3) consecutive, full calendar days and any subsequent treatment of incapacity relating to the same condition that also involves:
 - (1) treatment two or more times within 30 days of the first day of incapacity, unless extenuating circumstances exist, by a health care provider, by a nurse under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a health care provider; or
 - (2) treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of a health care provider.
 - (3) The requirements in paragraph (a)(1) and (2) for treatment by a health care provider means an in-person visit to the health care provider. The first (or only) in-person treatment visit must take place within seven (7) days of the first day of incapacity.
 - (4) Whether additional treatment visits or a regimen of continuing

treatment is necessary within the 30-day period shall be determined by the health care provider.

- (5) The term “extenuating circumstances” in paragraph (a) (1) means circumstances beyond the employee’s control that prevent the follow-up visit from occurring as planned by the health care provider. Whether a given set of circumstances are extenuating depends on the facts.

- (b) Pregnancy or prenatal care;
- (c) Chronic serious health condition. A chronic serious health condition is one which:
- (1) Requires periodic visits (defined as at least twice a year) for treatment by a health care provider, or by a nurse under direct supervision of a health care provider;
 - (2) Continues over an extended period of time; and,
 - (3) May cause episodic rather than a continuing period of incapacity (e.g. asthma, diabetes, epilepsy, etc.)

- (d) Permanent or long-term conditions due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer’s, a severe stroke, or the terminal stages of a disease.

- e) Conditions requiring multiple treatments by a health care provider for:
- (1) Restorative surgery after an accident or other injury; or
 - (2) A condition that would likely result in a period of incapacity of more than three consecutive,

full calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), or kidney disease (dialysis).

- (f) Absences attributable to incapacity under paragraph (b) or (c) qualify for FM Leave even though the employee or the covered family member does not receive treatment from a health care provider during the absence, and even if the absence does not last more than three consecutive, full calendar days. Treatment includes, but is not limited to, examinations to determine if a serious health condition exists and evaluations of the condition. Treatment does not include routine physical, eye or dental examinations. A regimen of continuing treatment includes, for example, a course of prescription medication (e.g., an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition (e.g., oxygen). A regimen of continuing treatment that includes the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed-rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider, is not, by itself, sufficient to constitute a regimen of continuing treatment for purpose of FM Leave.

Military Exigency and Caregiver Leaves – Please see the Human Resources Department for more details in qualifying situations.

Amount of Leave Available

An eligible employee is permitted to take up to 12 weeks of unpaid FM Leave in a 12-month period (for all types of FM Leave other than Military Caregiver Leave). A “week” is determined by the employee’s regular workweek. For example, an employee who

works Monday through Friday has a 5-day workweek. An employee who works Monday, Wednesday, and Friday has a 3-day workweek. An employee who

has 5-day workweek is entitled to 60 days' leave in a 12-month period (5 days multiplied by 12 weeks). An employee who works a 3-day workweek is entitled to only 36 days' leave in a 12-month period (3 days multiplied by 12 weeks).

New Child Leave must be taken in consecutive weeks within 12 months after the child's birth or placement of the child for adoption or foster care.

Designation of Leave

Logan has the right to designate leave as FM Leave all time missed by an employee which would qualify under this policy.

Notification by Employee

The employee is responsible to provide medical and other certifications including fitness for duty certifications in order for a FM Leave determination to occur.

Foreseeable Leave. When foreseeable, an employee must provide Logan at least 30 days' advance notice before FM Leave is to begin. An employee has an obligation to respond to Logan's questions designed to determine whether an absence is potentially FMLA-qualifying. Failure to respond to reasonable Logan inquiries regarding the leave request may result in denial of FMLA protection if Logan is unable to determine whether the leave is FMLA-qualifying.

Unforeseeable Leave. For unforeseeable leave with no unusual circumstances, employees must provide notice of leave according to Logan's usual and customary notice requirements for such leave. As with foreseeable leave, an employee has an obligation to respond to Logan's questions designed to determine whether an absence is potentially FMLA-qualifying. Failure to respond to reasonable inquiries regarding the leave request may result in denial of FMLA protection if Logan is unable to determine whether the leave is FMLA-qualifying.

Failure to Give Notice

Failure to give notice, as required, may result in delay or denial of FM Leave. In the case of foreseeable leaves, Logan may delay the leave for up to 30 days from the date the employee notified Logan of the need to take the FM Leave.

Medical Certification

The employee must submit a Certification of Physician or Practitioner no later than 15 days following a request for FM Leave. The Certification must be completed by a qualified health care provider. Logan retains the right to have the employee examined by another health care provider at its expense. Logan reserves the right to request periodic additional medical certifications during the term of the leave of absence.

Intermittent or Reduced Schedule Leave

If and only if it is medically necessary, FM Leave may be taken on an intermittent or reduced schedule basis. Intermittent or reduced schedule leave will be counted on a quarterly-hour basis to apply toward the twelve-week maximum per twelve months. As with all FM Leave requests, the employee must submit a Medical Certification to support their need for an intermittent or reduced schedule leave. Furthermore, the employee must inform Logan of the anticipated treatment schedule and reasons for the proposed schedule. During this schedule, Logan may require an employee to work in a different position or on a different schedule that will better accommodate the necessities of the leave schedule. The alternative position will have the same pay and benefits as the position held prior to commencement of the leave. In all instances, the employee is obligated to plan for treatments so that they will cause the least disruption to Logan. Logan retains the right to deny an intermittent or reduced schedule leave for New Child Leave.

Pay and benefits.

Logan does not compensate an employee on FM Leave beyond what the employee is eligible for under Logan's vacation and sick leave policies. The employee must use vacation and sick leave during FM Leave.

Regardless of whether the employee receives pay during the leave, the full amount of leave will be counted toward the 12-week maximum leave available in a 12-month period. In addition, the use of paid leave is limited to the use specified in the policy which defines that particular type of leave.

Substitution of Paid Leave for Unpaid FM Leave.

Leave provided under FMLA is unpaid. However, Logan will require that paid leave be substituted for unpaid FM Leave under the following circumstances:

Accrued paid leave. Logan will require the employee to use accrued paid leave for unpaid FM Leave. An employee's ability to use accrued paid leave is determined by the terms and conditions of Logan's normal leave policy. Logan will inform the employee that the employee must satisfy any procedural requirements of the paid leave policy in order to be paid.

Disability leave. Leave taken pursuant to a disability leave plan would be considered FM Leave for a serious health condition and counted against the leave entitlement permitted under FMLA. Because leave taken under a disability benefit plan is paid (at least in part), Logan will require the employee to substitute accrued paid leave during such leave.

Workers' compensation. Time taken off from work due to an injury covered under Missouri's workers' compensation program may be counted against the employee's FM Leave entitlement. Because the workers' compensation absence is paid (at least in part); Logan will not require the substitution of accrued paid leave during workers' compensation leave. However, Logan and the employee may agree to have paid leave supplement workers' compensation benefits. When workers' compensation benefits end, Logan will require the use of accrued paid leave.

During a FM Leave, Logan will continue to provide the same level of medical/dental benefits to the employee as before the leave, provided that the employee continues to pay the employee's share of the coverage.

If the employee receives pay while on FM Leave, the employee's share of the premium payments will be deducted from the employee's paycheck. If the employee does not receive pay while on leave, then the employee must pay his or her portion of the insurance premium before he or she takes the leave or no later than 30 days after it would be due if the employee were actively employed. Coverage will be terminated if the employee is more than 30 days late in paying his or her share of the premium. Any employee whose coverage is terminated during FM Leave will be reinstated to the same level of benefits and on the same terms upon return from leave as the employee enjoyed prior to commencing the leave with the exception of any faculty-wide or Logan-wide benefit change that the employee would have incurred had she/he been actively working.

Coverage of all insurance may stop if Logan learns the employee does not intend to return to employment or does not return to employment. In these cases, Logan may request the employee to reimburse it for any premiums it has paid on his/her behalf during the leave unless the reason she/he did not return was because of a continued serious health condition or for other reasons beyond his/her control. Employees on unpaid leave will not receive holiday pay during the leave period. An employee on intermittent leave for FM Leave is entitled to holiday pay only if the employee is scheduled to work that day.

Return to Work

An employee returning from a FM Leave must provide medical certification that he/she is able to resume working. Prior to returning to work, the employee must contact Logan and submit the medical clearance to return to work and to determine when to report for duty. Failure to follow these procedures may result in delay when he/she is ready to come back to work. Logan may require the employee to submit to a fitness-for-duty exam at its cost. The employee will be returned to the same or an equivalent employment position unless she/he has been notified that she/he is "key employee". The employee will not lose any seniority or benefits because of the leave.

Failure to return to work at the end of the FM Leave will be considered resignation.

RELEASE TIME/LEAVE OF ABSENCE (FOR NON-FMLA QUALIFYING EVENTS) (Administrative Policies and Procedures Code: 3016)

Policy

At its sole discretion, Logan may grant release time/leave of absence to members of the faculty and staff for institutional and personal purposes. Release time/leave of absence provides opportunities for reflection, research, professional development, and resolution of personal problems which are not FMLA qualifying. These planned absences are essential for the maintenance of a scholarly community. Anyone accepting release time/leave of absence (not FMLA qualifying) may be obligated to future service to Logan for a period of time to be determined when the leave is granted.

Several types of release time/leave of absence are available: Sabbatical, Research, Development, Military, and Personal/Medical (not FMLA qualifying).

1. Sabbatical

Available to full time faculty after seven (7) or more years of service. See the next section for more details.

2. Research

Available to full-time faculty with established scholarly and research programs. Other faculty will be considered on a case-by-case basis.

3. Development

Available to full-time faculty and academic staff to pursue personal, professional, instructional or administrative development. Administrators and other non-academic staff may also be eligible for development leave.

4. Military

Granted to any full-time, part-time, or probationary employee who serves on a voluntary or involuntary basis in the Air Force, Army, Marines, Navy, Coast Guard, National Guard or any Reserve component.

5. Personal/Medical (not FMLA Qualifying)

Available to qualified employees when the requirements of the department permit and when such leaves are for illness or injury (not FMLA qualifying) extending beyond vacation leave, or for exceptional personal or institutional purposes if requested by the employee, recommended by the Academic Dean, Division Chairperson, and Vice President of Academic Affairs and

approved by the appropriate authority. Applications for these release time/leave of absence are available in the Human Resources Department and from the Vice President of Academic Affairs and must be completed prior to the leave, or as soon as practicable after the leave begins. Faculty may apply for up to ninety days of release time/leave of absence in an academic year (September 1 – August 31). Unused release time/leave of absence days will not carry over into the subsequent academic year.

If a faculty member is unable to meet his/her Campus Time Requirement due to a non-FMLA qualifying illness that arises without notice, he/she should:

1. Make every effort to have a colleague cover any classes.
2. Notify his/her supervisor and the Vice President of Academic Affairs when it is evident that an absence will occur, and indicate the probable length of the absence. If the supervisor cannot be reached by telephone, the message should be left with the secretary for the Vice President of Academic Affairs or the Division Chairperson Secretary.
3. Indicate when he/she will be able to return.
4. The Secretary for the Vice President of Academic Affairs will file a Faculty Emergency Absence Form.

SABBATICAL LEAVE (Administrative Policies and Procedures Code: 3015)

Policy

Eligibility

After seven years of continuous employment, full-time faculty is eligible for consideration for a sabbatical leave of absence to continue professional studies. Interested faculty must complete an absence request form for such proposed leave. It is within the sole discretion of Logan President, or the Administration as may be designated by the President, to grant a sabbatical leave of absence.

Applicants shall not have received a sabbatical leave during the seven years immediately preceding the application.

Applicants must sign a written agreement to return to service at Logan immediately upon termination of the leave and to continue in such service for a period of one year thereafter or return their sabbatical leave pay.

The applicant's area of study must generally relate to his/her regular Logan assignment.

Term and Extension

Sabbatical leaves shall not be granted for less than one trimester or more than three trimesters. Employees on sabbatical leave should contact their immediate supervisor concerning their expected date of return no later than 10 work days prior to end of the sabbatical leave.

Selection

Selection of recipients for sabbatical leave will be based on the following:

1. The applicant's professional study, growth, contribution, and successful service during the preceding seven years.
2. The extent to which the applicant's plans, submitted for use of time while on leave, are definite and educationally constructive to Logan.
3. Availability of Faculty coverage for courses while on leave.
4. Reasonable and equitable distribution of applicants from Logan divisions and departments.
5. The number of sabbatical leaves granted shall be at the discretion of the Cabinet.
6. Administrative action on all requests will be made no later than the fourth week of the trimester prior to such leave.

Compensation and Benefits

While on sabbatical leave, an employee shall receive from Logan 66% of his/her regular salary for the time allowed. However, if funds from such sources as fellowships, grants, stipends, etc., combined with Logan's 66% financial commitment, exceed 100% of the regular salary, Logan's financial commitment will be reduced so that the employee's compensation will not exceed 100% of his/her regular salary. An employee on sabbatical leave shall continue to receive health and life insurance and pension with continuing seniority during the period of the leave.

Sick leave and vacation time are granted contractually. Both sick leave and vacation not used prior to the leave shall be carried over and credited to the employee upon his return to active employment.

The employee will not earn service credit for the period of the sabbatical leave and his or her increment date will be adjusted accordingly.

Employees on leave without pay (approved extended leave beyond two semesters) shall have the right to make their own and the Board's regular contribution for all benefits requiring such contributions.

Paydays for employees on sabbatical leave shall be the same as if the employees were not on leave. Employees are responsible for notifying Business Management of the address to which their payroll checks are to be mailed while on leave.

Procedure

1. Employees who wish to apply for a sabbatical leave are to submit a detailed Request for Sabbatical Leave to the Cabinet at least one trimester in advance of the proposed leave period.

2. The Cabinet will review all requests for sabbatical leave, make recommendations, and inform the faculty member of their decision by the end of the sixth week of the trimester when the request was submitted.

FACULTY ABSENCE — CONFERENCES (Administrative Policies and Procedures Code: 3012)

Policy

Faculty may request leave time to attend conferences, seminars, or meetings related to their professional growth and development.

Procedure

1. Faculty must submit a completed Pre-Travel Authorization at least two weeks prior to their requested departure date. This time interval will provide adequate time to gain approval from the Division Chair, the Vice President of Academic Affairs, and the President.
2. This form must be fully completed or it will be returned to the faculty member to be resubmitted.
3. Funding for trips to conference, seminars, or meetings, will be made available based on the requests submitted by the Division Chairs and Administration and the budget approved by the Board of Trustees.
4. When a faculty member is asked to travel to represent Logan, all reasonable and customary expenses will be reimbursed.
5. All faculty members must submit completed Travel Expense Reports to the Accounting Office for reimbursement of costs associated with attending conferences, seminars, or meetings.

PROFESSIONAL EXPENSES

Each faculty member is entitled to reimbursement for expenses connected with at least one seminar, professional meeting, or continued education course per contract year, at the discretion of the Division Chairperson and approved by the Vice President of Academic Affairs.

These funds must be provided for in the departmental budget each year. The exact percentage that will be reimbursed will vary with the circumstances but is generally a minimum of 50%.

1. Other expenses incurred by faculty and with their department will be reimbursed on a 100% basis. Expense reimbursement forms are available through Division Chairs and Department Heads.
2. Books directly connected with instructional work are provided without cost to the faculty member and are considered on long-term loan. If the faculty member leaves the school, these books must be returned to the division or library.

LOGAN TRAVEL

(Administrative Policies and Procedures Code 4050-R3)

General Policy

The purpose of this section is to establish a uniform policy for travel that will provide comfort and convenience for employees required to travel and to provide reasonable controls over travel expenses.

Specific Policies

1. All travel is to be arranged through a Logan travel coordinator or its designated office, using only the approved travel agency.
2. Lowest fare, including discount and penalty types, should be requested whenever possible.
3. "Frequent Flyer Mileage" (points) accrued in the course of Logan business are the property of Logan. Employees are encouraged to utilize accumulated points for college travel.
4. Rental cars from approved rental agencies should only be used when it is more economical than taxis, other ground transportation, or airport transfer service. Additional insurance should be declined as employees are covered by Logan insurance. Vehicles should be refueled prior to returning them to the rental agency.
5. Travelers should attempt to stay in hotels where Logan has a negotiated rate. The lowest room rate should always be requested.

6. Employees issued a Logan credit card should utilize it whenever possible, to pay for business expenses, or personal credit cards may be utilized. Logan prefers that all meals and incurred expenses, regardless of amount, be paid by Logan or personal credit card and be supported by original receipts whenever possible. There will be no reimbursement for non-incurred expenses.
7. Each employee is responsible for the proper accounting of business expenses on his/her expense report and securing proper approval of it. In addition, each employee is accountable for institutional advanced funds and institutionally purchased transportation. Such advances and/or transportation are considered “due the college” until an expense report has been properly prepared, approved and processed.
8. Expense reports are due within ten (10) working days of the return from a trip. Failure to settle expenses and advances may result in withholding the advance from the employee’s paycheck and loss of advance privileges.
9. The Chief Financial Officer has responsibility for interpretation of this policy; any questions regarding allowableness of expenses should be referred to the Vice President of Business Affairs.

Authorization

Logan employees are authorized to attend conferences, seminars or meetings on Logan business. This includes persons who are authorized Logan representatives of bonafide state and national organizations when attending conferences, workshops and conventions of these organizations; persons who attend certain conferences, organizations; persons who attend certain conferences, conventions, workshops, institutes, and other similar meetings directly related to the function and disciplines or personnel involved; and persons who are required to travel as a part of their employment. All travel must have prior approval of the Division Head or Supervisor, the appropriate Vice President, and the President.

Procedure

1. Employees should submit the “Pre-Travel

Authorization Form” through their supervisor, to the Cabinet member of their division, in order to obtain approval and authorization for travel. When travel is scheduled as part of an employee’s regular daily assignment, (e.g. to satellite clinics) prior approval is not necessary.

2. The Cabinet member will forward one copy of the approved authorization to the initiator, one copy to the individual’s supervisor for filing, and maintain one copy on file.
3. After administrative approval is obtained, long distance travel arrangements should be made through the office of the Travel Coordinator, or its designated office, for air, car or rail transportation. Reservations will be economy class. Employees will be informed when tickets are available or, in the case of emergencies, where the tickets may be obtained.
4. Prepayment of related expenses, such as registration fees for conventions, workshops, etc., maybe requested from the Business Office.
5. When several persons are required to be in attendance at the same meeting, travel arrangements should be made, if possible, for pooling transportation.
6. Cash advances over \$300 are discouraged and will be made only in extreme circumstances. Advances must be cleared with an expense report within ten (10) working days of the employee’s return from a trip. If an advance is not cleared, the accounting department will notify the employee that the advance is outstanding and must be cleared within five (5) working days, or the advance will be deducted from their next paycheck. If an advance is withheld from the employee’s paycheck, subsequent submission of an expense report will reflect the employee return of the advance.
7. Employees who abuse the advance policy will forfeit for a twelve (12) month period, their ability to receive advance funds from Logan for travel expenses. The Accounting Office will not honor requests for advances from employees who have abused the advance policy.

Reimbursement

1. Logan intends to pay or reimburse all actual,

Reimbursement

1. Logan intends to pay or reimburse all actual, reasonable, and necessary expenses incurred in the course of its business and which are properly accounted for and reported. Logan is not liable for payment of personal expenses incurred by an employee while in a travel status or otherwise. It is within the sole discretion of the President or the Administration as may be designated by the President to determine if expenses incurred were reasonable and necessary.
2. Employees issued a Logan credit card should utilize it whenever possible to pay for Logan-related business expenses or utilize personal credit cards.
3. There will be no reimbursement for non-incurred expenses.
4. The Vice President of Business Affairs is responsible for interpretation of this procedure. Any questions should be directed to the Vice President.
5. Any questions to any part of this procedure as a result of unusual, unique conditions must be approved in writing by the President.
6. Expense reports should be submitted within ten (10) working days of a trip.

Definition

1. Travel and transportation expenses while an employee is away from home generally include air and taxi fares, automobile rentals and operating expenses, meals, lodging, etc.
2. Automobile expenses that are reimbursable at a standard mileage rate as established by the Vice President of Business Affairs. Parking fees and tolls are also allowable expenses.
3. Entertainment and recreation expenses that are directly Logan related are covered however Logan does not permit lavish or extravagant entertainment expenses.
4. Educational and other expenses including such items as registration fees and business seminars.

Procedure

1. All employees must use the standard expense report form.

2. Transportations request, request for cash and expense report forms must be approved by the Division Chair or Department Head who has been delegated this authority.
3. Any expense report with total expenditures exceeding \$1,000.00 must be submitted to the President.
4. All requests for Logan purchased air tickets must be made on a proper form and approved by the Department Head or Division Chairperson.
5. Logan purchased air tickets and cash advances will be charged to the employee accounts receivable advance account by the Accounting Department and reported on an expense report form.
6. A cash advance must be requested on a proper requisition form.
7. A cash advance must be used within a reasonable time period or returned by the employee. Permanent advances (cash advances which are held indefinitely for use on a "as needed" basis) are not allowed. Cash advances are not transferable from one employee to another.
8. All employee business expenses must be substantiated by an expense report.
9. Expense reports for local expenses, including business conferences, may be prepared monthly. For out-of-town travel, an expense report should be prepared and submitted within ten (10) working days after returning from the trip. Payment for any balance due the college must accompany the expense report. Each employee is responsible for providing a proper accounting of business expenses on his/her expense report and securing proper approval of it. In addition, each employee is accountable for Logan advanced funds and Logan purchased transportation.
10. Advances must be cleared with an expense report within ten (10) working days of the employee's return from a trip. If an advance is not cleared, the Accounting Department will notify the employee that the advance is outstanding and must be cleared within five (5) working days or the advance will be an

deducted from their next paycheck. If advance is withheld from the employee's paycheck, subsequent submission of an expense report will reflect the employee return of the advance. Employees who abuse the advance policy will forfeit for a twelve (12) month period their ability to receive advance funds from the college for travel expenses. The Accounting Department will not honor requests for advances from employees who have abused the advance policy.

11. Employees are reimbursed for the use of their personal automobiles at the standard mileage rate established by Logan. Local mileage qualifying for such reimbursement is that which is in excess of the round trip mileage from an employee's residence and normal work site, provided such mileage is for business purposes.
12. Meal expenses incurred by employees in the St. Louis area should be treated as personal expenses unless the meals are for necessary business purposes. In situations where the parties involved in reimbursable business meals have direct reporting relationships, the senior person present should pay the bill and request reimbursement on his/her own expense report.
13. Reporting expenses for other Logan personnel must be avoided whenever possible.
14. Expenditures for spouses (out-of-town travel, local expenses, etc.) are reimbursable only when the situation demands and must be approved by the applicable Department Head, Division Chair person, or Vice President.
15. Logan prefers that all expenses, regardless of amount, be supported by original receipts when ever possible. Original receipts must be submitted for hotel bills and all other individual expenses of \$15.00 or more. The employee's copies of air tickets and all credit card receipts, regardless of amount, must be submitted with the expense report. Only cash receipts from cash register or credit card receipts marked cash will be acceptable to Logan.

EDUCATIONAL MEETING AND PROFESSIONAL SYMPOSIA REVIEW

(Administrative Policy and Procedures Code: 3100) Policy

Logan faculty, staff and administration will provide reviews/reports for all educational or professional conferences, meetings, conventions, or symposia that they attend in the course of their duties at the college. The report should be written and submitted within five working days to the Department Chair (Division Chair) or supervisor, appropriate Vice President, and for review by the Cabinet. Each report should be accompanied by a copy of the detailed expense account report.

Procedure

The report should be submitted in narrative form and include the following elements:

- A. Background: This should include details about the sponsoring organization, purpose of the meeting, program/agenda, and a listing of the speakers or program presenters.
- B. Schedule: This may be outlined on a day-by-day basis or a broad overview based upon topical statements regarding the sessions attended.
- C. Summary: The Logan representative is requested to provide an overview of the attended function and evaluate the need and necessity of the meeting. The overview should include an analysis of future institutional participation and how Logan benefited by attendance. In short, a review of the meeting and presentations is requested.
- D. Distribution: In addition to the aforementioned reviewers, the Cabinet will ensure that the report is disseminated either verbally or in written form, within the college, to anyone who might find it useful.

EMPLOYEE DEPENDENT TUITION ASSISTANCE PROGRAM (Board Policy #325)

Logan will establish and administer a program of tuition assistance for eligible dependents of staff and faculty of Logan who have been full-time employees for at least five years, or have ten (10) years

continuous part-time service. Eligible dependents are defined as the legal spouse and natural or adopted children, who meet the normal admissions criteria of Logan and work as a Research Assistant or Teaching Assistant for Logan. Preference will be given to full-time employees.

The program will provide 100% tuition assistance for full-time study at Logan in pursuit of the Doctor of Chiropractic degree. This assistance will not include books, fees or overload tuition.

Students receiving benefits from this program shall maintain employment relationships and a 2.5 GPA during any trimester to remain eligible. The maximum period of eligibility shall be no more than ten trimesters. There shall be no more than three participants, including renewals, at any time. Selection of recipients shall be made by a committee under the Director of Financial Aid.

Logan reserves the right to modify or eliminate this program with one trimester notice.

CHAPTER 7

POLICIES AND SERVICES

Copyrighted Material Policy

Logan faculty, administration, staff, and students shall comply with federal copyright law.

Copyright: In General

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

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

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

The “Fair Use” Exception

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

1. The purpose and character of the use:
 - Is the new work merely a copy of the original? If it is simply a copy, it is not as likely to be considered fair use.
 - Does the new work offer something beyond the original? Does it transform the original work in some way? If the work is altered significantly, used for another purpose, appeals to a different audience, it more likely to be considered fair use.
 - Is the use of the copyrighted work for nonprofit or educational purposes? The use of copyrighted works for nonprofit or educational purposes is more likely to be considered fair use.
2. The nature of the copyrighted work:
 - Is the copyrighted work a published or unpublished works? Unpublished works are less likely to be considered fair use.

- Is the copyrighted work out of print? If it is, it is more likely to be considered fair use.
 - Is the work factual or artistic? The more a work tends toward artistic expression, the less likely it will be considered fair use.
3. The amount and substantiality of the portion used:
- The more you use, the less likely it will be considered fair use.
 - Does the amount you use exceed a reasonable expectation? If it approaches 50 percent of the entire work, it is likely to be considered an unfair use of the copyrighted work.
 - Is the particular portion used likely to adversely affect the author's economic gain? If you use the "heart" or "essence" of a work, it is less likely your use will be considered fair.
4. The effect of use on the potential market for the copyrighted work:
- The more the new work differs from the original, the less likely it will be considered an infringement.
 - Does the work appeal to the same audience as the original? If the answer is yes, it will likely be considered an infringement.
 - Does the new work contain anything original? If it does, it is more likely the use of the copyrighted material will be seen as fair use.

Rules for Fair Use for Faculty members

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

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

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

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

- Special works should never be copied in their entirety.
- An excerpt of no more than two pages or 10 percent, whichever is less, is the rule for special works.

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

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

What Can Be Copied?

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

What Should Be Avoided?

- Making multiple copies of different works that could substitute for the purchase of books, publisher's reprints, or periodicals.

- Copying the same works from semester to semester.
- Copying the same material for several different courses at the same or different institutions.
- Copying more than nine separate times in a single semester.

Copyright and Electronic Publishing

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

Use of Materials Obtained from the Internet

- Copyright Law Applies. The general rule that copyright law protects all works “fixed in any medium” also applies to documents on the Internet and the World Wide Web. If you wish to reproduce Internet works, you must follow copyright law, be within fair use, and follow the guidelines above in the same manner as if the document were printed on paper.
- Fair Use Applies. If you wish to make multiple copies of an Internet work or otherwise wish to use the work in a manner that falls outside the fair use exceptions outlined in these guidelines, you must contact the author of the Internet work and obtain reproduction permission from that individual.
- Exercise Caution. Be especially careful of copyright/fair use principles when downloading material from the Internet. The material may have been placed on the Internet without the author’s permission.
- Do Not Circumvent Access Control. Except in very limited circumstances, it is a violation of law to circumvent an access control mechanism and use copyrighted material — even if the

use would otherwise be fair.

- Do Not Violate Logan’s End User Agreement. It is the responsibility of all Logan students, faculty and staff to use information technology and computer resources in a responsible, ethical and lawful manner. Any member of the Logan community who abuses these resources may have engaged in unacceptable conduct.
- Exercise Caution. Be especially careful of copyright/fair use principles when downloading material from the Internet. The material may have been placed on the Internet without the author’s permission.
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- Do Not Violate Logan’s End User Agreement. It is the responsibility of all Logan students, faculty and staff to use information technology and computer resources in a responsible, ethical and lawful manner. Any member of the Logan community who abuses these resources may have engaged in unacceptable conduct.

How to Obtain Permission to Use Copyrighted Works

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

Online and Distance Learning Activities

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

Traditional online course formats, such as Blackboard®, often include posting copyrighted materials for student to use during the online course or distance learning activity. Faculty or staff se of Blackboard® or similar formats should ensure that the use of such ma

materials complies with Fair Use principles or is used with permission of the copyright owner.

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

General Principles of the TEACH Act

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

Guidelines for Distance Education Courses under the TEACH Act

The performance or display of copyrighted material must be:

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

The following technological restraints must be in effect:

- The content must be accessible only to those students who are enrolled in the course;
- The content must be accessible only for the duration of a class session;

- To the extent technologically possible, the content must be protected from further distribution; and
- To the extent technologically possible, the content must not be subject to retention by students.

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

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

Guidelines for complying with the TEACH Act

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

Copyright Committee

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

Composition of the Copyright Committee

The Committee is appointed by the President or the President's designee. The Committee shall consist of (a) faculty members, who shall constitute a majority of the members, (b) One or more students, serving one-year renewable terms, and (c) members from campus units that are involved in information technology matters, such as Information Systems.

Duties of the Copyright Committee

The Copyright Committee shall have such responsibilities as the President or the President's Designee may specify, including but not limited to the following duties:

- Monitoring trends in such areas as institutional or consortia copyright use policies, changes in copyright ownership models, and guidelines for fair use of information in all formats;
- Identifying areas in which policy development is needed and recommending to the President and Administration new or revised institutional policies and guidelines;
- Cooperating with the administration to propose University policies and guidelines regarding ownership and use of copyrighted or licensed scholarly works;
- Assisting in identifying educational needs of the faculty and others related to compliance with copyright policies and guidelines, and advising on appropriate ways to address those needs; and
- Hearing and recommending resolution of disputes involving copyright ownership and submitting such recommendation(s) to the President or the President's designee.

CONFLICT OF INTEREST POLICY; Administration, Faculty or Staff (Administrative Policies and Procedures Code: 3025-R)

No employee of the college; administration, faculty or staff, may use his/her position with the college for

personal or private gain or other personal advantage or gain to the employee's family or any business in which the employee or his/her family has a substantial interest.

Individuals found in violation of this policy are subject to disciplinary action.

All members of the Cabinet are responsible for administering this policy. It will be published in the Staff Handbook, Faculty Handbook and Academic Catalog. Revisions to this policy can be taken to any Cabinet member.

POLICY AGAINST HARASSMENT (Administrative Policies and Procedures Code: 1800)

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

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

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

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

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

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

Anyone who has information regarding any harassment described above should notify the Director of Student Services or Vice President of Academic Affairs. This includes harassment by another student, employee, supervisor or non-employee. Logan will undertake an investigation of the conduct, keeping information as confidential as possible. All persons contacted must cooperate fully.

Any person who is found to be responsible for harassment will be subject to appropriate discipline, the severity of which will be decided by the Professional Committee or Human Resources in consultation with the Vice President of Academic Affairs and based on the circumstances of the case. Discipline could involve: a warning, suspension, demotion or discharge. If the harasser is a non-employee, Logan will take whatever steps are necessary to protect the employee. Students who are victims of sexual assault may also desire to pursue criminal charges. Logan's judicial process acts independently of any legal proceedings. No one who participates in or makes a complaint under this

policy shall suffer any retaliation. Obviously, everyone is expected to be truthful and to use his/her best judgment.

CONSENSUAL AMOROUS RELATIONSHIPS POLICY (Administrative Policies and Procedures Code: 1700-N)

Logan's educational mission is promoted by professionalism in faculty-students relationships. Faculty-student romantic and/or sexual relationships, even mutually consenting ones, are a basic violation of professional ethics when the faculty member has any professional responsibility for the student's academic performance or professional future.

Faculty members' unbiased evaluation of students is an integral part of the Logan's mission. An amorous relationship between a faculty member and a student, even if consensual, creates the potential for favoritism (or appearance thereof), thereby undermining the actual or perceived fairness of the evaluation process. Even when the faculty member has no current direct professional responsibility for a student, consensual relationships may limit the educational opportunities or options for the student's future academic, co-curricular, and extra-curricular activities.

Accordingly, Logan prohibits consensual romantic and/or sexual relationships between faculty members and students.

Logan's policy derives from the following principles that, in part, define the ethical and professional relationship of faculty members to their students:

1. Faculty members must support the unfettered pursuit of learning in their students.
2. Faculty members must adhere to their proper professional role as instructors and counselors.
3. Faculty members must ensure that their evaluation of students is reflected fairly in each student's true merit.
4. Faculty members must be aware that even when they have no direct professional responsibility for students, consensual amorous relationships are asymmetrical and/or disruptive to the community.

Policy

Logan prohibits consensual romantic and/or sexual relationships (hereinafter referred to as “amorous” relationship) between faculty members and students.

Complaints

Members of Logan’s community who believe that violations of this policy have occurred may initiate a complaint with the Office of Academic Affairs. A complaint alleging that a dean or other academic administrator has violated this policy may be filed with the President. Complaints must be filed no more than 2 years after an alleged violation.

Sanctions and Procedures

Violations of this policy will be considered misconduct on the part of a faculty member and will be subject to institutional sanctions, including possible termination of the faculty member’s appointment. Treatment of allegations and imposition of sanctions will be governed by procedures specified in the Faculty Handbook. Nothing on this policy shall be deemed as supplanting or otherwise affecting the Logan’s Harassment Policy. Unsolicited and unwelcome advances of a sexual nature may violate Logan’s Harassment Policy. (See the Policy against Harassment section for details).

Higher Education Opportunity Act of 1996 (more commonly known as the Cleary Act)

Your Right to Know

Logan prides itself on maintaining a safe and secure environment for its students, faculty and staff. Logan has been fortunate in not experiencing a significant number of serious crimes in the past. To continue this trend, a competent and professionally trained security service is available 24 hours a day, seven days a week and is responsible for a number of security activities designed to ensure that students, faculty and staff are protected as much as possible.

In accordance with the federal law entitled, “Commonly known as the Cleary Act”, certain crimes reported to campus security authorities must be published for the

past three calendar years. In compliance, Logan’s Campus Security Report is available on the Logan website at www.logan.edu to access click on Current Student – Campus Resources - Campus Security Report.

We strongly encourage students, administration, faculty and staff to be alert, take precautions and to report crimes and suspicious activities immediately to help us reach our goal of a crime-free campus. Any crime, suspicious behavior or emergency situation should be reported directly to Campus Security at extension #1986. The Campus Security Officer is located in room 104 which is located in the main Lobby of Logan’s Administration Building next to the Receptionist’s Office.

We welcome your suggestions and comments on how to make the campus an even safer environment. To share your ideas, please contact Mr. Bill Wharton, Plant Superintendent, at extension #1980.

Overview

Logan’s security is contracted to a private security company, which is responsible for the security of the campus community. Its purpose is to provide a safe, problem-free environment for students, faculty and staff, while enforcing college policies and procedures. Logan Security Office maintains close working relationships with the Chesterfield, St. Louis County and St. Louis City Police Departments. When appropriate, the Security Office also works with other state and federal law enforcement agencies, such as the State Police, FBI or Drug Enforcement Agency. Members of the Security Department are licensed by the St. Louis County Police Department and have the right to detain individuals but are not commissioned law enforcement officers and do not possess authority to arrest individuals. At the satellite health centers, the municipalities and/or other private security services provides security support. The following sections highlight Campus Policies and Procedures implemented to ensure a safe and secure campus environment, and to comply with the provisions of the Cleary Act.

Campus Security Procedures

The following procedures are designed to promote a safe and secure campus environment.

Reporting Incidents

All Incidents should be reported promptly to campus security. Whether you are the victim or a witness, you should report any crime or suspicious activity. For each incident reported, an investigation is conducted and a file is created. **Any student or employee who observes an incident such as theft or property damage, substance abuse, assault or suspicious behavior should report the activity immediately to campus security by dialing extension #1986 from a campus phone or 636-227-2100, extension #1986 from an off-campus phone.** Logan security personnel are equipped with two-way radios that ensure timely deployment of personnel.

In an emergency on the Chesterfield campus, students and employee should do one of the following:

1. Use an outside-line telephone to call the police. Dial 8 for access in the Outpatient Health Center then 911 or dial 9 for access in the rest of the college then 911.
2. Report the incident to campus security by calling extension #1986 from one of the campus phones that are located throughout the campus.
3. Communicate as much information about the incident as possible (e.g., location, type of incident, description of those involved). If you have called the Police immediately call Security to report the incident.

If you are at a satellite Health Center, report any incidence of crime to the Health Center Clinician or contact campus security directly by calling 636/227-2100. In an emergency situation contact the following security systems or police departments directly by using 911:

Health Center Department and Phone Number

- ARC
St. Louis City Police 911
- Barnes-Jewish Center
BJC Security/St. Louis City Police 911
- Bogey Hills
St. Charles Police 911

- Chesterfield
Chesterfield Police 9 access than 911
- Harbor Light
Private Security/St. Louis City Police 911
- Mexico Road
St. Peters Police 911
- St. Patrick Center
Private Security/St. Louis City Police 911
- Southroads
St. Louis County Police 911
- Yorkshire
Webster Groves Police 911

All serious incidents (Part I or Part II crimes as described below) are reported to the Chesterfield, St. Louis County and St. Louis City Police Departments.

Part I crimes include:

Murder;
Robbery;
Sexual assault;
Burglary;
Auto theft;
Arson; and,
Arrests

Part II crimes include crimes involving:

Bodily injury to any person;
Larceny-theft;
Simple assault;
Intimidation and property destruction; and,
Theft or vandalism
In which the victim is intentionally selected because of the actual or perceived race, gender, Religion, sexual orientation, ethnicity or desirability of the victim.

Additionally, these police departments provide Logan's security officers with a report of incidents that have been reported to them for the neighborhoods surrounding the campus and health centers. This information is consequently posted for the Logan community's information. Should incidents occur on campus that are beyond the capability of the campus security staff, the local police departments will respond and assist in the proper handling of the incident.

If you believe there has been a violation of the Campus Security Act, you may file a complaint with the Direc-

tor of Physical Plant who is located in room G36. If, after receiving a reply to the complaint, you still feel that the violation has not been addressed, you may appeal to the Vice President of Administrative Affairs, who has the ultimate responsibility to receive and resolve such complaints.

Campus Telephone Service

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

Anatomy Lab	S228
Diversified Lab	SB9 & SB10
Research Lab	(S118)
Histology Lab	S114
Microbiology Lab	S114
Cafeteria	At the entrance to the cafeteria
Learning Resources Center	Circulation Desk
Health Center	Chesterfield Campus Outpatient and Student Health Center Reception Desks
Classrooms	G456, G48, G49, G102, G105, G107, 142A, 142B, 156A, 156B

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

Escort Services

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.

Identification Cards

All current Logan students, faculty and staff are issued identification cards for entering campus buildings and events, as well as access to Logan services. 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. When deemed necessary by security, periodic identification checks are made for the safety and welfare of Logan.

Crime Prevention

A series of crime prevention seminars and orientations are conducted periodically throughout the year for all students and employees.

Public Safety Alert

The Public Safety Alert is being developed as a communications resource to better communicate important information to the campus community and its neighbors.

Daily Incident Journal

The Security Department maintains an incident journal. This is a chronological listing of all crimes and significant incidents responded to and documented by security officers.

Safety and Concealed Weapons 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 to a Logan staff member, faculty member, student, guest, or visitor on or off premises. Verbal or written threats or any kind, even in jest, will not be tolerated and may result in disciplinary action up to and including termination, expulsion, or removal from the premises pending investigation. Fighting or verbal threats will be dealt with promptly. In further effort to maintain a violence free learning and work environment, Logan adopts the following policy regarding firearms and concealed weapons:

1. firearms, concealed weapons and explosives are not allowed at any time on property owned or leased by Logan (including Logan parking lots) or in vehicles owned or leased by Logan, or on the person of any faculty or staff member, student, visitor, or guest while that individual is on Logan property;
2. firearms, concealed weapons and explosives are not allowed in the private vehicle of any faculty or staff member, student, visitor, or guest of Logan while such vehicle is on Logan property; and

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

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

Alcohol and Drug Policy

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

Off-campus possession, use, distribution or sale of narcotics or drugs by students, faculty or staff is inconsistent with the Logan's policies and goals, and therefore prohibited. Any and all types of illegal drug paraphernalia including but not limited to bongs, pipes, or any items modified or adapted so that they can be

used to consume illegal drugs are not permitted on Logan property.

Logan's Policy Regarding use of Alcohol is consistent with local, state and federal laws/regulations. The Alcohol Use Policy is presented in the Logan Student Handbook and focuses on the responsible use of alcohol at Logan Events. See also the Policy Regarding Use of Alcohol at Logan events in this handbook.

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

Logan Policies

To provide for the safety and security of those using Logan facilities, certain policies have been initiated. Of particular importance are the following:

Building Access

All Logan buildings are owned or leased by Logan. These buildings are opened at a designated time each morning and secured at a designated time each evening by assigned personnel. Any unauthorized person entering a campus building is considered to be trespassing. After-hour access to Logan -owned or managed buildings is determined by the needs of each department. Once a building has been secured for the evening, only authorized individuals are permitted to enter.

Physical Plant Accommodations

Because Logan is situated in an urban-suburban environment, a primary consideration in any new construction or renovation planning is the use of high intensity lighting levels combined with low-lying shrubbery and a minimum number of trees to create safe walkways. The Security Office advises the Physical Plant management when lighting levels are inadequate in areas. Safety hazards are noted for action and corrected.

LOGAN CRIME STATISTICS:

Criminal Offenses — Main Campus

The Campus Crime and Security report can be found on the Internet at <http://ope.ed.gov/security>.

COUNSELING SERVICES

The counseling program at Logan, under the direction of the Director of Student Services, is staffed with qualified professionals who are skilled at providing services relevant to a wide range of concerns including: social skills training, communication skills training, study skills training, assertiveness training, drug and alcohol dependence, and professional case consultation for interns working in the Health Center. Counseling services are provided, by a licensed psychologist, free of charge to students, faculty and staff, as well as spouses. The goal of the service is to help the individual achieve the highest level of personal and professional competence, responsibility and happiness. Anyone receiving counseling is assured of being protected by a strict code of ethics wherein all counseling matters are held in strict confidence between counselor and counselee subject to applicable laws and rules of professional responsibility. The counselors can be contacted directly or through the Administrative Assistant of the Director of Student Services Office located in Room 147.

Tobacco Policy

SUBJECT: TOBACCO FREE CAMPUS POLICY

Having been approached by the students of Logan College of Chiropractic (receiving a majority vote by the students), a vote of the faculty, and comments and concerns solicited of the staff, the Board of Trustees find that the attached student's Tobacco-Free Campus Policy as amended is in the best interests of Logan, its personnel and its students. Therefore, the Board adopts said Tobacco-Free Campus policy, as amended dated 06/10/2009, as a policy of the College.

RECOMMENDED BY: vote of the student body of Logan College of Chiropractic, and amended by the Board of Trustees on June 10, 2009.

Policy becomes effective on the start of the Fall 2009 trimester.

I. Mission

In keeping with the honored tradition of a strong emphasis on wellness and health care, Logan

supports the findings of the American Cancer Society that tobacco use in any form, primary or secondary, is a major health risk.

Logan recognizes that environmental tobacco smoke has been classified as a Group A carcinogen by the United States Environmental Protection Agency and contributes to institutional costs in other ways, including potential fire damage, cleaning and maintenance costs and costs associated with employee absenteeism, health care and medical insurance.

Logan's University Programs and College of Chiropractic, in becoming the premier college of choice for individuals dedicated to providing excellent patient, health and lifestyle care that upholds wellness and individual quality of life, recognizes the need to promote healthy lifestyle choices on its campus. In a recent survey, a majority of the student population of Logan stated that they would support an initiative to make the Logan campus tobacco-free. In support of the student body and in recognition of the importance of healthy lifestyle choices of our profession's integrity in the community, Logan hereby adopts the underlined Tobacco-Free Campus Policy.

Prior to the policy effective date where the needs of smokers and nonsmokers conflict, smoke-free air will have priority. Nevertheless, in areas where there is fixed seating, such as the Purser Center and the Logan pavilion, the designated area for outdoor smoking will remain the same until the policy effective date.

II. Policy

In maintaining the health, safety, and comfort of the Logan Community, and consistent with state law (191.7650191.777RSMo2000), starting at the beginning of the Fall 2009 trimester, Logan prohibits tobacco use and smoking in facilities and on grounds owned and occupied or leased and occupied by Logan (with exceptions allowed as described later).

For purposes of this policy, tobacco use is defined as chewing or burning of any type of tobacco product including, but not limited to, cigarettes, cigars and pipes.

Logan will provide educational literature and provide the names of organizations to which our students, faculty, and other academic appointees and staff may go for assistance outside of the institution.

Beginning on the start of the Fall trimester 2009, the following modifications to Logan's current no smoking Policy will be in effect.

Tobacco-free areas:

- Inside all Logan-owned buildings, including classrooms, hallways, cafeteria, and offices;
- Logan Vehicles; and.
- Entrances to all buildings on the campus and at Logan affiliated health centers.

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

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

The sale, distribution of, or advertisement of tobacco products on campus or in campus publications is prohibited.

Logan University Programs/ College of Chiropractic will provide information about accessible programs to treat tobacco addiction and regularly publicize their availability.

The Logan Tobacco-Free Campus Policy will be included in the new employee and student orientation information, and other campus documents where appropriate. Logan encourages employees and students not to smoke by offering educational information and providing information about smoking cessation classes available in the community through the Office of Student Services and Human Resource Department.

Beginning in the trimester in which the policy is approved through to the policy effective date, the SDC will begin disbursing information in efforts to educate and increase awareness of the Tobacco-Free Policy and to help prepare tobacco users for the policy effective date. These events will be open to the entire Logan Community.

III. Enforcement:

Any member of the Logan Community that does not comply with the above policy will be subjected to disciplinary action as described by staff, faculty, or student handbook pertaining to violation of Logan University Programs/College of Chiropractic policies. Repeated violations of this policy will result in disciplinary action for both students and employees. For example, the first offense will result in a written warning/citation, second offense results in a fine of \$50.00, and the third offense results in suspension from the educational program or employment.

PREPARATION OF TESTS

(Administrative Policies and Procedures Code: 2820)

Policy

Logan will provide adequate secretarial and duplicating support services for instructors to prepare classroom examinations. It is the responsibility of each instructor to follow General Secretarial Staff (GSS) guidelines relating to the preparation of exams. These guidelines deal with the amount of lead time required for exam preparation, policies to ensure exam confidentiality, etc.

Logan secretaries and duplicating personnel will not prepare materials for persons presenting postdoctoral seminars. Because instructors are remunerated for postdoctoral teaching, they will independently contract for typing and duplicating services with outside vendors. Repeated violations of this policy constitute grounds for disciplinary action or dismissal.

Procedure

1. Instructors must prepare exams and deliver them to GSS (or other secretarial staff) 72 hours prior to the time they are needed. If exam items are already part of an item pool in a word processing document file, a 48-hour lead-time is all that is required. During heavy demand periods (e.g., midterms, finals), the amount of lead-time required for exam preparation may be extended by the GSS supervisor.
2. Any requests for exceptions to the above procedure must be submitted in writing to the office of Vice President of Academic Affairs

and explain why an exception is required. The Vice President will then either approve or reject the request.

3. All requests for duplicating tests must include the department for which charges are to be billed.
4. Completed exams must be signed for and may only be picked up by the Instructor for which they were prepared.
5. All midterm and final exams prepared by faculty including all test material created and contributed by the faculty for exam inclusion become the property of Logan and as such are deemed to be copyrighted by Logan. Permission for submission to any other agency must be as signed by the appropriate officer of Logan.
6. Instructors must submit copies of their final exams for filing to the office of the Vice President of Academic Affairs each trimester.

MACHINE SCORING OF TESTS (Administrative Policy and Procedure Code: 2830)

Policy

Logan will maintain an automated system to score objective (i.e., true-false, multiple choice) examinations. It is the responsibility of the instructor to provide: a) appropriate class instructions for using machine-scorable answer sheets, b) answer keys for the scanner, and c) test scoring request form with class number, test number, and any special instructions.

Procedure

1. Instructors can obtain necessary instructions on the use of scannable forms and procedures from the Clinical Science and Chiropractic Science Secretary.
2. After tests and answer keys are prepared, they should be dropped off in the Clinical Science and Chiropractic Science Secretary's office with a scoring request form.
3. Printouts giving student scores, frequency scores, frequency distribution, item analyses, etc., may be picked up by the instructor, along with the exams and keys within 24 hours after they have been turned in.

4. The reporting of scores to students, Registrar, etc., is the responsibility of the faculty member.

NO scores will be distributed or reported through the Clinical Science and Chiropractic Science Secretary's office.

CELL PHONE POLICY

No book bags or cell phones may be present at the student's desk at the time of test taking. Faculty members shall ask students to leave book bags and phones in their lockers. Any book bags brought to the classroom on testing day are to be deposited in the front of the classroom.

Cell phones shall not be used or turned on in the classroom and laboratory during any class session. Cell phones shall not be used or turned on in the Learning Resource Center. Failure to comply with this policy may result in disciplinary action.

FACILITIES FOR DISABLED PERSONS

Logan's facilities are accessible to disabled persons. Entrance to the building from the parking lots in front of, and adjacent to, the Health Center is accomplished without the use of stairs. Each floor of the college is readily accessible by the elevator. The Outpatient Health Center has wheelchair accessible rest rooms located in the lobby. The Science and Research Building is also equipped with an elevator and restrooms with wheelchair accessibility. The Purser Center has similar accommodations for disabled persons.

OFFICE FACILITIES

Offices are provided for all faculty. Faculty may have to share office space.

KEYS

Keys are available to faculty for their offices, equipment, and classrooms as needed. Written requests for keys may be submitted to the Vice President of Academic Affairs. If approved, the request will be

routed to the Plant Supervisor. When the key is made it can be picked up in the Shipping and Receiving Office where an individual responsibility form is signed for each key received.

FACULTY MAILBOXES

Faculty mailboxes are located in Room 202 on the second floor of the Administrative Center by the center staircase. Letters and packages are collected from the Chesterfield Post Office each day and then routed to the appropriate office or faculty mailbox. Packages may also be picked up from the Mailroom (G17). Faculty mailboxes are also utilized for official college communications, inter-faculty communications, student messages to faculty members, etc. Mailboxes are the property of Logan and, therefore, there is no right to privacy regarding the contents of mailboxes provided for faculty use.

OFFICIAL NOTIFICATION THROUGH E-MAIL

Logan will utilize the E-mail system provided to all students, staff and faculty to communicate official notices. Notices will include but are not limited to student and class messages, library fines, academic information, notice of readiness of contracts or schedules, general and committee meetings, etc. Individuals can access their E-mail accounts from their home computer. If help is needed to do this, contact the Information Systems Dept.

POSTING OF INFORMATION

Logan maintains bulletin boards and posting kiosks across campus. All material displayed on Logan bulletin boards and posting kiosks must be approved and updated by the Director of Student Services. Material that has not been approved or is more than one month old will be removed.

Signs and posters should be no larger than 10" by 12". Signs and postings cannot be placed on doors or in stairwells. A maximum of 15 posters describing the same event or idea will be approved.

A. Responsibility for Content

1. An individual or organization shall be personally responsible for the content of any sign, notice, poster, or other material refer-

enced herein, which the individual or organization sponsors or posts on campus.

2. Advertisements or promotions on campus or in university publications and activity programs do not imply official endorsement by Logan.

B. Violations

1. Non-compliance with any of the provisions in these guidelines will constitute a violation;
2. All printed materials in violation of these guidelines will be removed;
3. Any violation or continued violations of these guidelines will be handled in accordance with the severity of the infraction, and will include one or more of the following responses:
 - a. Written warnings;
 - b. Denial of future posting or other privileges; if applicable;
 - c. Referral to the Director of Student Services if additional action is necessary.

Communication

Distribution of News and Information Publications

The following Policy on Distribution of News and Information Publications Policy is intended to:

- a. allow for the maximum promotion of Logan-sponsored publications, events, and activities;
- b. help foster and maintain a campus atmosphere of personal responsibility and mutual respect;
- c. ensure that Logan lawfully maintains its legal status as a non-profit institution; and
- d. ensure a safe environment of order and cleanliness on campus.

News and information publications on the property of Logan must be distributed in accordance with Logan's policies and legal status.

General Regulations

Content of all printed materials posted or distributed on campus must:

- Contain no material which may incite readers into imminent lawless action;

- Contain no derogatory language or material that is aimed at harming a specific person or an organization's reputation;
- Contain no advertisements or promotions for alcoholic beverages, illegal drugs, or drug paraphernalia;
- Contain no material which violates Logan's Policy on Equal Educational Opportunity and or Equal Employment Opportunity;
- Contain no material which violates Logan's Prohibition Against Harassment;
- Contain no material which states or otherwise suggests Logan's endorsement of a political candidate, political party, or political position;
- Contain no advertisements for products or services that undermine the academic integrity of Logan.

Approved On-Campus Publications

The following publications are approved for distribution on campus without restriction:

- The Blue Sheet
- The Tower
- Logan Speaks
- Chiropractic Arch
- Advisor Connection
- Student Connection

Off-Campus Publications

Off-campus publications, individuals, or vendors must have the written permission of the Publications Review Committee to distribute literature on Logan's campus.

Distribution of Printed Materials

Material to be distributed to the students must be approved by the Director of Student Services or designee. It is the policy of Logan that no printed material other than that which is appropriate to course objectives or Logan administrative matters may be distributed to individual students. An area is provided in the vending area across from the cafeteria for reading material which students/staff/faculty may choose to take. Logan reserves the right to remove material that is viewed by the institution as slanderous, indecent or otherwise inappropriate.

The Publications Review Committee

The Publications Review Committee is comprised of the Assistant Vice President of Public Relations, the Director of Student Services, and the General Counsel.

Application for Approval to Distribute

Applications for approval to distribute shall be in writing to the Publications Review Committee:

- The Publications Review Committee will review the off-campus publication to ensure compliance with the General Requirements for all publications distributed or posted on the campus of Logan.
- The Publications Review Committee shall not withhold approval based on the editorial content of the publication;
- Off-campus publications and their content must comply with the policies of Logan and any applicable state or federal regulations, including libel laws.
- If the Publications Review Committee approves distribution or posting of an off-campus publication, the off-campus publication may distribute on campus subject to the following:
 - a. Logan shall have the exclusive right to limit the number of distribution points and quantities of all such publications.
 - b. Approved publications may only be distributed by the vendors at designated locations specified by Logan;
 - c. Publications distributed in non-designated locations will be subject to removal and legal action where applicable.

SELLING GOODS OR SERVICES

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

- It is the policy of Logan that no meetings between vendors and students take place on campus. Included under this policy, no outside

speakers or members of the Logan community can engage in direct marketing to students. All vendors, including students, faculty, and staff must conduct all business with the bookstore. The Administration must authorize exceptions to this policy.

- Logan sponsored activities, such as institutional fund-raising, Distributor's Day, or other efforts to support the academic and educational mission and goals of Logan are appropriate and allow able activities under this policy. It is permissible for students to offer certain services approved through a department on campus such as fitness classes through Sports and Activities. In addition, solicitations for approved charitable organizations are also permissible.
- Sale of commercial or personal products and services, outside of the above parameters, is strictly prohibited. The phrase "sale" of commercial or personal products and "services" includes, but is not limited to, on-campus sales of personal healthcare items and services, natural supplements and/or vitamins, cosmetics or jewelry sales, raffles, tickets for goods or services, food products (other than those licensed by Logan), and service activities.
 - o In the case of selling natural supplements and/or vitamins, all business must be conducted with the Logan Health Centers. Logan will maintain an adequate inventory of natural supplements and/or vitamins for sale to students, faculty, staff, and Health Center patients.

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

JURY DUTY

(Administrative Policies and Procedures Code: 3014)

Policy

Logan encourages its faculty and staff to meet their civic responsibility by serving jury duty when called

upon to do so. Occasionally such participation would adversely affect the college's ability to provide quality services to its students and the public. If this were to happen, the college would support the employee's efforts to coordinate jury duty with non-teaching schedules. This would of course be decided on a case-by-case basis.

Procedure

1. Employees shall submit any notice to appear as a juror to their immediate supervisor.
2. The immediate supervisor will forward the request to the Vice President who will review any documentation provided by the employee. The Vice President will make the final decision and, if appropriate, forward the request to the Jury Commission with a supporting letter.
3. If the employee does serve jury duty, it is their responsibility to keep their supervisor informed of their status. When the employee returns to work, they are to submit an Absence Record Form along with supporting documents of days served to the Human Resources Department.

U.S. VOTER REGISTRATION

Logan is required by the Higher Education Act Amendments of 1998 to make a good faith effort to make voter registration forms available to students. Voter registration forms are available in the Learning Resources Center at the Circulation Desk.

COMMUNICABLE DISEASE POLICY

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

CHILDREN ON CAMPUS

Children on campus must be accompanied by a parent or legal guardian at all times. Children under the age of sixteen (with the exception of pre-approved tour groups) are not permitted in the laboratories. In order to maintain an atmosphere conducive to teaching and learning, children will not be permitted in the

classrooms during instructional periods. Violations of this policy will be referred to the office of Student Services for appropriate action.

DOMESTIC ANIMALS ON CAMPUS AND IN THE CLASSROOMS (Administrative Policies and Procedures Code: 1226)

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

NOTICE OF SCHOOL CLOSING

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

As appropriate, an announcement will be made that Logan may be on a **SNOW SCHEDULE** or **CLOSED**.

SNOW SCHEDULE will mean work hours will begin at 9:00 a.m., and classes will start with third hour at 9:15 a.m. BROADCAST TIMES:

Radio:	KMOX 1120 AM	5:30 a.m.
	Y 98.1 FM	5:30 a.m.
Television	KSDK CHANNEL 5—	5:30 a.m.
	KTVI CHANNEL 2—	
	EARLY MORNING PROGRAMMING	

Classes should form a telephone “tree” so that class officers can make sure that all students are quickly contacted. It is a student’s responsibility to listen to these stations so they are aware of what schedule the school is following.

When an announcement is made that school or Health Centers are closed, this means: No students are required to attend; the faculty are not expected to be present unless notified by radio or telephone.

PURCHASE REQUISITIONING

Requisition forms are available through the Division Chairperson and/or Department Head. After the form is filled out and signed by the person requesting purchase and their Department Head and/or Division Chairperson, it is then given to the appropriate Vice President for approval. If approved, it is then sent to the Purchasing Department for processing.

The requisition form is not a valid purchase order; therefore items included may not be ordered directly. Logan has a budget system that monitors expenses and capital expenditures before they are incurred. If an item has not been provided for in the budget, it will not be approved for purchase and the requisition will be sent back to where it originated.

IDENTIFICATION CARDS

As a faculty member, a current ID card is required and is used as an LRC card. The ID card is for your convenience and protection. If it is lost or damaged, you will be required to pay a nominal fee for its replacement. The badge quickly identifies you as faculty. Upon leaving Logan, this identification card must be returned to the Accounting Department in order to receive your final paycheck.

PARKING

Logan provides parking in designated parking areas for all Faculty members. The parking permit is issued at no cost, and may be obtained through the Physical Plant Office (G-36). Permits are available for additional vehicles brought on campus. No employee is permitted to park in the visitor or patient lots. Failure to comply with above regulations will result in a traffic violation and a ticket will be issued.

PARKING REGULATIONS

Students, Faculty & Staff may park on the following parking lots:

LOTS	#1, #2, #3, #4, #5, #6, #7, #9, #11
LOT #8	Visitors Only
LOT #10	Health Center Patient & Visitor Parking Only

Covent Garden Service
1410 North 14th Street
(314) 231-5651

Note: Lots #10 & 11 are divided by a double yellow line painted on the pavement.

- There is NO parking in fire lanes.
- All vehicles must have a valid, clearly displayed parking permit either hanging from the rearview mirror or attached to the lower left rear window.
- There is NO parking on campus roads. Parking only on designated parking lots between two white parking space lines is permitted.
- NO parking in reserved or handicapped areas unless authorized by the administration.
- Parking or driving on any grass area is prohibited.
- The speed limit is 20 mph in all posted and non-posted areas of the campus.
- Student and Health Center parking regulations are in effect 5:00 a.m. to 5:00 p.m. Monday through Friday
- Restricted areas, fire lanes, visitor, handicapped & reserved areas are in effect 24 hours a day.
- Parking tickets will be issued for violations of the parking regulations. Fines are \$25.00 for each violation. To appeal your ticket, write to the Director of Student Services and include a copy of the ticket within 14 days of receiving the ticket.
- The owner of a Logan parking permit is responsible if their posted vehicle is illegally parked by other drivers.
- Temporary parking stickers are available for all temporary vehicles, i.e., rental or borrowed vehicles, can be obtained for up to 30 days.
- Motorcycle parking is available in southeast corner of lot #2 (area marked).
- All vehicles being left on campus overnight should be cleared with security.
- Campus closes at 12:00 midnight.
- Vehicles parked in fire lanes will be towed at owner's expense to:

PARKING TICKET APPEAL COMMITTEE

Anyone wishing to appeal a parking ticket, whether they are student, faculty or staff, should fill out a Parking Ticket Appeal Form, which is available in Room 147, they should then attach the parking ticket to the form and submit it to the Associate Director of Student Services in Room 147 for consideration by the Parking Ticket Appeals Committee. Appeals must be made within 14 days from the date the parking ticket is issued. The Parking Ticket Appeals Committee will meet as needed.

The Parking Ticket Appeals Committee, whose purpose it is to make decisions in the case of initial appeals, consists of one student member of the Professional Committee, one faculty member of the Professional Committee and the Assistant to the Director of Student Services who serves as chair. The student member should be chosen by the SDC President or his designee and the faculty member should be chosen by the Director of Student Services or designee.

Those present at the committee meeting will be the three-member panel, the person who received the ticket (if he/she chooses to, but is not necessary), and the Security Officer who issued the ticket. The three-member panel should vote in private and should be able to explain their rationale for any voided tickets. Persons appealing can find out the committee's decision by conferring with the Director of Student Services in Room 147 after the committee meeting.

After a decision is made by the Parking Ticket Appeals Committee, the student/staff person has seven business days to appeal the decision to the Director of Student Services. This can be done by submitting a written request to the Director of Student Services (Room 147). The person who is appealing a decision of the Parking Ticket Appeals Committee to the Dean of Student Services does not meet with the Dean of Student Services unless requested to do so. The decision of the Dean of Student Services is final.

NOTARY SERVICES

Notary service is available free of charge by the Registrar or Assistant Registrar (Room 262), Secretary to the Vice President of Academic Affairs (Room 264), and Secretary to Chiropractic Science Division and Clinical Science Divisions.(Room 152).

LOST AND FOUND

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

FACULTY LOUNGE

Logan has made available to the faculty a Faculty Lounge. Faculty meetings are held there and it is a place where faculty members can sit, have coffee, tea, or a soft beverage, breakfast or lunch. The Faculty Lounge is equipped with a large refrigerator, coffee, tea, TV, microwave, newspaper and radio. There are enough café tables and chairs to seat 35-40 faculty members comfortably. Each faculty member is provided with a key for admittance.

WILLIAM M. HARRIS SPORTS/ WELLNESS COMPLEX

The Sports/Wellness Complex includes indoor facilities, a fitness center with cardiovascular and weight equipment; and a conference room, along with the office of the Director of Sports and Activities. Outdoor facilities include a basketball court, tennis court, two sand volleyball courts, pavilion, baseball and soccer fields, and a half-mile asphalt jogging track.

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

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

All group requests to use the Sports/Wellness Complex facilities must be submitted to the Director of Sports and Activities/Director of Student Services Office 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.

STANDARD PROCESS® STUDENT CENTER

The Standard Process® Student Center includes both recreation and relaxation areas, and the Student Doctors Council offices and Testing Center. It features a mezzanine level with natural light through the space. The center's amenities include a television lounge, game room, collaborative study tables, research carrels with internet access, meeting rooms, and Charlie's Grab 'n Go which features an assortment of food and beverages. The game room features ping pong, air hockey, foosball, billiards, and several flat screen televisions.

CAFETERIA AND CHARLIE'S GRAB N' GO

The Logan cafeteria is located in the lower level of the building. Breakfast, lunch, and snacks may be purchased. Coin-operated vending machines and microwave ovens are located in the Vending Room (G30A) across the hall from the cafeteria and within the Student Center. Charlie's Grab N' Go is located within the Student Center on the first floor of the administration building. Sandwiches, beverages and snacks will be available for purchase. The hours of operation for the cafeteria and Charlie's Grab N' Go are from 6:45 am to 2:00 pm Monday through Thursdays and 6:45 am to 1:00 pm on Fridays when classes are in session.

BOOKSTORE

The Bookstore is on the main floor, near the Montgomery Health Center, and is open Monday through Friday, from 7:00 a.m. to 4:00 p.m. and Saturday from noon to 4:00 p.m. School supplies, textbooks, anatomical charts, spines, clinic jackets, lab coats, gym bags, shorts and shirts for sale as well as other miscellaneous items.

PERSONAL TELEPHONE CALLS

Telephones are to be used primarily for Logan business. Personal telephone calls are to be kept to a minimum and, if possible, personal matters should be handled outside of work.

NEPOTISM

Logan permits nepotism only with special approval of the Board of Trustees (Board Policy 320).

LOGAN-COMMUNITY RELATIONS

Logan has for years enjoyed a good reputation in the St. Louis community. It is imperative that this reputation be maintained.

All faculty members are expected to use the highest degree of honesty and truthfulness in dealing with the public. They are not to use their position at Logan for personal gain of any sort.

Faculty members are encouraged to participate in civic clubs and other community activities. This would be beneficial to their personal growth as well as to the reputation of Logan.

NEWS RELEASES

All newsworthy items should be submitted to the office of the Associate Vice President of Public Relations, who will coordinate the material with Logan's public relations firm.

MEDIA INQUIRIES

All phone calls and other inquiries from the media must be referred to the office of the Associate Vice President of Public Relations.

ALUMNI ASSOCIATION

Alumni affairs are handled by the office of the Alumni Association. The Alumni Association maintains an office on campus, which can be used for communication with the Association.

PHYSICAL QUALIFICATIONS FOR ADMISSION/ENROLLMENT

The following physical qualifications are essential for participation in the Doctor of Chiropractic Degree program, the Bachelor of Science Degree in Human Biology program and the Bachelor's of Science Degree in Life Science program, and the Master's degree at Logan:

1. All students must be able to perform satisfactorily in Logan's classrooms, clinics, and laboratories.
2. All students are expected to individually complete all coursework in the curriculum.

The following physical qualifications that are essential to successful participation as defined by the Cabinet and ultimately by the Board of Trustees. All students admitted to the program must be able to meet the following physical qualifications, with or without reasonable accommodation.

1. Physical and mental abilities that provide for successful participation and completion of the standard curriculum;
2. An auditory sense sufficient to record patient history and patient history and patient interrogations and provide for routine patient safety, services, and other auditory instrumentation;
3. A visual sense sufficient for reading radiographs and the identification of histological, cytological, microbiological, and pathological structures through microscopy;
4. Tactile perceptiveness as it relates to diagnosis and treatment of human ailments;
5. Manual dexterity in order to perform within the laboratory settings the basic clinical and chiropractic sciences;
6. The physical strength and coordination to perform the common chiropractic manipulative techniques; and
7. The physical strength and coordination of the extremities necessary to apply chiropractic adjustment procedures common to the competent practice of chiropractic.

COMPETENCY BOARD EXAMINATIONS

The Competency Board Examinations (Comp Boards) reflect a college-wide program that assesses both minimum levels of competency and educational outcomes. The student should be able to demonstrate certain minimum requirements or competencies related to the curriculum, with emphasis in Clinical and Chiropractic Sciences.

The Competency Board is both oral/practical and written in format. The written exams may consist of multiple choice, short answer and/or essay type questions. However, a large portion of the examination is oral/practical. This is to encourage students to prepare for the oral communication necessary in doctor-patient and inter-professional relationships as well as in National Board examinations, State, and International Licensing exams.

The Competency Board has multiple components that emphasize clinical reasoning in areas such as physical diagnosis, neuromusculoskeletal diagnosis, and adjusting procedures.

- The multi-station Objective Structured Clinical Exam (OSCE) evaluates proficiency in skills associated with physical, neuromusculoskeletal, and diagnostic examination procedures.
- The Radiology section evaluates applied knowledge of x-ray physics, patient positioning, as well as x-ray pathology.
- The Case Format section includes media that integrate aspects of patient history, inspection, lab, radiology, and clinical decision-making. Students are expected to make a diagnosis and offer recommendations for case management.
- The Basic and Diversified technique sections of the exam are multi-station format. Students demonstrate various diagnostic and technical assessments, in addition to adjusting procedures from the core techniques.

The OSCE section's grade is combined with the grade on Case Format examination. All Competency Board grades are registered as Pass or Fail on students' transcripts and become part of a student's permanent record.

Eligibility Requirements to take Competency Boards

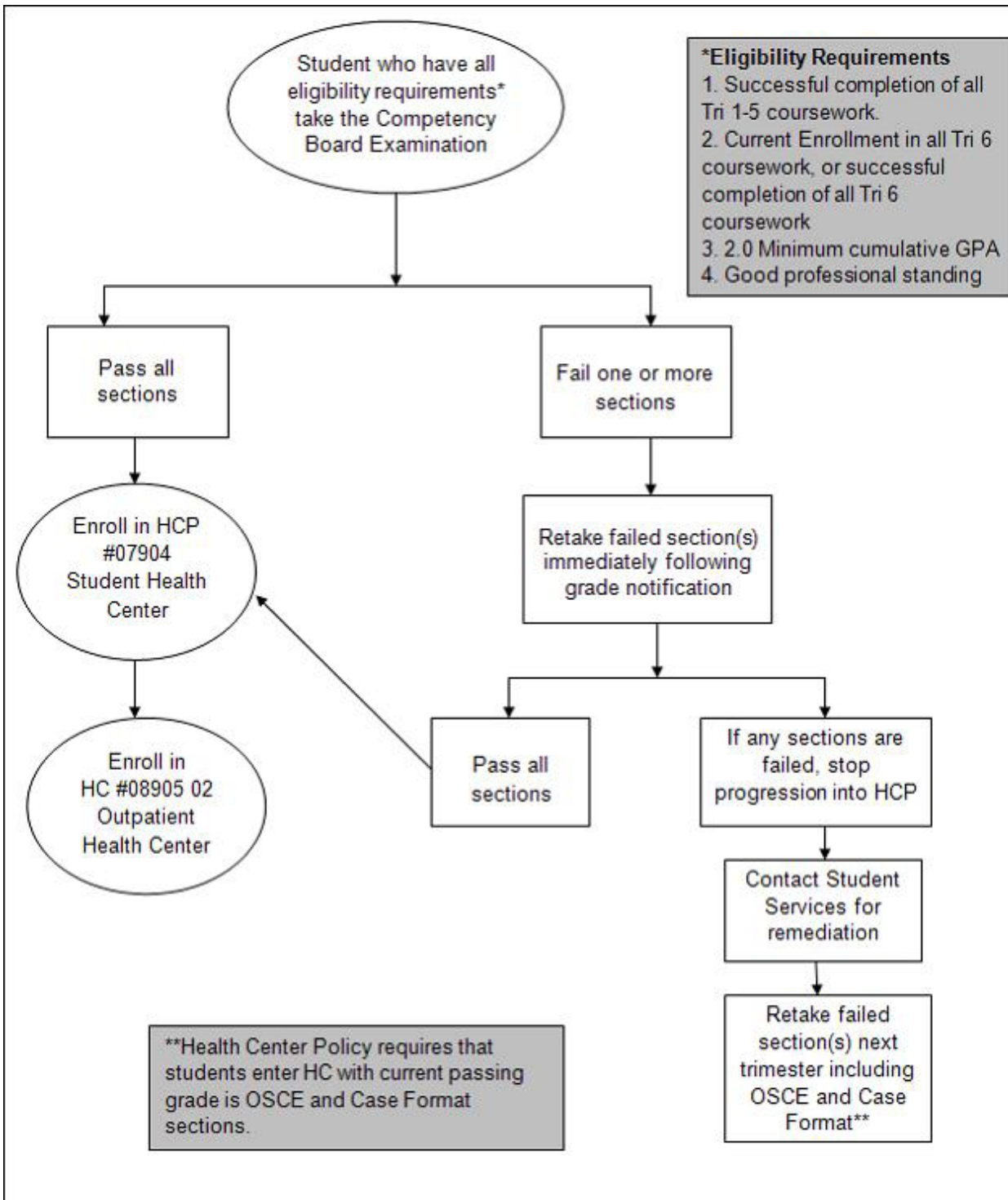
1. For participation in the component of the Competency Boards administered during the first week of the trimester, students MUST have successfully completed ALL coursework through Trimester 6 in anticipation of entering Trimester 7 Health Center Practicum. A grade of "Incomplete" will not make a student ineligible, but must be rectified to a passing grade in the prerequisite course;
2. 2.0/4.0 minimum cumulative GPA; and
3. Good professional standing (i.e. not on Professional Probation by the Professional Committee).

Students may begin testing the first phase of OSCE stations during the trimester prior to their expected matriculation in HC 07904. If a student does not progress to HC 07904, the first phase of testing will be repeated the following trimester. Once eligibility is achieved, the student remains eligible.

If the first attempt is failed, the student is given a second chance and is allowed to retake the failed sections regardless of grade point average. The retake examination will be scheduled immediately following notification of the grades. Failure to present at the scheduled retake time constitutes failure of the retake exam. Two consecutive failures in a section of the Competency Board exam constitute failure of the Competency Board and prevents enrollment in trimester 7 Health Center Practicum HC 07904. In this case, the student will be assigned remedial work during the trimester and will retake the OSCE and Case Format sections of the Competency Board and any failed sections at the next administration.

Successful completion of all sections of the Competency Board is a prerequisite for Trimester 7 Health Center Practicum HC 07904.

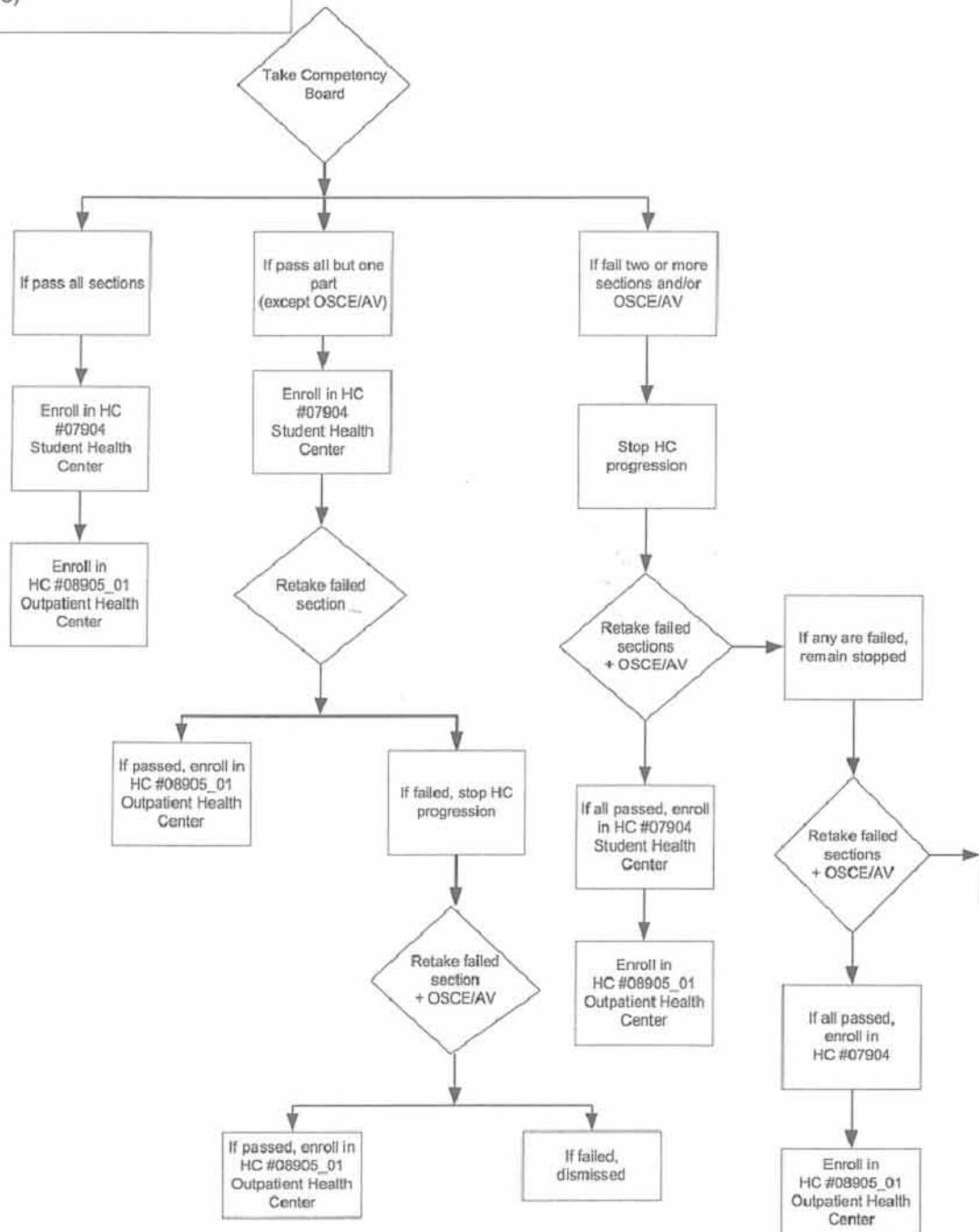
If a student interrupts the Health Center sequence of trimester 7 through 10 for a period of 15 weeks or greater, that student will be required to successfully complete retesting of the OSCE and Case Format components of the Competency Board prior to having his/her clinic privileges reinstated. The flowchart outlining stages of completion and consequences of Competency Board



Competency Board Examination

May 31, 2005

- Eligibility Requirements**
1. Completion of all course work through trimester 6
 2. 2.0 min. cumulative GPA
 3. Good professional standing
 4. Registration in HC#07904 (tri 7 HC)



CHAPTER 8

DRUG ABUSE PREVENTION AND COUNSELING SERVICES

DRUG PREVENTION PROGRAM

Standards of Conduct

It is the policy of Logan to establish and maintain a campus environment that is free from the negative effects of alcohol and illegal drugs. Although the college presumes no prerogatives to intrude on the private lives of either students or employees, the college does reserve the right to require that on-campus behavior meet reasonable standards of safety and professional conduct and that students and employees will be physically, mentally, and psychologically able to perform their required duties.

Accordingly, it is the policy of Logan to prohibit the sale, use, dispensation, manufacture, distribution, or possession of illegal drugs and/or alcoholic beverages on college premises. This prohibition includes off-campus behavior. In some cases this prohibition may include legal and prescription drugs when their use negatively affects on-campus behavior. Logan also prohibits the unauthorized use, possession, or any manufacture, distribution, dispensation or sale of a controlled substance or alcohol. This prohibition excludes moderate use of beer and wine at specially sanctioned and supervised college events (i.e. casino night, field day, etc.). Faculty and Staff may use prescription drugs on campus provided that: the drugs have been prescribed by a doctor for the person in possession of the drugs; the drugs are kept in their original container; and the faculty or staff member's use of the prescribed drugs will not adversely affect the faculty or staff member's ability to safely perform assigned duties, as determined by the prescribing physician. Occasionally the responsible use of alcohol is permitted at special events. In these cases a special application for the use of alcohol on campus must be approved in advance by the Director of Student Services. This application includes the provision of designated servers and drivers.

Whenever the President or the Administration suspects that a faculty or staff member's work performance or on-the-job behavior may have been affected in any way

by alcohol or drugs, or there is reasonable suspicion of alcohol or drug usage, the Logan may require the faculty or staff member to okay to submit to alcohol and/or drug testing. All refusals and positive test results will be entered into the faculty or staff member's permanent record and may result in discipline, up to and including, termination. All records developed and/or acquired pursuant to this policy shall be kept confidential, except under conditions provided in federal regulations, as needed with regard to any rehabilitation program, in litigation and/or matters initiated by a faculty or staff member.

The purpose of an illegal 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 mission. It is the policy of Logan to view chemical dependency (CD) as any other treatable illness. Logan will assume a supportive posture toward CD students and employees who choose to receive treatment.

Health Risks

Drug abuse often leads to harm to the individual and to society. Each of the known classifications of drugs has its unique effect leading to some sort of change in the individual and to specific harmful effects if taken habitually or in overdose quantities. However, it is important to note that signs and symptomology can be misleading. They may merely signify normal variability in human behavior or health. Any conclusions arrived at regarding the use of drugs should be based on incontrovertible fact, not on appearance, assumptions or rumor.

The harmful effects of the ingestion of hallucinogens include hallucinations and other disorders of the senses. Hallucinogens, such as marijuana, L.S.D., psilocybin and synthetic compounds, D.M.T., P.C.P., etc., may result in dilated pupils, excessive perspiration, body odor, distorted perceptions of sight, touch, hearing or smell, and distinct mood and behavior changes from positivity to terror and violence. Withdrawal symptoms from addiction to hallucinogens, their derivatives or analogs are severe, painful and may actually be dangerous to one's life.

Stimulants, such as cocaine, amphetamines, crack and

similar compounds can lead to high blood pressures, physical violence, psychosis, dependence, and addiction. This is a very dangerous form of drug abuse. Users are excessively active, often lose interest in food and sleep, and frequently are irritable, nervous and argumentative. Cocaine users will eventually develop a runny nose, dry mouth and lips, dilated pupils and bad breath. The use of stimulants can quickly lead to addiction.

The symptomology of excessive use of depressant drugs such as tranquilizers, barbiturates, chloral hydrate and similar sedative depressants including alcohol, which may be used in conjunction with the depressant, are not as readily apparent. However, slurred speech, unsteady gait, frequent complaints of nervousness, stress, insomnia and attempts to get prescription drugs at numerous pharmacies are characteristic of the user of depressants. All of the depressants can lead to physical and psychological dependence, impaired judgment and slowed reactions. Continued excessive use of one or more of these depressants can result in impairment of interpersonal relations, loss of memory and gradual deterioration in performance and productivity.

Drugs made from opium and drugs with effects like those of opium are called narcotics. Narcotics have a unique effect on the mind and body of the user. Breathing is slowed and with large dosages can stop altogether. Lethargy, drowsiness, constricted pupils, use of clothing to hide needle marks, and erratic or secretive behavior to conceal stealing, borrowing and excessive drug use are characteristic of narcotic abuse. Addiction to a narcotic builds quickly, a matter of a few weeks. Tolerance to the drug increases and the withdrawal illness is severe. There is always the danger of an overdose and death with narcotics or any illicit drug.

The damage to the health of a society by those who overuse drugs is incalculable. The physical and psychological destruction of self and others is a major health problem. Crimes against property, violent crimes and the crimes associated with the manufacture and distribution of illicit drugs are directly related to the use and abuse of drugs.

COUNSELING SERVICES

Logan maintains a counseling service free of charge

to all students, employees and their immediate family members. Counseling services are provided by licensed professionals as an extension of the Office of the Director of Student Services. Counseling may be initiated by self referral, family members, administration or faculty members. All referrals and follow-ups are confidential except when there is a clear and imminent danger posed to self or others.

Individuals referred to the counseling service for substance abuse will undergo a preliminary assessment. Anyone suspected of drug and/or alcohol abuse will be referred to an appropriate center for further evaluation and recommendations for treatment and rehabilitation at the patient's expense.

Refusal to participate in an approved substance abuse program may result in the referral of the student to the Professional Committee. Application for readmission may be granted without the approval of the President based on a recommendation from the appropriate committee or office.

Missouri State Law

Missouri state law provides that any person who is guilty of unlawful possession of a controlled substance (except 35 grams or less of marijuana) is guilty of a Class C felony. A Class C felony carries an imprisonment term for up to 7 years. Possession of less than 35 grams of marijuana is a Class A misdemeanor which carries an imprisonment term for up to one year.

The distribution, delivery, or manufacture of a controlled substance (except 5 grams or less of marijuana) is a Class B felony and carries a minimum imprisonment term of 5 years and a maximum of 15 years. The distribution of a controlled substance to a minor is a Class B felony with the same penalties.

A person, who distributes, delivers, manufactures, or attempts to distribute more than 30 grams but less than 90 grams of a substance containing coca leaves (i.e., cocaine), is guilty of first-degree trafficking in drugs. If the amount is less than 400 grams, it is a Class A felony which carries a penalty of a minimum of 10 years but not to exceed 30 years. If the quantity is in excess of 450 grams, the Class A felony term shall be served without parole or probation.

Federal Law

The penalties under federal law for illegal possession, use, or distribution of illegal drugs or controlled substances are very severe. Examples of the penalties include the following:

The individual is sentenced under detailed sentencing guidelines, which carry very severe penalties. For example, possession of heroin is a base level 8 offense, which means it can carry a penalty of not less than 2 nor more than 24 months depending upon the criminal history of the offender. Cocaine is a base level 6 offense which carries a minimum penalty from 6 months to 18 months.

The penalties for unlawful manufacturing, trafficking, or distribution of controlled substances carry more severe penalties. The sentencing guidelines are very complex and depend upon the particular type of substance and the amount involved. For example, less than 250 grams of marijuana or less than 50 grams of hashish is considered a level 6 offense. Depending upon the person's criminal history, the offender shall be imprisoned from 6 months to 18 months. Twenty-five grams or less of cocaine is a level 12 offense which carries a sentence of between 10 months and 37 months of imprisonment. Fifty grams but less than 100 grams of cocaine is a level 16 offense which carries a sentence of between 21 months and 57 months of imprisonment.

ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK

I will read the foregoing Faculty Handbook and will make myself familiar with its terms. I understand that it is not a binding contract, but a set of guidelines for the implementation of personnel policies, that any further or additional agreements with faculty must be reduced to writing and executed by an authorized officer, and the oral agreements are of no effect.

In the event of a contradiction between practice or supervisor statements and the Handbook, the terms of the Handbook will control. I will understand that Logan may modify any of the provisions of this Handbook at any time. I also understand that this Handbook does not modify my teaching agreement with Logan.

CHAPTER 9

APPENDIXES

APPENDIX A EVALUATION SAMPLES

APPENDIX B FACULTY COUNCIL BY-LAWS

APPENDIX C QUALITY SYLLABUS CHECK LIST

APPENDIX D COLLEGE CALENDARS

APPENDIX E DEPARTMENT AND TELEPHONE LISTING

APPENDIX F CAMPUS MAPS

APPENDIX G COMMITTEE DESCRIPTIONS

APPENDIX H MISSOURI REGULATIONS

Vice President of Academic Affairs – Faculty Evaluation Form

The Vice President of Academic Affairs's evaluation of each faculty member will cover the following areas: (1) acceptance of college assignments; (2) attitude; (3) cooperation; (4) performance on college assignments; and (5) professional behavior.

- Name of Instructor
- Appraiser:
- Year
- Title: V. P., Academic Affairs

For the following questions: Indicate your agreement or disagreement with the statement by selecting a number and writing in the blank provided opposite the question.

- 5 = strongly agree
- 4 = agree somewhat
- 3 = neither agree, nor disagree
- 2 = disagree somewhat
- 1 = strongly disagree

1. Acceptance of college assignments. Accepts college assignments willingly. Volunteers occasionally.
2. Attitude. Acts in the best interests of the department and the college. Takes a professional attitude toward human relations and personnel problems. Has a positive attitude.
3. Cooperation. Assists colleagues and others with their problems. Is a good team member.
4. Performance on college assignments. Performance level is acceptable to students and administration. Colleagues view his/her performance level consistent with the rest of the department.
5. Professional behavior as it relates to his/her professional activities and the goals and nature of the institution. Acts responsibly.

Composite rating.

UNIVERSITY PROGRAMS OR DIVISION

FACULTY MEMBER: _____

DATES OF EVALUATION: FROM January TO December Year 200_

A. REQUIRED ITEMS:

1. **ATTENDANCE** at Meetings: (one (1) point for each meeting/ceremony attended)

*a. Administrative Faculty meetings, workshops convened by the Vice President of Academic Affairs or the College President:

Date of Meeting PRESENT		Date of Meeting ABSENT	
1.		1.	
2.		2.	
3.		3.	
4.		4.	
5.		5.	
6.		6.	
7.		7.	

*b. University Programs meetings convened by the Division Chair:

Date of Meeting PRESENT		Date of Meeting ABSENT	
1.	8.	1.	8.
2.	9.	2.	9.
3.	10.	3.	10.
4.	11.	4.	11.
5.	12.	5.	12.
6.	13.	6.	13.
7.	14.	7.	14.

c. Graduation Ceremonies: **Attended** **Yes** **No** **Attended** **Yes** **No**

Doctor of Chiropractic BS Degree	April			Award's Ceremony		
	August					
	December					
	February					

* Items not required of faculty member employed at Logan in a part time capacity.

TOTAL: _____

2. PERFORMANCE

- a. On Time Submittal of: (1) Course Grade to the Registrar (one point for each)
 (2) Book orders, syllabi, check-out sheets, and schedule cards to the Division Chair:

Midterm	GRADES	BOOK ORDERS	SYLLABI
1. February			
2. June			
3. October			

TOTAL: _____

Final	GRADES	CHECK-OUT SHEETS	SCHEDULE CARDS
1. April			
2. August			
3. December			

TOTAL: _____

- b. Self-Evaluation Report submitted on time to the Divisional Chair:

December	
-----------------	--

TOTAL: _____

- c. Submittal of Daily Classroom Attendance Sheets on time to the Registrar’s Office: (minus one point for each letter received by the Divisional Chair).

DATE OF LETTER

Spring Trimester	Summer Trimester	Fall Trimester

TOTAL: _____

- d. Classroom attendance by the faculty member: (minus one point for each class not covered/canceled in advance –

as noted by proper documentation; planned absence or emergency leave form must be on file with Division Chair):

DATE OF INCIDENT	COURSE TITLE #

TOTAL: _____

- d. Proctoring of final exams - (a) part time one point for each exam proctored - (b) full time minus one for each test not proctored as assigned.

Spring	Trimester	Summer	Trimester	Fall	Trimester

TOTAL: _____

NOTE: Excused absences are allowed for school business ONLY and must be properly documented and submitted in advance and in accordance with Logan Policy.

SUMMARY OF PART A (50% of the total Evaluation)

	SUMMARY OF PART A	%
1.	Number of points obtained:	
2.	Total number of points obtained:	
3.	Total number of possible	
	TOTAL OF PART A	

B. FULFILLMENT OF LOGAN OBJECTIVE:

NOTE: Faculty members are to attach a current curriculum vitae to this evaluation form as documentation for credit in the following areas. If no current vitae is attached, a score of “0” will be given for this section.

1. **DEVELOPMENT:** (6 ways to earn 4 points maximum)

a. **Continuing Education:**

- (1) Actively registered in course(s) (1 point per 10 clock hours)
- (2) Sit in on other classes at Logan (1 point per 10 clock hours; prearranged with Divisional Chair).
- (3) Seminar attendance (1 point per 10 clock hours).
- (4) Actively teaching Post Graduate Course(s) at any institution (1 point per 10 clock hours).
- (5) Professional Advancement (working towards {1 point} or the attainment of {4 points}).

b. **Class/Course(s) at Logan:**

- (1) Student/course evaluation (the evaluation must be a 3.0 or greater to obtain 1 point). (This is for the composite score, and not one point per class/course).
- (2) Evidence of positive changes/improvement in the class/course (as noted on the self and student evaluations (1 point per course).

TOTAL: _____

2. **RESEARCH:** (3 ways to earn 4 points maximum)

- a. **Personal (investigator):** (must show active progress each trimester to obtain 1 point per project/year).
- b. **Senior Student (Advisor):** (1 point per project; points will be given only for projects that are in addition to what is required to maintain full time {12 hours} faculty status).
- c. **Professional Publications; presentations:** (4 points per item)

TOTAL: _____

3. **SERVICE:** (5 ways to earn 4 points maximum)

- a. Activities, special events: 1 point per event
- b. Contributions to Logan and/or community: 1 point per
- c. Active Memberships: (Logan clubs, committees, professional societies) 1 point per committee/membership (2 points per committee/society if an officer)
- d. Media Publications: 1 point per publication
- e. Faculty Council Attendance: must attend 80% of the meetings to obtain 1 point.

TOTAL: _____

PART B TOTAL: _____

UNIVERSITY PROGRAMS

Faculty Member _____

Evaluation Period _____

SUMMARY OF PART B (50% OF THE TOTAL EVALUATION)

5 - EXCELLENT	{	12 points - 100%
	{	11 points - 96%
	{	10 points - 93%
4 - ABOVE AVERAGE	{	9 points - 89%
	{	8 points - 86%
	{	7 points - 83%
3 - AVERAGE	{	6 points - 79%
	{	5 points - 76%
	{	4 points - 73%
2 - BELOW AVERAGE	{	3 points - 69%
	{	2 points - 66%
	{	1 point - 63%

SUMMARY OF PARTS A & B

PART A	%	x 50%=	
PART B	%	x 50%=	
	TOTAL		

EVALUATION SUMMARY

This evaluation procedure allows each faculty member at the beginning of the year to know what is expected and what is necessary to obtain an excellent evaluation. This evaluation also seeks to maintain Divisional strength through diversity and to assist faculty development through the enhancement of cooperation, performance, and motivation.

I hereby acknowledge review of this evaluation with the Chairman of the Division and affix my signature in agreement.

Date: _____

Instructor: _____

Division Chairman: _____

Faculty Self-Evaluation Questionnaire

Name:

III. Please evaluate your professional activities on a scale of 1 (poor) to 5 (excellent).

	1	2	3	4	5
Teaching	()	()	()	()	()
Advising	()	()	()	()	()
Scholarship	()	()	()	()	()
Service	()	()	()	()	()

NOTE: Scholarship as used here must include the expectation of publication in scholarly and professional journals.

Service as used here includes service to the department, college, learned and professional societies, and the community at large.

II. Summarize and comment on your professional activities during the past year.

1a. Please comment on your teaching activities and effectiveness. Mention such things as methodological innovation, course and curriculum development, graduate responsibility, popularity, etc.

2a. Please comment on your advising responsibility and activities. Include such things as advising load, popularity, availability to students, student contact, student oriented activities, course and subject matter consultation, career advising, etc.

3a. Please comment on your scholarly activities. List material published, in press, or with editors as well as current projects. Also mention papers presented, panel participation, etc.

4a. Please comment on your efforts to develop and obtain Federal and foundation support both personal (NEH grants, etc.) and departmental, both scholarly and programmatic.

5a. Describe your service commitments. Please include departmental and other college duties, committee memberships, learned and professional society obligations, community service, and consulting.

III. Summarize and comment on professional plans for the coming year.

1b. What plans do you have to “develop” as a teacher in the coming year?
Discuss course revision and development, methodological innovation, etc.

2b. What advising duties and activities do you anticipate in the coming year?

3b. What are your scholarly and publication projects for the coming year?

4b. What grantsmanship activities do you propose to undertake in the coming year?

5b. What particular service activities and responsibilities will you undertake in the coming year?

Student evaluations of a faculty member’s classroom performance will be administered at least once a year by the Division Chairperson. Choice of the first course (courses) to be evaluated will be made by the Division Chairperson and choice of the second course (courses) by the faculty member being evaluated. The Department Chairperson’s evaluation and Vice President of Academic Affairs evaluation will be called for once a year by the Vice President of Academic Affairs prior to the final performance review of the faculty member by the Faculty Ranking and Evaluation Committee. The Division Chairperson and/or Vice President of Academic Affairs are involved in classroom visitations.

Generation of the faculty member’s final performance rating will be determined as follows:

1.	Student Evaluation	10%
2.	Faculty Member Evaluation	15%
3.	Division Chairperson Evaluation	45%
4.	Vice President of Academic Affairs	30%

A performance rating scale developed by the Ranking and Evaluation Committee will be used to indicate the performance rating of all faculty members annually. This rating, taken in conjunction with documentation of accomplishments in the area of professional development, will be considered by the Ranking and Evaluation Committee when they submit their final recommendations to the President. The following is a sample of a performance rating scale that might be used by the committee. The relative numerical rating scale takes into consideration the interdivisional rating characteristics and will comparatively rate each faculty member.

Insert Clinician Evaluation Form

Insert Primary Student Faculty/Course Evaluation Form

Insert Secondary Student Faculty/Course Evaluation Form

APPENDIX B – FACULTY COUNCIL BY-LAWS

BYLAWS OF THE FACULTY COUNCIL OF LOGAN COLLEGE OF CHIROPRACTIC / UNIVERSITY

*Approved April 28, 1993, January 11, 2010
Amended September 12, 2002, January 1, 2010*

ARTICLE I – NAME

The name of the organization is the FACULTY COUNCIL OF LOGAN COLLEGE OF CHIROPRACTIC AND UNIVERSITY PROGRAMS.

ARTICLE II – MISSION STATEMENT

The mission of the Faculty of Logan University is to provide quality education and research support utilizing the standards established by the university.

ARTICLE III – MEMBERSHIP

Section 1. The membership of the organization consists of all employees of the College / University who possess faculty rank, and the elected/appointed faculty representative to the Board of Trustees. Individuals with faculty rank, but without faculty status, may attend Faculty Council meetings, with the understanding that they may be asked not to attend on certain occasions. This situation would be considered Executive Session.

Section 2. Any member who is absent for three consecutive, regular Faculty Council meetings, or more than 50% of the meetings within an academic year (September – August), forfeits her/his privilege of holding office or serving in committee positions elected or appointed by the organization, unless it can be demonstrated to the Faculty Council President that the absences were due to conflict with official College / University responsibilities.

ARTICLE IV – OFFICERS AND COMMITTEE REPRESENTATIVES

Section 1. The officers of the organization are a

President, a Vice-President, a Secretary, a Treasurer, and a Member-at-Large. The officers, who are considered the Executive Committee, perform the duties prescribed by the BYLAWS and by the parliamentary authority adopted by the organization.

Section 2. Nominations for Officers and Committee Representatives will be accepted, from the floor, at the regular June meeting of the organization. Additional nominations may be made by organization members to the Secretary of the Faculty Council, within one week of the regular June meeting. There is no limit to the number of individuals nominated for an office. An individual may not be nominated for more than one of the Executive Committee positions. No member may serve on more than three standing committees simultaneously. Individuals nominated for any Faculty Council position will be offered the opportunity to accept or decline the nomination. This process will be done by the Presiding Officer at the regular June meeting, or by the Secretary, for individuals not attending the June meeting, or those nominated after the June meeting.

Section 3. The Officers and Committee Representatives will be elected by secret ballot, prepared by the secretary of the organization. The Secretary to the College / University President or the Secretary to the Vice President of Academic Affairs will oversee the election process. Faculty members must vote in person and will be monitored on a list provided to the administrative secretary by the Secretary of the Faculty Council. Only Faculty Council members may vote, and each individual may vote only once. The Faculty Council Secretary will distribute a memo to all members informing them of the election results. An announcement will also be made by the Faculty Council President at the regular July meeting. In the event of a tie, a tie-breaker ballot will be distributed and tallied in the same manner as the regular elections.

Section 4. No faculty member may serve in the same office more than three consecutive years.

Section 5. In case of a vacancy the acting president appoints to fill the vacancy until the next regularly scheduled election.

ARTICLE V – MEETINGS

Section 1. The regular meetings of the organization will be held on the first Thursday of each month unless otherwise ordered by the organization. A yearly calendar of all regularly scheduled Faculty Council and Executive Committee meeting dates will be prepared and distributed to all Faculty Council members and filed with the Administrative offices not later than the regular November meeting.

Section 2. The regular meeting on the first Thursday of July will be known as the Annual Meeting, and will be used for the purpose of announcing new Officers and Committee Representatives, receiving annual reports from the Treasurer of the organization and from Committee Representatives, and for any other business which may appear on the Agenda.

Section 3. Special meetings may be called by the President of the organization, by the Executive Committee, by general vote of the Faculty Council, or upon written request by ten members of the organization to the Faculty Council President. The purpose of the meeting will be stated in a printed announcement which will be distributed to all Faculty Council members. Except in cases of emergency, at least three (3) days notice will be given.

ARTICLE VI —THE EXECUTIVE COMMITTEE

Section 1. The Executive Committee consists of the Officers of the organization: the President, Vice-President, Secretary, Treasurer, and Member-at-Large.

Section 2. The Executive Committee has general supervision of the affairs of the organization, determines meeting dates, times, and locations of the Faculty Council and Executive Committee meetings, makes recommendations to the organization, and performs other duties as specified in the Bylaws of the organization. The Executive Committee is subject to the orders of the organization, and none of its acts may conflict with action taken by the organization.

Section 3. Special meetings of the Executive Committee may be called by the Faculty Council President, and will be called upon the written request of three (3) members of the Executive Committee.

Section 4. Duties of the President

- a. Preside over regular and special meetings of the Faculty Council and Executive Committee.
- b. Open meetings at the appointed time, after having ascertained that a quorum is present, by calling the meeting to order.
- c. Announce, in proper sequence, the business to be brought before the assembly, in accordance with the Agenda or program, unless otherwise ordered.
- d. Recognize members who are entitled to the floor.
- e. State and put to vote all questions that legitimately come before the assembly as Motions or that otherwise arise in the course of proceedings, and announce the result of each vote, or to rule a Motion out of order, when appropriate.
- f. Protect the assembly for obviously frivolous or dilatory motions, by refusing to recognize them.
- g. Enforce the rules relating to debate, order, and decorum, within the assembly.
- h. Expedite business in every way compatible with the rights of members.
- i. Decide all questions of order, subject to appeal, unless he/she prefers to defer such a question.
- j. Respond to inquiries of members relating to parliamentary procedure or factual information bearing on the business of the assembly.
- k. Authenticate by signature, when necessary, all acts, orders, and proceedings of the assembly.
- l. Declare the meeting adjourned when the assembly so votes or, where applicable, at the time prescribed in the Agenda, or at any time in the event of a sudden emergency affecting the safety of those present.

- m. Appoint members to committees whose membership is not duly elected by the Faculty Council, and serve as an ex-officio member of all Faculty Council committees.
- n. Represent the Faculty Council on the Food Committee and on the Administrative Council.
- o. Prepare biennially, written progress reports to the Board of Trustees of Logan College / University.
- p. Approve absence of Faculty Council officers or committee members.
- q. Provide Faculty Council representation on committees when the elected representative or the Member-at-Large are unable to do so.

NOTE: At each meeting, the President (or presiding officer) shall have on hand:

- 1. a copy of the Bylaws of the Faculty Council;
- 2. a copy of the parliamentary authority adopted by the Faculty Council;
- 3. a list of all standing and special committees and their members;
- 4. a copy of the published Agenda or order of business.

Section 5. Duties of the Vice-President

- a. In the absence of the President, accept all the duties and responsibilities of that position.

NOTE: In case of a vacancy in the office of President, the Vice-President automatically becomes President, and shall complete the term of office until a new President is elected at the next annual Faculty Council elections.

Section 6. Duties of the Secretary

- a. Keep a record of all proceedings of the Faculty Council and Executive Committee (Minutes).
- b. Keep an official listing of the Faculty Council membership.
- c. Take and maintain attendance records for Faculty Council and Executive Committee meetings, and call roll call where it is required.
- d. Prepare ballots for the annual Faculty Council

elections, or any special elections, and follow election guidelines as detailed in Article IV, Section 3.

- e. Notify officers, committee members, and delegates of the election or appointment.
- f. Furnish committees with whatever documents are required for the performance of their duties, and have on hand at each meeting, a list of all existing committees and their members.
- g. Sign all official copies of acts by the Faculty Council, unless otherwise specified in the Bylaws.
- h. Maintain record book(s) in which the Bylaws, special rules of order, standing rules, and Minutes are entered, with any amendments to these documents properly recorded, and have the current record book(s) on hand at every meeting.
- i. Prepare and distributed to the membership, a notice of each meeting (Agenda), and conduct the general correspondence of the Faculty Council.
- j. Prepare and distribute a yearly calendar of the regularly scheduled Faculty Council and Executive Committee meeting dates, in accordance with Article V, Section 1.
- k. Monitor attendance as it relates to elections/appointments.
- l. In the absence of the President and Vice-President, call the meeting to order and preside or appoint a chairperson pro tem.

NOTE: In the absence of the Secretary, a Secretary protem will be appointed by the presiding officer.

Section 7. Duties of the Treasurer:

- a. Keep accurate records of the financial status of the Faculty Council.
- b. Make a full, written financial report at the Annual Meeting.
- c. Make interim reports as directed by the Faculty Council or the Executive Committee.

NOTE: The Treasurer may not disburse funds except by the authority of the Faculty Council as directed by the Executive Committee, acting in the best interest of the Faculty Council.

Section 8. Duties of the Member-at-Large

- a. Serve on committees when the elected Faculty Council representatives are unable to attend.

ARTICLE VII — COMMITTEES

Section 1. Faculty Council Representatives to University standing committees shall be nominated and elected in accordance with Article IV. These standing committees are Academic Standing, Admissions, Alumni Board Representative, Coordinating Committee of Intellectual Property, Copyright, Curriculum, Professional, Rank & Evaluation and Readmissions/Academic Progress.

Section 2. Special Committees may be appointed by the Faculty Council President or by the Executive Committee. Special Committees shall be appointed to provide a specific service to the Faculty Council. Such service shall be clearly delineated to each member of the committee. The chairperson of each Special Committee shall be appointed by the Faculty Council President.

Section 3. Each Special Committee shall set its own meeting times and locations. It shall establish its own rules for attendance, performance, replacement and/or substitution of members.

Section 4. All committees will submit written reports of their activities at the annual Meeting of the Faculty Council. Written reports are required from committees when the recommendations or activities must be voted on for approval or adoption by the Faculty Council.

ARTICLE VIII — FACULTY REPRESENTATION TO THE BOARD OF TRUSTEES

The Faculty Representative to the Board of Trustees is an elected position of the Faculty Council. If there is a vacancy in the position, nominations will be accepted from members of the Faculty Council. Nominations are to be submitted, in writing, to the President of the Faculty Council. By order of the Logan Board of Trustees Bylaws, the nominees may not be employed by or be an officer of Logan. The Faculty Council requires that the representative be a chiropractic field doctor.

Nominees should be willing to serve for a minimum for three (3) years. Each nominee must submit a

resume/vitae, along with a cover letter detailing her/his background and interest in serving as Representative. If necessary, the Executive Committee will narrow the list of nominees to three individuals. The three finalists will be invited to address a meeting of the Faculty Council prior to a vote of the membership. The election of the Faculty Representative to the Board of Trustees will be handled in accordance with the guidelines for Faculty Council elections (Article IV, Section 3).

The names of the three finalists will be submitted to the Board of Trustees, with a recommendation of the first choice candidate. The candidate selected by the Board of Trustees, will be appointed for a three year term, and may serve no more than nine years consecutively.

The Faculty Council must submit a recommendation to the Board of Trustees every three years, or when a vacancy occurs. The Secretary of the Faculty Council will submit a letter of recommendation to the Board of Trustees no later than thirty (30) days prior to the Board's election meeting (usually February of each year).

ARTICLE IX — PARLIAMENTARY AUTHORITY

The current edition of ROBERT'S RULES OF ORDER will serve as the parliamentary authority for the Faculty Council in all cases to which it is applicable, and in which it is not inconsistent with the Bylaws or any special rules the Faculty Council may adopt.

ARTICLE X — AMENDMENT OF BYLAWS

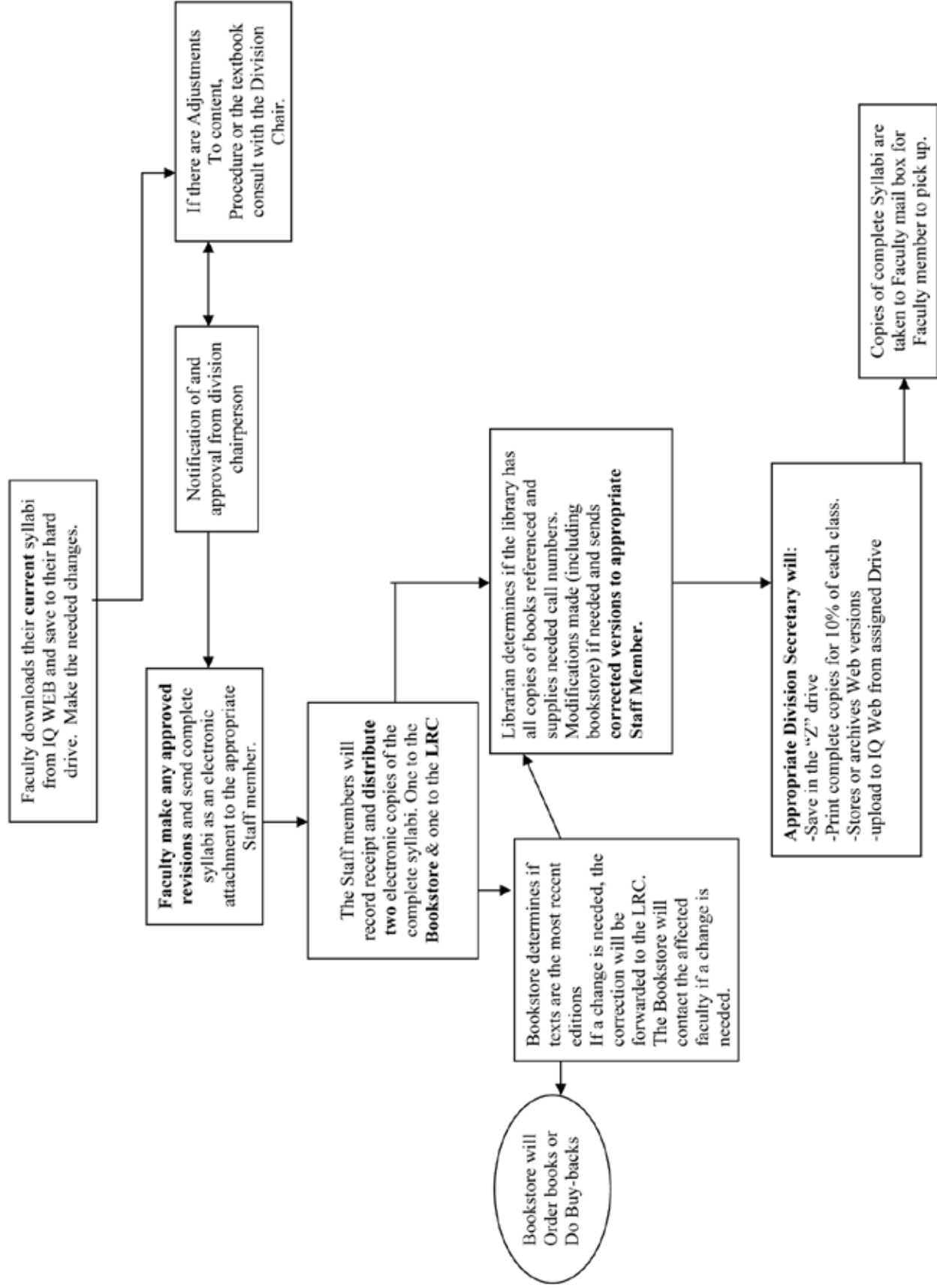
The Bylaws may be amended at any regular meeting of the Faculty Council, by a two-thirds vote of the members present, provided the amendment has been submitted in writing at the previous regular meeting. In the event that there is no quorum at the Faculty Council meeting, the vote may take place by secret ballot following the guidelines prescribed for Faculty Council elections (Article IV, Section 3). A two-thirds approval is required, with at least twenty Faculty Council members participating.

**APPENDIX C – QUALITY SYLLABI
CHECK LIST**

QUALITY SYLLABI CHECK LIST

- Course Name
- Course Number
- Trimester and Date
- Clock Hours/Credits
- Instructor: (Lead & Others)
Office # ____ Phone Ext. # ____
- Division
- Catalog Description
- Required Text(s)
- Recommended Text(s)
- Reference Text(s)
- Course Materials
- Course Description
- Relationship to College Mission
- Prerequisite Courses
- Knowledge Assumed (Sequential Depth of Study)
- Lecture/Lab Series Calendar
- Lecture/Lab Series Topics
- Laboratory Exercises
- Reading Assignments
- Handout List
- Quiz/Exam Schedule
- College Policies
- Course Regulations
- Grade Determination
- Office Hours
- General Objectives
- Specific Objectives
- Clinical Competencies Listed
- Course Glossary

Syllabi Revision Process



2010 ACADEMIC CALENDAR										Key Scheduling Dates	
Month	Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Date	Description	
Jan		3	4	5	6	7	8	9	11	Faculty Meeting	
	1	10	11	12	13	14	15	16	12	University Orient + Tris 2-9, MS Begin	
	2	17	18	19	20	21	22	23	13	UG + Tri 1 Begin	
	3	24	25	26	27	28	29	30	14	Comp Board	
		31							18	Dr. Martin Luther King's Birthday	
Feb	4		1	2	3	4	5	6			
	5	7	8	9	10	11	12	13	9	ASP Midterm Grades Due	
	6	14	15	16	17	18	19	20	15	President's Day	
	7	21	22	23	24	25	26	27			
		28									
Mar	8		1	2	3	4	5	6	5	ASP Part I Finals	
	9	7	8	9	10	11	12	13	8	ASP Part II Begins	
	10	14	15	16	17	18	19	20	12	Midterm Grades Due - UG, DC, MS	
	11	21	22	23	24	25	26	27	18	National Board Study Day	
	12	28	29	30	31				19-21	National Board Parts I-III + PT	
Apr	13	4	5	6	7	8	9	10	2-5	Spring Recess	
	14	11	12	13	14	15	16	17	6	ASP Midterm Grades Due	
	15	18	19	20	21	22	23	C	16-22	Final Examinations	
		25	26	27	28	29	30		23	Make-up Exams; Awards Program	
									24	Commencement	
									24-9	Trimester Recess	
May		2	3	4	5	6	7	8	10	Faculty Meeting	
	1	9	10	11	12	13	14	15	11	University Orient + Tris 2-9, MS Begin	
	2	16	17	18	19	20	21	22	12	UG + Tri 1 Begin	
	3	23	24	25	26	27	28	29	13	Comp Board	
	4	30	31						14-16	National Board Part IV (tentative)	
									31	Memorial Day	
June	5	6	7	8	9	10	11	12	8	ASP Midterm Grades Due	
	6	13	14	15	16	17	18	19	10-13	Homecoming	
	7	20	21	22	23	24	25	26			
	8	27	28	29	30						
July	9	4	5	6	7	8	9	10	2	ASP Part I Finals	
	10	11	12	13	14	15	16	17	5	Independence Day	
	11	18	19	20	21	22	23	24	6	ASP Part II Begins	
	12	25	26	27	28	29	30	31	9	Midterm Grades Due - UG, DC, MS	
Aug	13	1	2	3	4	5	6	7	2	ASP Midterm Grades Due	
	14	8	9	10	11	12	13	14	13-19	Final Examinations	
	15	15	16	17	18	19	20	C	20	Make-up Exams; Awards Program	
		22	23	24	25	26	27	28	21	Commencement	
		29	30	31					21-6	Trimester Recess	
Sept	1	5	6	7	8	9	10	11	7	Faculty Meeting	
	2	12	13	14	15	16	17	18	8	University Orient + Tris 2-9, MS Begin	
	3	19	20	21	22	23	24	25	9	UG + Tri 1 Begin	
	4	26	27	28	29	30			9	Comp Board	
									10-12	National Board Parts I-III + PT	
Oct	5	3	4	5	6	7	8	9	5	ASP Midterm Grades Due	
	6	10	11	12	13	14	15	16	29	ASP Part I Finals	
	7	17	18	19	20	21	22	23			
	8	24	25	26	27	28	29	30			
		31									
Nov	9		1	2	3	4	5	6	1	ASP Part II Begins	
	10	7	8	9	10	11	12	13	5	Midterm Grades Due - UG, DC, MS	
	11	14	15	16	17	18	19	20	12-14	National Board Part IV (tentative)	
	12	21	22	23	24	25	26	27	24	Thanksgiving Recess after 4th hour	
	13	28	29	30					25-28	Thanksgiving Recess	
									29	ASP Midterm Grades Due	
Dec	14	5	6	7	8	9	10	11	10-16	Final Examinations	
	15	12	13	14	15	16	17	C	17	Make-up Exams; Awards Program	
		19	20	21	22	23	24	25	18	Commencement	
		26	27	28	29	30	31		18-9	Trimester Recess	

2012		ACADEMIC CALENDAR							Key Scheduling Dates	
Month	Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Date	Description
Jan		1	2	3	4	5	6	7	9	Faculty Meeting
	1	8	9	10	11	12	13	14	10	University Orient + Tris 2-9, MS Begin
	2	15	16	17	18	19	20	21	11	UG + Tri 1 Begin
	3	22	23	24	25	26	27	28	12	Comp Board
	4	29	30	31					16	Dr. Martin Luther King's Birthday
Feb					1	2	3	4		
	5	5	6	7	8	9	10	11	7	ASP Midterm Grades Due
	6	12	13	14	15	16	17	18	20	President's Day
	7	19	20	21	22	23	24	25		
	8	26	27	28	29					
Mar						1	2	3		
	9	4	5	6	7	8	9	10	2	ASP Part I Finals
	10	11	12	13	14	15	16	17	5	ASP Part II Begins
	11	18	19	20	21	22	23	24	9	Midterm Grades Due - UG, DC, MS
	12	25	26	27	28	29	30	31	15	National Board Study Day
Apr	13	1	2	3	4	5	6	7	16-18	National Board Parts I-III + PT
	14	8	9	10	11	12	13	14	2	ASP Midterm Grades Due
	15	15	16	17	18	19	20	C	6-9	Spring Break
		22	23	24	25	26	27	28	13-19	Final Examinations
		29	30						20	Make-up Exams; Awards Program
May				1	2	3	4	5		
		6	7	8	9	10	11	12	11-13	National Board Part IV (tentative)
	1	13	14	15	16	17	18	19	14	Faculty Meeting
	2	20	21	22	23	24	25	26	15	University Orient + Tris 2-9, MS Begin
	3	27	28	29	30	31			16	UG + Tri 1 Begin
June							1	2		
	4	3	4	5	6	7	8	9	12	ASP Midterm Grades Due
	5	10	11	12	13	14	15	16	14-16	Homecoming (tentative)
	6	17	18	19	20	21	22	23		
	7	24	25	26	27	28	29	30		
July										
	8	1	2	3	4	5	6	7	4	Independence Day
	9	8	9	10	11	12	13	14	6	ASP Part I Finals
	10	15	16	17	18	19	20	21	9	ASP Part II Begins
	11	22	23	24	25	26	27	28	13	Midterm Grades Due - UG, DC, MS
	12	29	30	31						
Aug					1	2	3	4		
	13	5	6	7	8	9	10	11	6	ASP Midterm Grades Due
	14	12	13	14	15	16	17	18	17-23	Final Examinations
	15	19	20	21	22	23	24	C	24	Make-up Exams; Awards Program
		26	27	28	29	30	31		25	Commencement
Sept								1		
		2	3	4	5	6	7	8	10	Faculty Meeting
	1	9	10	11	12	13	14	15	11	University Orient + Tris 2-9, MS Begin
	2	16	17	18	19	20	21	22	12	UG + Tri 1 Begin
	3	23	24	25	26	27	28	29	13	Comp Board
	4	30							14-16	National Board Parts I-III + PT
Oct										
	5	7	8	9	10	11	12	13	9	ASP Midterm Grades Due
	6	14	15	16	17	18	19	20		
	7	21	22	23	24	25	26	27		
	8	28	29	30	31					
Nov						1	2	3		
	9	4	5	6	7	8	9	10	2	ASP Part I Finals
	10	11	12	13	14	15	16	17	5	ASP Part II Begins
	11	18	19	20	21	22	23	24	9	Midterm Grades Due - UG, DC, MS
	12	25	26	27	28	29	30		9-11	National Board Part IV (tentative)
Dec										
								1		
	13	2	3	4	5	6	7	8	3	ASP Midterm Grades Due
	14	9	10	11	12	13	14	15	14-20	Final Examinations
	15	16	17	18	19	20	21	C	21	Make-up Exams; Awards Program
		23	24	25	26	27	28	29	22	Commencement
		30	31						22-13	Trimester Recess
Jan										
				1	2	3	4	5		
	1	6	7	8	9	10	11	12	14	Faculty Meeting
	2	13	14	15	16	17	18	19	15	University Orient + Tris 2-9, MS Begin
		20	21	22	23	24	25	26	16	UG + Tri 1 Begin
			27	28	29	30	31		17	Comp Board
									21	Dr. Martin Luther King's Birthday

2013 ACADEMIC CALENDAR									Key Scheduling Dates	
Month	Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Date	Description
Jan		6	7	1	2	3	4	5	14	Faculty Meeting
	1	13	14	8	9	10	11	12	15	University Orient + Tris 2-9, MS Begin
	2	20	21	15	16	17	18	19	16	UG + Tri 1 Begin
	3	27	28	22	23	24	25	26	17	Comp Board
Feb							1	2		
	4	3	4	5	6	7	8	9	12	ASP Midterm Grades Due
	5	10	11	12	13	14	15	16	18	President's Day
	6	17	18	19	20	21	22	23		
Mar										
	8	3	4	5	6	7	8	9	8	ASP Part I Finals
	9	10	11	12	13	14	15	16	11	ASP Part II Begins
	10	17	18	19	20	21	22	23	13	Midterm Grades Due - UG, DC, MS
Apr										
	13	7	8	9	10	11	12	13	14	National Board Study Day
	14	14	15	16	17	18	19	20	15-17	National Board Parts I-III + PT (?)
	15	21	22	23	24	25	26	C	29-1	Spring Break
May										
		5	6	7	8	9	10	11	8	ASP Midterm Grades Due
	1	12	13	14	15	16	17	18	19-25	Final Examinations
	2	19	20	21	22	23	24	25	26	Make-up Exams; Awards Program
June										
	4	2	3	4	5	6	7	8	27	Commencement
	5	9	10	11	12	13	14	15	27-12	Trimester Recess
	6	16	17	18	19	20	21	22		
July										
	9	7	8	9	10	11	12	13	10-12	National Board Part IV (tentative)
	10	14	15	16	17	18	19	20	13	Faculty Meeting
	11	21	22	23	24	25	26	27	14	University Orient + Tris 2-9, MS Begin
Aug										
	13	4	5	6	7	8	9	10	15	UG + Tri 1 Begin
	14	11	12	13	14	15	16	17	16	Comp Board
	15	18	19	20	21	22	23	C	27	Memorial Day
Sept										
	1	8	9	10	11	12	13	14		
	2	15	16	17	18	19	20	21		
	3	22	23	24	25	26	27	28		
Oct										
	5	6	7	8	9	10	11	12	4	Independence Day
	6	13	14	15	16	17	18	19	5	ASP Part I Finals
	7	20	21	22	23	24	25	26	8	ASP Part II Begins
Nov										
	9	3	4	5	6	7	8	9	12	Midterm Grades Due - UG, DC, MS
	10	10	11	12	13	14	15	16	24-8	Trimester Recess
	11	17	18	19	20	21	22	23		
Dec										
	13	1	2	3	4	5	6	7	9	Faculty Meeting
	14	8	9	10	11	12	13	14	10	University Orient + Tris 2-9, MS Begin
	15	15	16	17	18	19	20	C	11	UG + Tri 1 Begin
Jan										
	1	5	6	7	8	9	10	11	12	Comp Board
	2	12	13	14	15	16	17	18	13-15	National Board Parts I-III + PT (?)
	3	19	20	21	22	23	24	25		

APPENDIX E – DEPARTMENT AND TELEPHONE LISTING

Logan College of Chiropractic Departmental Phone List

2/26/2010

Ext. Loc.		Ext. Loc.	Ext. Loc.			
ASP						
Nafar, Mr. David	1941 S211	Carpenter, Dr. Jerry	1901 G50	Haman, Mrs. Linda	1741 269	
Stueben, Dr. Heather	1940 S213	Casper, Dr. Gary	1794 144	Hinrichs, Ms. Pam	1728 267	
Academic Affairs						
Brennan, Sr. Sheila	1705 221	Conable, Dr. Katherine	1795 G9	Health Center Bogey Hills		
Christy, Dr. Don	1866 258	Cranwell, Dr. Richard	1796 G9	Anderson, Mrs. Michelle	636-947-4770	
Elliot, Dr. Jay	1863 258	Dishauzi, Dr. Karen	1817 144	Ward, Mrs. Sally V.	636-947-4770	
Goodman, Dr. Elizabeth	1716 242	Ducar, Dr. Deborah	() N/A	Ware, Dr. Jeffrey	636-947-4770	
Inman, Mrs. Sara	1745 252	Filson, Dr. Ralph	1799 134A	Health Center Montgomery		
Saubert, Dr. Carl	1729 264	Flynn, Dr. James	() N/A	Beganovic, Amela	1993 MHC	
Accounting						
Alli, Mr. Sam	1769 209	Fucinari, Dr. Mario	(217) 877-2404	Bub, Dr. Glenn	1811 F218	
Dickerson, Ms. Laura	1707 222	Grant, Dr. Ronald	1945 158	Copeland, Dr. James	4809 F184	
Dolan, Mr. John	1777 210	Hilgefort, Dr. Matt	() N/A	Dykes, Mrs. Diane	1833 G124	
Glenn, Mr. Lenny	1708 210	Hillgartner, Dr. Chad	1947 134A	Dawson, Ms. Alissa	1808 F214	
Lawson, Mrs. Linda	1770 209	Hillgartner, Dr. Roy	4816 134A	Ellis, Ms. Barbara Jo	1991 MHC	
Marcella, Ms. Pat	1757 211	Just, Dr. Todd	() N/A	Gilpin, Danyell L.	1992 MHC	
Sullivan, Mrs. Jan	1706 222	Kuhn, Dr. Kathleen	1772 134A	Gunn, Ms. JoAnne G.	1990 MHC	
Administrative Affairs						
Kehrer, Mrs. Sharon	1701 216	Ludwinski, Dr. Janine	1789 134A	Karlen, Dr. Rebecca	1887 F195	
Richards, Ms. Jamie	1704 221	Lytle, Dr. Matt	() N/A	Lanzisera, Dr. Frank	1820 F197	
Admissions						
Brimer, Mr. Aaron W.	1748 247	McMurtrie, Dr. Kern	4857 F238	Nothstine, Ms. Marie	1814 F220	
Dykstra, Mrs. Susan	1746 266	Miller, Dr. Anthony	1793 134A	Reynolds, Ms. Jennifer	1932 F221	
Flaschar, Miss. Katie	1721 247	Moore, Ms. Vyvyan	1735 152	Trebilcock, Ms. Mary Ellen	1755 121	
Huebner Jr., Dr. Thomas M.	1749 265	Ridgeway, Dr. Daryl	1782 152	Wakefield, Dr. Pamela	636-227-2100 MHC	
Lattimore, Miss Leslie	1724 247	Russell, Dr. Travis	() N/A	Winscott, Mr. John	1865 G116	
Linear, Mrs. Felicia	1754 247	Shibley, Dr. Nofa	4837 134B	Health Center Southroads		
Sutton, Mrs. Cindy	1756 231	Snyder, Dr. Brian	1850 S113	Kuennen, Mrs. Laura	314-849-3800	
Thompson, Ms. Kerry	1752 246	Strazewski, Dr. John	4843 152	Potsos, Dr. Emmanuel	314-849-3800	
Alumni						
McLendon, Valerie	2401 110	Unger, Dr. Joseph	4848 134B	Winkler, Mrs. Amanda	314-849-3800	
Wolff, Ms. Rachel	1792 109	Unger-Boyd, Dr. Mary	1780 158	Health Center St. Peters		
Basic Science						
Anand, Dr. Vinod	1909 S109	Walpert, Dr. Jennifer	1791 134A	Biermann, Mrs. Maureen	636-397-3545	
Blaylock, Mr. Chris	1933 S204	Winchester, Dr. Brett	4804 N/A	Hogarth, Dr. Bill	636-397-3545	
Clifford, Dr. Anjanette	1943 S204	Wittmer, Dr. Michael J.	1759 134A	Neville, Ms. Deborah	636-397-3545	
Dauphin, Mr. Guy	1936 S217	Zilke, Dr. Steven	1978 N/A	Health Center Student Clinic		
Gray, Dr. Gordon	1935 S235	Clinical Science			Ellenbogen, Dr. David	4812 F238
Gutweiler, Dr. John	1910 S110	Bates Mueller, Dr. Deanna	4801 G47	Goodman, Dr. Jason	1775 F238	
Hagan, Ms. Jan	1904 S104	Crocker, Dr. Heidi	1926 134A	Grant, Dr. Ronald	1945 158	
Hart, Mrs. Laurie	1918 S130	DeGeer, Dr. Marcus	1915 158	Jula, Dr. Michael	1764 134A	
Herschbach, Mr. Chris	1907 129	Garrett (Bledsoe), Dr. Jackie	1712 134A	Kane, Dr. Jennifer	4861 F238	
Ignatov, Dr. Atanas	1762 G47	Guebert, Dr. Gary M.	1855 G114	Montgomery, Dr. Pat	1931 158	
Career Development						
Kenny, Mrs. Linda	1813 119	Haun, Dr. Dan	1974 134B	O'Brian, Dr. Kathleen	1977 134B	
Chiropractic Science						
Banaszynski, Dr. Alan	4800 134B	Hinden, Dr. Lynelle L.	4820 G47	Perillat, Dr. Muriel	1810 F216	
Blei, Dr. Jennifer	() N/A	Kuhn, Dr. Robert	1747 152	Powers-Pate, Dr. E.J.	1917 F249	
Bozark, Dr. Robin	1761 144	Lee, Dr. Josephine	1916 134B	Reid, Dr. Gina Scognamiglio	4835 F238	
Brinkman, Dr. Kelly	1771 G47	Mannello, Dr. Donna M.	1803 F230	Reinhardt, Dr. Richard	() MHC	
Financial Aid						
Borkowski, Ms. Tiffany	1725 268	McDonald, Dr. Jennifer	4801 134A	Schack, Mrs. Laurie	1930 F249	
			Peairs, Dr. Crystal	4859 134B	Unnerstall, Dr. M. Scott	4848 F238
			Sanders, Dr. Gary E.	1912 S112	Vaughn, Dr. Charles	4851 F238
			Stock, Dr. Lori	4806 134A	Health Center Yorkshire	
			Underkofler-Mercer, Dr. Dana	1790 134A	Kamper, Dr. Jeff	314-961-2450 YHC
			Wibbenmeyer, Dr. Jane	4852 134A	Moor, Ms. Nancy	314-961-2450 YHC
			Wolchansky, Dr. Alan	4853 F238	Weaver, Ms. Wendy	314-961-2450 YHC
Human Resources						
			Hogenmiller, Mrs. Gail			1718 118

Logan College of Chiropractic Departmental Phone List Ext. Loc.

2/26/2010

Ext. Loc.		Ext. Loc.	
Lexow, Mr. Les	1720 117	Physical Plant Grounds Crew	
McLaughlin, Ms. Laura	1734 270	Kraemer, Mr. Michael	1983 M3
Nuhanovic, Mrs. Aldina	1719 118	Randell, Blake R.	1893 M3
Information Systems		Sondag, Mr. James	1983 M3
Carr, Mrs. Barb	1768 204	Trower, Mr. Dean	1893 M3
Gidlow, Miss Megan	4357 129	Physical Plant Maintenance	
Herbik, Mrs. Cyndie	1765 204	Benjamin, Ms. Judy	1980 G36
Jackson, Ms. Ginger	1766 203	Cody, Mr. John	1985 M1
Horton, Mrs. Becky	1767 204	Lesinski, Mr. Keith	1984 G35
Parrott, Miss Vanna	4357 129	Munsinger, Mr. Joe	1896 M1
Saller, Mr. Eric	1730 204	Noble Jr., Mr. Larry	1980 M1
Thomure, Mr. Kyle	1778 204	Nowland, Mr. Jeff	1894 M1
Institutional Analysis		Selimovic, Mr. Mirzet	1889 M1
Reeves, Dr. Angela	1702 253	Sheldon, Mr. Art	1980 M1
Warren, Mrs. Melissa	1975 253	Smith, Mr. David	1851 M1
Institutional Advancement		Wharton, Mr. Bill	1981 G36
Jones, Ms. Pat	1905 215	Post Grad & Continuing Education	
Learning Resources		Barralle, Dr. Ralph	1965 A8
Blue, Mrs. Jean	1781 129	Cronin, Mrs. Barb	1962 A11
Dickey, Mrs. Dawn	1781 129	Wertzberger, Ms. Jeanette	1967 A2
Hocine, Ms. Chabha	1787 130	Zebelman, Miss Camille	1963 A3
Ludwig, Ms. Sheila	4823 129	Presidency	
Marone, Ms. Laura	4819 129	Carter, Mrs. Ann	1716 242
Shedlofsky, Mr. Joel	1783 131A	Goodman, Dr. George	1715 242
Thompson, Ms. Suzanne	4845 129	Public Relations	
Walters, Mrs. Sheryl	1760 129	Keller, Mr. Tom	1743 227
West, Ms. Kim	1781 129	Knoll, Ms. Fawn	1751 227
Masters Program/ Sports Rehab		Purchasing / GSS	
Mannion Jr., Mr. Joseph	() N/A	Alli, Ms. Maureen	1713 230
Monken, Dr. Danielle	1812 F223	Berghaus, Mr. Fred	1845 G19
Morrell, Dr. Adam	1812 F223	Burton, Mr. Sean	1838 G19
Nelson, Dr. Laney	1869 F229	Chrun-Goodman, Ms. Jessica	1868 P
Smith, Mr. Brenden Meade	1812 F229	Feltmann, Mr. Charlie	1870 P112
Media Production		Rohrer, Ms. Jenn	0 LOBBY
Chappell, Mr. Mike	1753 G38	Purser Center	
Larose, Mr. Chris	1919 P	Ratliff, Mrs. Emily	1881 P111
McGee, Mr. Vince	1825 G38	Tindall, Ms. Laury Ann	1881 P
Mulford, Dr. Kent	1821 G38	Radiology	
Pollack, Mr. Cliff	1779 G38	Cho, Dr. John	1859 G114
Physical Plant Custodial		Collier, Mrs. Erica	1830 G110
Confalone, Mr. Nick	1982 G17	Howe, Dr. Joseph	1836 G114
Dicus, Mr. Jim	1982 G17	Kettner, Dr. Norman	1829 G111
Harris, Mr. Steven	1982 G17	Winscott, Mr. John	1957 SB8
Kohler, Mr. Perry	1927 P	Radiology Residency	
Mabon, Ms. Michelle	1982 G17	Bonic, Dr. Evie	1832 G112
McDaniel, Mr. Greg	1982 G17	Kaesser, Dr. Martha	1831 G112
Richardson, Mr. Bernard	1982 G17	Reckelhoff, Dr. Kenneth	1834 G112
Smith, Mr. Darren	1982 G17	Registrar	
Stiffler, Mr. Joe	1982 G17	Johnson, Ms. Joyce	1742 262
Vancil, Mr. Michael	1982 G17	Rozar, Mrs. Alva	1739 263
Vaughn III, Mr. Henry	1982 G17	Valentine, Mrs. Jan	1740 262
		Research	
		Enix, Dr. Dennis	1951 S118
		Flynn, Patty M.	() NA
		Gafford, Dr. Alexander	1946 S111
		George Jr., Dr. James	1938 134B
		Hussain, Dr. Mozammil	1955 S111
		Kroen, Ms. Jennifer	1952 S118
		Maeda, Dr. Yumi	() N/A
		Napadow, Dr. Vitaly	() S118
		Skaggs, Dr. Clayton	1946 S111
		Sudkamp, Kasey L.	() N/A
		Tepe, Dr. Rodger	1925 S119
		Zhang, Dr. John	1920 S120
		St. Pats Center	
		Stewart, Dr. Maxine Morris	314-436-6971
		Standard Process Student Center	
		Parry, Mrs. Mitzi	() N/A
		Student Services	
		Hof, Miss Melanie	1804 W2
		Perriello, Mrs. Sandy	1732 147
		Schutz, Dr. Christine	1970 147
		Winters, Ms. Laura	1731 SPSC
		Zebelman, Dr. Max	1798 120

APPENDIX F – CAMPUS MAPS

TABLE OF CONTENTS

Logan
Existing Facility
Documentation

Section 1 Site Plan

Section 2 Administration Center and Health Center

Ground Floor
First Floor
Second Floor

Section 3 Science and Research Center

Lower Level
First Floor
Second Floor

Section 4 William D. Purser D.C. Center

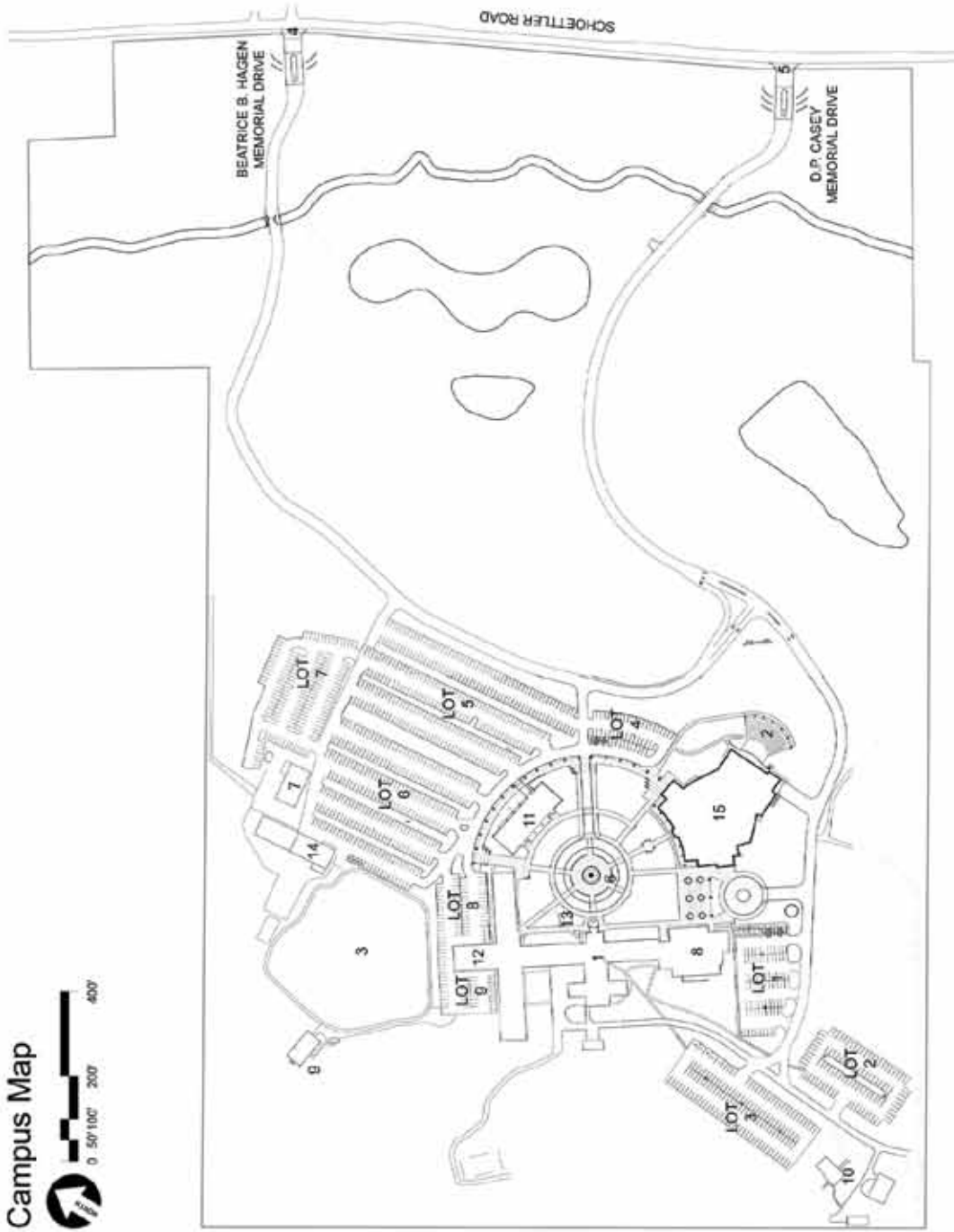
First Floor

LOGAN COLLEGE OF CHIROPRACTIC UNIVERSITY PROGRAMS

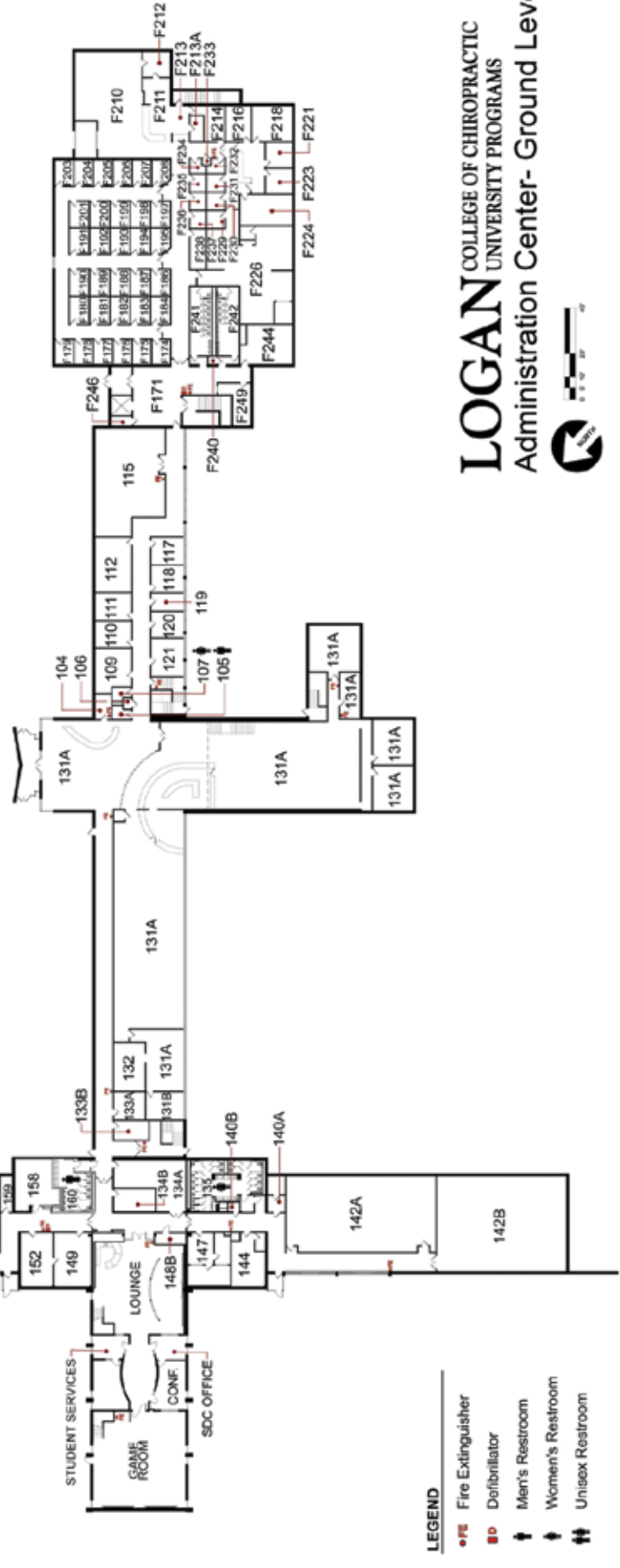
Campus Map



- 1 Administration Center
- 2 Amphitheater
- 3 Athletic Facilities
- 4 Campus Entrance - North
- 5 Campus Entrance - South
- 6 Gateway Plaza
- 7 Maintenance Building
- 8 Montgomery Health Center
- 9 Pavilion
- 10 Postgraduate Center
- 11 Science Center
- 12 Standard Process Student Center
- 13 Tower
- 14 Wellness Center
- 15 William D. Pursar DC Center



- 104 Chief of Security
- 105 Men's Restroom
- 106 Janitor
- 107 Women's Restroom
- 109 Alumni Office
- 110 Alumni Director
- 111 Press Club of Metro St. Louis
- 112 Bookstore Office
- 115 Bookstore
- 117 Director of Human Resources
- 118 Human Resources Coordinator
- 119 Secretary
- 120 Director of Career Development
- 120 Counseling
- 121 Data Entry & Medical Records
- 122 Distant Learning
- 125 Copy Room
- 126 Group Study
- 127 Anatomy
- 129 Learning Resource Center
- 130 Learning Resource Center
- 131A Office
- 131B Office
- 132 Work Room
- 133A -
- 133B -
- 134A -
- 134B -
- 135 Women's Restroom
- 140A Janitor
- 140B Janitor
- 142A Classroom
- 142B Faculty Office
- 144 Student Services Director
- 147 Associate Director
- 148B Counselor
- 149 Pro Adjuster
- 152 Chairman of Chiropractic Science Division
- 156A Secretary of Division
- 156B Chairmen/Anatomical Donations
- 158 Classroom
- 158 Faculty Office
- 159 Janitor
- 160 Men's Restroom
- F171 Lobby
- F174 Rehab
- F175 - F183 Adjusting
- F184 Clinician Office
- F186 - F183 Adjusting
- F194 Cox
- F195 - F197 Clinician Office
- F198 Flat Thompson
- F199 Activator Drop/Div
- F200 Leander Diversified
- F201 Leander Drop/Div
- F203 Flat Drop/Div
- F204 Diversified
- F205 Flexion Drop/Div
- F206 Flexion Flat
- F207 Activator Horse
- F208 Diversified Transaction
- F210 Lobby
- F211 Processing
- F212 Records
- F213 Cashier
- F213A Storage
- F214 Health Centers Business Manager
- F216 Director of Student Health
- F218 Health Center Chief of Staff
- F220 Back Desk
- F221 Health Center Marketing Division
- F223 Sports & Rehabilitation Residents
- F224 Conference Room
- F226 Bicefreeze Sports & Rehabilitation Office
- F229 Office
- F230 Faculty Office
- F231 Copy Room
- F232 Staff Restroom
- F233 Janitor
- F234 Staff Restroom
- F235 Consultation
- F236 Consultation
- F237 Pro Adjuster
- F238 SHC Clinician Office
- F240 Janitor
- F241 Women's Restroom
- F242 Men's Restroom
- F244 Intern Lounge
- F246 Storage
- F249 Student Health Center Reception



LOGAN COLLEGE OF CHIROPRACTIC
UNIVERSITY PROGRAMS
Administration Center- Ground Level



G2 Technique Classroom
 G3 Technique Classroom
 G6 - Janitor
 G7 Janitor
 G8 Restroom
 G9 Faculty Office
 G10 Web-based Education
 G11 Faculty Media Room
 G12 Men's Restroom
 G13 Staff Lounge
 G14 Men's Restroom
 G15 Family Room
 G17 Custodial Supervisor
 G18 Women's Restroom
 G19 Shipping/Receiving
 G20 Janitor
 G21 Refrigerator

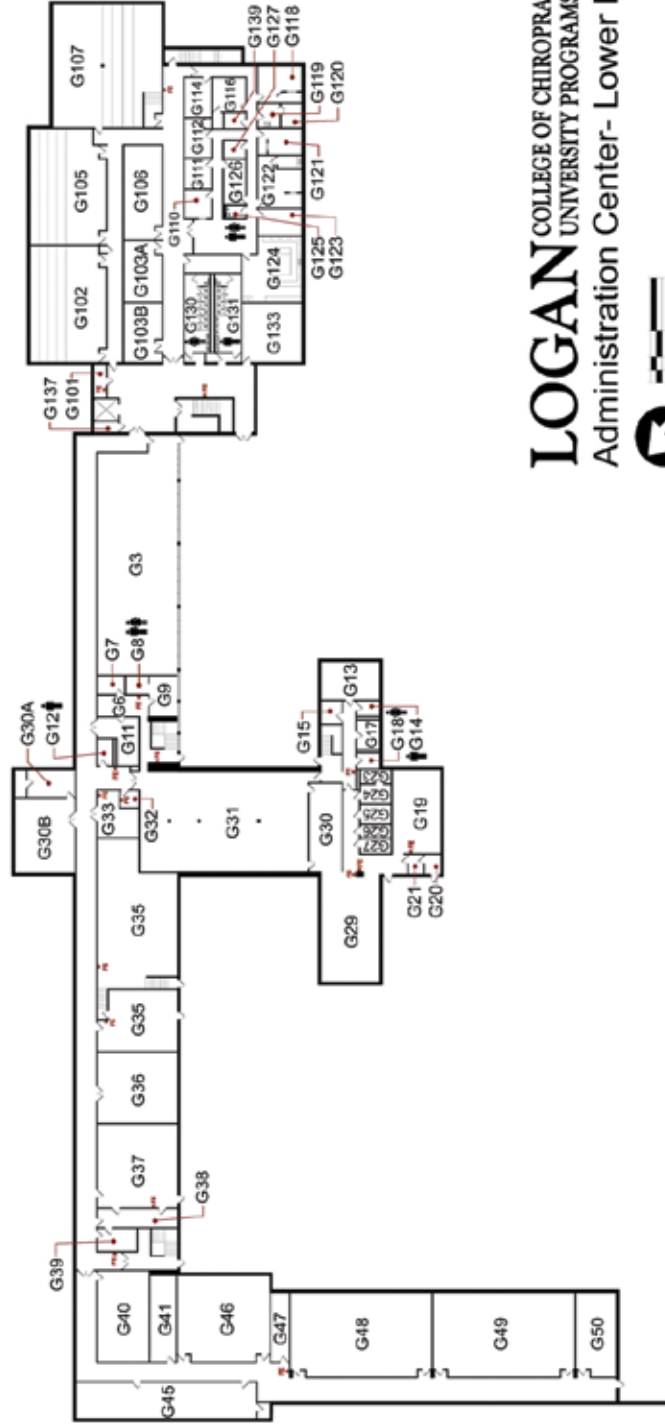
G23 Freezer
 G24 Refrigerator
 G25 Refrigerator
 G26 Refrigerator
 G27 Manager's Office
 G29 Kitchen
 G30 Kitchen Serving
 G30A Vending
 G30B Faculty Lounge
 G31 Cafeteria
 G32 Phone Room
 G33 Electric
 G34 Boiler Room
 G35 HVAC
 G36 Physical Plant
 G37 Media Production

G38 Director of Media
 Director of On-line Course Development
 Instructional Media Coordinator
 Instructional Media Specialist
 Media Specialist

G39 - SOT Technique/AK Technique
 G40 - Radiological Sciences Learning Lab
 G41 - Classroom
 G46 Classroom
 G47 Office
 G48 Classroom
 G49 Classroom
 G50 Activator
 G101 Elevator Room

G102 Classroom
 G103A Logan Basic Technique Dept. & Research
 G103B Information Systems Training Center
 G105 Classroom
 G106 Archives
 G107 Classrooms
 G108 Radiology and Laboratory
 G110 Reception
 G111 Chair of Department of Radiology
 G112 Office
 G114 Office
 G116 Technologist
 G118 Radiology
 G119 Processing
 G120 Dark Room

G121 Radiology
 G122 Radiology
 G123 Radiology Reading Room
 G124 Laboratory
 G125 Restroom
 G126 Radiology Study
 G127 Resident's Private Study
 G129 Laundry
 G130 Women's Restroom
 G131 Men's Restroom
 G132 Janitor
 G133 Mechanical & Sprinkler Room
 G137 Phone Room
 G139 Dressing Room



LEGEND

- FE Fire Extinguisher
- FD Defibrillator
- ↑ Men's Restroom
- ↓ Women's Restroom
- ↑↓ Unisex Restroom

LOGAN COLLEGE OF CHIROPRACTIC
 UNIVERSITY PROGRAMS
 Administration Center- Lower Level

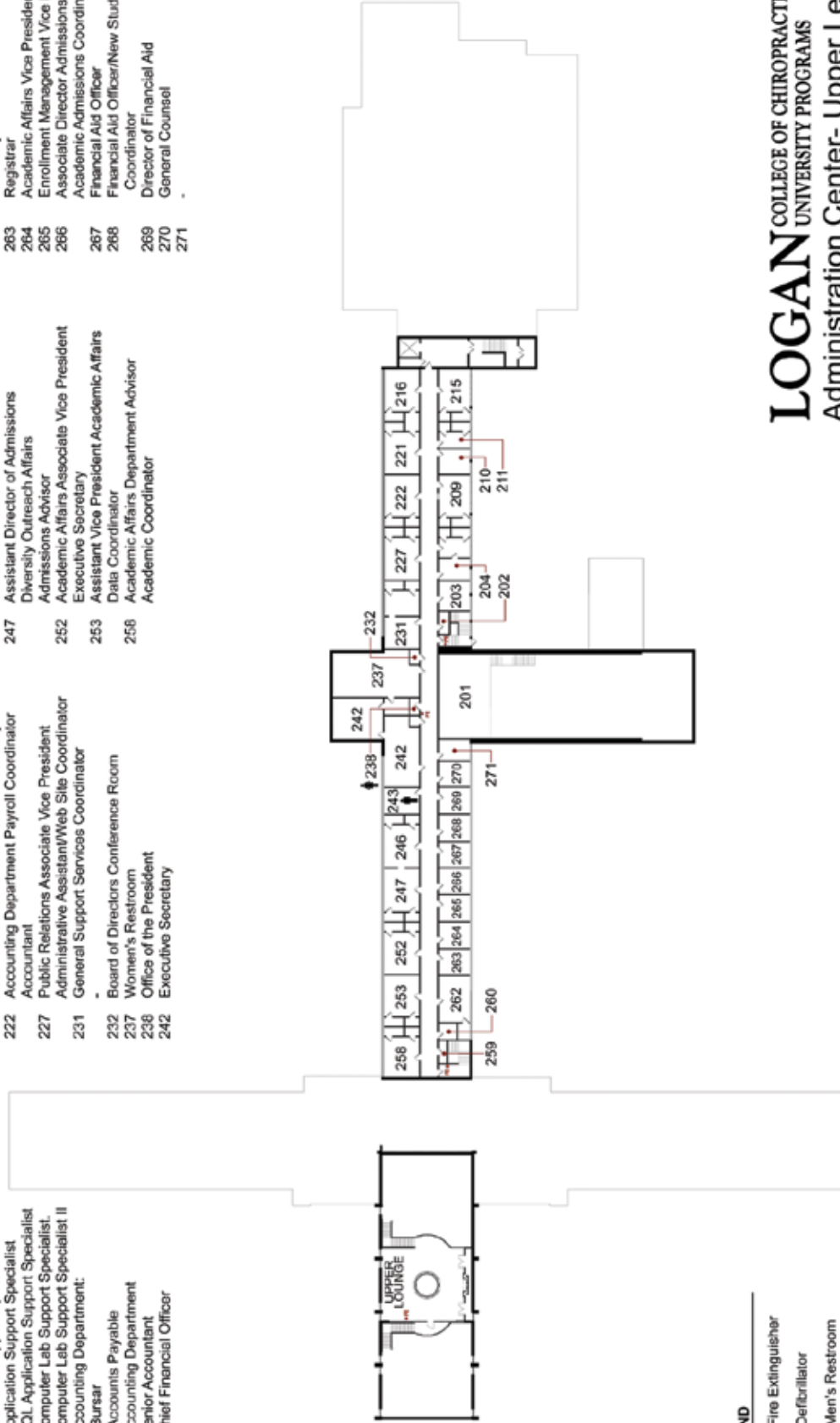


- 201 Library Loft
- 202 Mail Room
- 203 Information Systems Director
- 204 Database Support Specialist
- Application Support Specialist
- SQL Application Support Specialist
- Computer Lab Support Specialist
- Computer Lab Support Specialist II
- 209 Accounting Department:
- Bursar
- Accountants Payable
- 210 Accounting Department
- Senior Accountant
- 211 Chief Financial Officer

- 215 Vice President Institutional Advancement
- 216 Administration Affairs Vice President
- 221 Institutional Advancement Executive Secretary
- Administration Affairs Executive Secretary
- 222 Accounting Department Payroll Coordinator
- Accountant
- 227 Public Relations Associate Vice President
- Administrative Assistant/Web Site Coordinator
- 231 General Support Services Coordinator
- Bursar
- 232 Board of Directors Conference Room
- 237 Women's Restroom
- 238 Office of the President
- 242 Executive Secretary

- 243 Men's Restroom
- 246 Admissions Secretary
- Admissions Advisor
- 247 Associate Director of Admissions
- Diversity Outreach Affairs
- Admissions Advisor
- 252 Academic Affairs Associate Vice President
- Executive Secretary
- 253 Assistant Vice President Academic Affairs
- Data Coordinator
- 258 Academic Affairs Department Advisor
- Academic Coordinator

- 259 Storage
- Enrollment Services
- 260 Assistant Registrar
- 262 Secretary
- 263 Registrar
- 264 Academic Affairs Vice President
- 265 Enrollment Management Vice President
- 266 Associate Director Admissions/Recruiting
- Academic Admissions Coordinator
- 267 Financial Aid Officer
- Financial Aid Officer/New Student
- 268 Coordinator
- 269 Director of Financial Aid
- 270 General Counsel
- 271



LEGEND

- FE Fire Extinguisher
- D Defibrillator
- ♂ Men's Restroom
- ♀ Women's Restroom
- ♿ Unisex Restroom

LOGAN COLLEGE OF CHIROPRACTIC
UNIVERSITY PROGRAMS
Administration Center- Upper Level



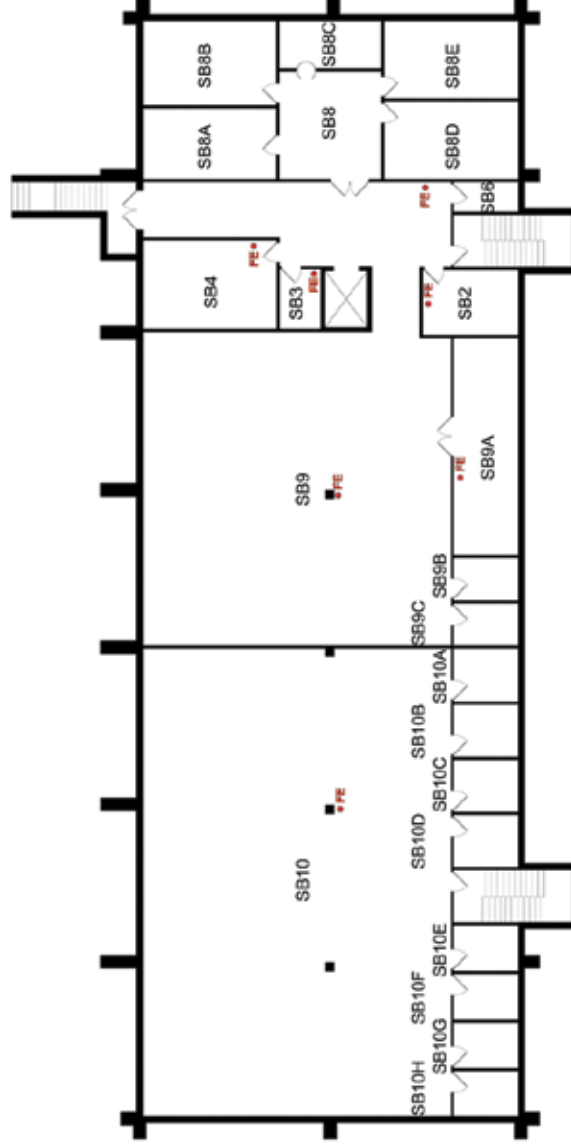
LOGAN COLLEGE OF CHIROPRACTIC
UNIVERSITY PROGRAMS
Science & Research Center- Basement



- Electric
- Elevator Equipment
- Mechanical
- Telephone Room
- Radiographic
- A - Platinum CFW X-Ray System
- B - Platinum CFW X-Ray System
- C - Dark Room
- D - Universal X-Ray Single-Phase
- E - HCM Positioning Unit
- Technique Classroom/Student Clinic
- Mechanical/Storage
- Practice Room
- Practice Room
- Practice Room
- Adjusting Class/Student Clinic
- Practice Room
- Practice Room
- Practice Room
- Practice Room
- Practice Room
- Practice Room
- Practice Room
- Practice Room

- SB2
- SB3
- SB4
- SB6
- SB8

- SB9
- SB9A
- SB9B
- SB9C
- SB10
- SB10A
- SB10B
- SB10C
- SB10D
- SB10E
- SB10F
- SB10G
- SB10H



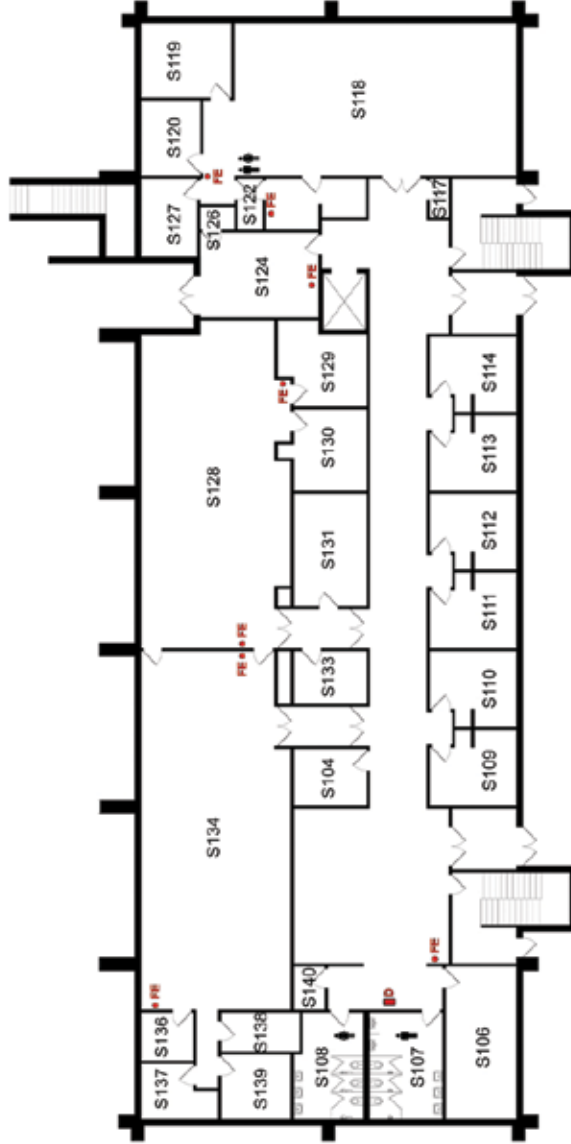
- LEGEND**
- FE Fire Extinguisher
 - ◻ Defibrillator
 - ↑ Men's Restroom
 - ↓ Women's Restroom
 - ↕ Unisex Restroom

LOGAN COLLEGE OF CHIROPRACTIC UNIVERSITY PROGRAMS

Science & Research Center- First Floor



- S104 - Research & Ergonomics Secretary
- S106 - Conference
- S107 - Men's Restroom
- S108 - Women's Restroom
- S109 - Basic Science Office
- S110 - Chairman of Educational Research
- S111 - Director of Research
- S112 - Special Projects Coordinator
- S113 - Science Director
- S114 - Director of Research
- S117 - Maintenance
- S118 - Ergonomics
- S119 - Dean or Research and Development
- S120 - Associate Director of Research
- S122 - Restroom
- S123 - Locker Room/Storage Area
- S124 - Shipping and Receiving
- S126 - Janitor
- S127 - Division of Research
- S128 - Histology/Hematology
- S129 - Office
- S130 - Preparation Room
- S131 - Histology/Neuroanatomy Demonstration
- S133 - Neuroanatomy Preparation
- S134 - Microbiology Laboratory
- S136 - Centrifuge
- S137 - Auto Clave
- S138 - Microbiology Preparation
- S139 - Office
- S140 - Janitor



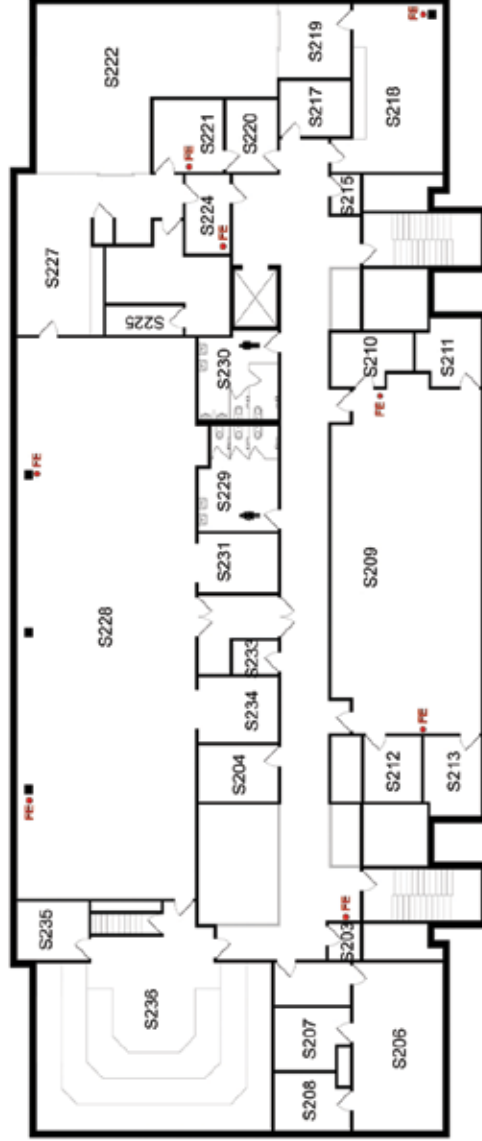
- LEGEND**
- FE Fire Extinguisher
 - BD Defibrillator
 - ♂ Men's Restroom
 - ♀ Women's Restroom
 - ♂♀ Unisex Restroom

LOGAN COLLEGE OF CHIROPRACTIC UNIVERSITY PROGRAMS

Science & Research Center- Second Floor



- S203 - Maintenance
- S204 - Office
- S206 - Prosecution
- S207 - Office
- S208 - Office
- S209 - Biochemistry Laboratory
- S210 - Balance
- S211 - Office
- S212 - Biochemistry Preparation
- S213 - Office
- S215 - Maintenance
- S217 - LRC Media
- S218 - Physical Therapy
- S219 - Office
- S220 - Media Dark Room
- S221 - X-ray
- S222 - Anatomy Storage
- S224 - Crematory
- S225 - Bathroom
- S227 - Anatomy Preparation
- S228 - Anatomy Laboratory
- S229 - Women's Restroom
- S230 - Men's Restroom
- S231 - Lockers
- S233 - Janitor
- S234 - Lockers
- S235 - Anatomy Assistant Professor
- S236 - Amphitheater

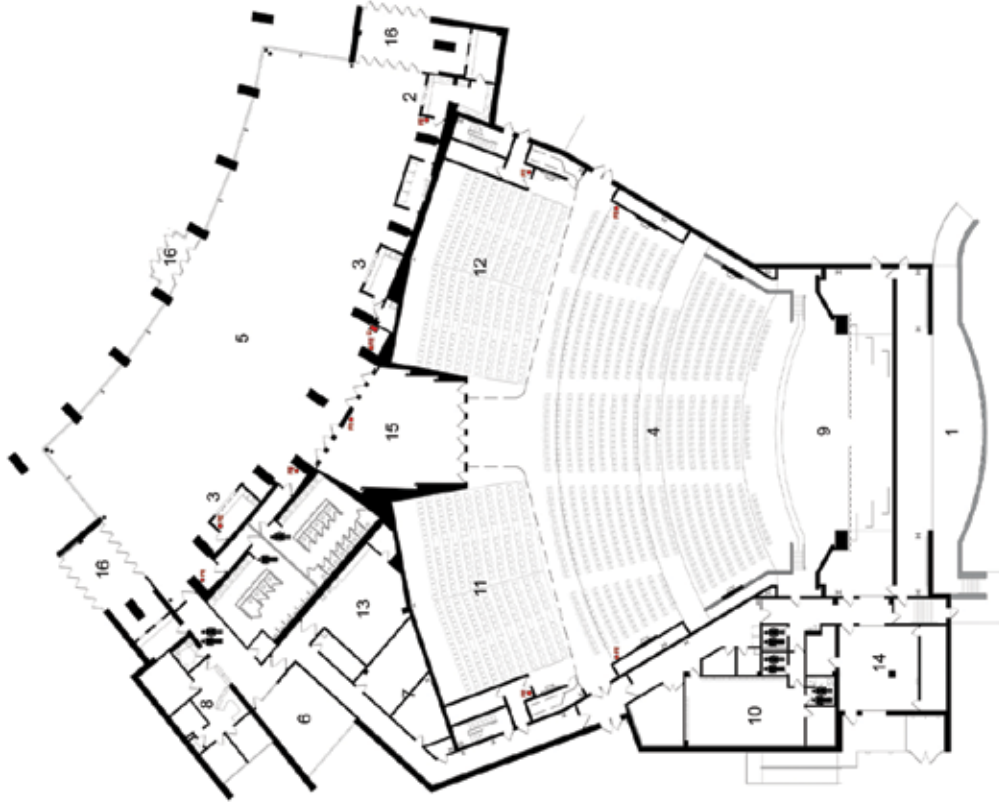


- LEGEND**
- FE Fire Extinguisher
 - D Defibrillator
 - ♂ Men's Restroom
 - ♀ Women's Restroom
 - ♿ Unisex Restroom

LOGAN COLLEGE OF CHIROPRACTIC
UNIVERSITY PROGRAMS
William D. Purser, DC Center



- 1 Amphitheater Platform
- 2 Coat Check
- 3 Concessions
- 4 Lecture
- 5 Lobby
- 6 Lounge
- 7 Mechanical/Electrical
- 8 Offices
- 9 Platform
- 10 Queuing
- 11 Small Lecture
- 12 Small Lecture
- 13 Catering Room
- 14 Storage/Receiving
- 15 Throat
- 16 Vestibule



LEGEND

- Fire Extinguisher
- Defibrillator
- Men's Restroom
- Women's Restroom
- Unisex Restroom

APPENDIX G – COMMITTEE DESCRIPTIONS

Academic Standing Committee

(2 faculty members elected)

Members are: the Vice President of Academic Affairs (Chairperson), the Dean of Students, the Registrar, two faculty members elected by the Faculty Council, a Health Center representative and one student above the Sophomore level, representing the Student Doctor's Council.

Meets the first week of each trimester break and when called by the Vice President of Academic Affairs, usually 1-2 times during each trimester. Meetings generally last 1-2 hours.

Purpose: To review the standing of any student who is experiencing academic problems e.g. failure(s), low GPA, low cumulative GPA. Also discussed are matters relating to modifications of academic requirements and consideration of applicants for the Academic Excellence Scholarship. Committee recommendations are submitted to the President/Cabinet for a decision.

Admissions Committee

(1 faculty member elected)

Members are: the Director of Enrollment (Chairperson), the Dean of Enrollment, the Dean of Student Affairs and Academics, the Vice President of Academic Affairs, a faculty representative from the Health Centers, the Basic Sciences Division, and the Chiropractic Division, one faculty member elected by the Faculty Council, and one student representing the Student Doctors' Council.

Meets monthly, when called by the Dean of Student Enrollment. Meetings generally last 1 hour. Members are encouraged to review files of applicants regularly, i.e., 1-2 times weekly.

Purpose: To review criteria for admission and to determine acceptance of qualified student applicants to Logan.

Alumni Association

(1 faculty member elected)

Meets 3 times per year –January, June (Homecoming) and September, Two of the meetings are in St. Louis,

(January and September) and one is held out-of-state. The faculty representative is expected to attend the out-of-state meeting. Faculty Council partially defrays the representative's expenses. Meetings are generally two days long. The representative is expected to submit a written report of each meeting.

Curriculum Committee

(1 faculty member elected)

Members are: the Vice President of Academic Affairs (Chairperson), the Academic Coordinator, a faculty representative of each of the Divisions, Dean of University programs, one faculty representative elected by the Faculty Council, and one student representing the Student Doctor's Council.

Meets irregularly, usually once per trimester, when called by the Vice President of Academic Affairs. Normal meeting time is 1-2 hours.

Purpose: To evaluate the changes, additions, or improvements to the current curriculum at Logan College. It operates at all times to insure a continuity of instruction for integration of all courses in a logical order. Recommendations are submitted to the President/Cabinet for a decision.

Faculty Development Committee

(3 faculty members elected)

Members are: Academic Dean (ex officio), President of the Faculty Council (ex officio), Representative of the Learning Resources Center (appointed by Library Director), one faculty or staff member with expertise in instructional technology (appointed by or appointment requested by Faculty Council President), one Division Chair (elected) and at least 2 additional faculty members (elected).

Purpose: The Faculty Development Committee's mission is to organize faculty development opportunities for faculty and liaise with the Administration in the execution. The Faculty Development Committee shall elect its own officers and determine its own meeting schedule and operational policies.

Professional Committee

(3 faculty members elected)

A. Composition of the Professional Committee—The

Professional Committee is composed of the Vice President of Academic Affairs (ex officio) or a designee as the Chairperson, three faculty representatives, and three student representatives.

B. Election of Faculty and Student Representatives— Faculty representatives shall be elected by the Faculty Council at the beginning of each academic year. Faculty representatives shall be elected by the Faculty Council according to the By-Laws of the Faculty Council. Student representatives shall be elected by the student body at the beginning of each academic year. In order to be eligible for election as a student representative:

1. must be registered for at least three credit hours and enrolled in a degree-granting program;
2. must have made satisfactory academic progress and be in good academic standing;
3. may not have any disciplinary record or probation of any kind; and
4. may not be an officer in the Student Doctors' Council.

C. Substitution of Professional Committee Members— In the event that a student representative is unable to serve on a particular hearing, the SDC President or SDC Vice President will appoint a substitute representative. Should a faculty representative be unable to serve on a particular hearing, a suitable replacement will be appointed according to the By-Laws of the Faculty Council. If any other member of the Professional Committee is unable to serve on a particular hearing, the Professional Committee Chairperson may appoint an appropriate replacement.

D. Recusal for Conflict of Interest— If the alleged Honor Code violation personally involves any member of the Professional Committee or otherwise presents a potential conflict of interest, the Professional Committee member shall recuse him or herself, and a substitute representative will be appointed pursuant to the policy set forth above.

Ranking & Evaluation Committee

(1 faculty member elected)

Members are: the Vice President of Academic Affairs

(Chairperson), the Chairperson of each of the academic Divisions, and one faculty representative elected by the Faculty Council.

Meetings are held at least once a year, called by the Vice President of Academic Affairs. Length of meetings varies.

Purpose: To evaluate performance and productivity and to determine eligibility of each faculty member for promotions and progression to the next rank. This committee also acts on all requests for sabbaticals and tenure.

University Programs Curriculum Committee

Members are: the Dean of University Programs (Chairperson), a representative of the academic Division and 3 faculty members appointed by the Faculty Council President.

Meetings are called by the Dean of University Programs. Length of meetings varies.

Purpose: To evaluate the changes, additions, or improvements to the current curriculum in University programs. It operates at all times to insure a continuity of instruction for integration of all courses in a logical order. Recommendations are submitted to the President/Cabinet for a decision.

Committee on Readmissions & Academic Progress (1 faculty member elected)

Members are: Dean of Enrollment (Chairperson), Dean of Students, Associate Dean of Students, Registrar, a counselor, a faculty representative elected by the Faculty Council, and one student representing the Student Doctors' Council.

Committee meets during the first or second week of each trimester, usually one full day and part of another. Additional meetings may be called throughout the trimester as the need arises. The initial meeting of each trimester usually lasts the entire day. Additional meetings may last 1-2 hours. A meeting may be called by either the Dean of Enrollment or by the Vice President of Academic Affairs.

Purpose: To review the records of students who have a trimester GPA below 1.5 and those students who have been dismissed per Logan College policy. The Committee prepares schedules for academically deficient students (Tri GPA below 1.5) but does not conduct personal interviews unless requested by the student. Academically dismissed students will be interviewed. After deliberation the committee will make a recommendation of academic status, and provide a schedule. The Committee may also recommend other means of remediation such as counseling or testing. Recommendations of the Committee are subject to review/revision by the Vice President of Academic Affairs and/or by the President.

Copyright Committee

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

Composition of the Copyright Committee

The Committee is appointed by the College President or the President’s designee. The Committee shall consist of (a) faculty members, who shall constitute a majority of the members, (b) one or more students, serving one-year renewable terms, and (c) members from campus units that are involved in information technology matters, such as Information Systems.

Duties of the Copyright Committee

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

- Monitoring trends in such areas as institutional or consortial copyright use policies, changes in copyright ownership models, and guidelines for fair use of information in all formats;
- Identifying areas in which policy development is needed and recommending to the President and College Administration new or revised institutional policies and guidelines;
- Cooperating with the administration to propose University policies and guidelines regarding ownership and use of copyrighted or licensed scholarly works;
- Assisting in identifying educational needs of

the faculty and others related to compliance with copyright policies and guidelines, and advising on appropriate ways to address those needs; and

- Hearing and recommending resolution of disputes involving copyright ownership and submitting such recommendation(s) to the College President or the President’s designee.

Coordinating Committee of Intellectual Property

The Logan College of Chiropractic, through its Board of Trustees and Administrative Officers, fully endorses and encourages the pursuit of research, training programs, workshops and other projects. Logan College, along with mankind in general, considers itself to be the beneficiary of the professional growth of its staff in the quest for new truths and the advancement of human knowledge.

In order to create a uniform practice, a Coordinating Committee of Intellectual Property shall be established. This committee will consist of one Board member appointed by the Chairman of the Board of Trustees, one member appointed by the Faculty Council, and one member appointed by the President. This committee shall work under the Chairmanship of the President.

It shall be the duty of the Coordinating Committee of Intellectual Property to represent the Administration and the Board of Trustees in encouraging intellectual property pursuits by members of the faculty and others and in coordinating all such activities in the best interest of Logan College and the members of the faculty involved in such pursuits. At least annually, the Coordinating Committee of Intellectual Property shall report to the Faculty, the Administration and the Board of Trustees regarding all such intellectual property activities undertaken by the members of the faculty.

1. 6/96 Prepared – Bob Snyders ; 3/98 Updated per committee members – R. Buhr ; 5/00 Updated per executive committee (Alum.R) – K. Dishauzi
2. Created May 18, 2006 :: Vote of the Faculty Council.
3. Revised 2007 by Ms. K. Bullerdick, JD. From Student Handbook, Fall 2009.
4. Created 2008 by Ms. K. Bullerdick, JD. From Copyright Policy.
5. Revised May-June 2008.

APPENDIX H – MISSOURI REGULATIONS

Pertinent Portions of the Missouri Chiropractic Licensing Act and Regulations

Chapter 331, RSMO Chiropractors (as of 28 August 2008, downloaded from <http://www.moga.mo.gov/statutes/c300-399/331000010.htm> on 02 October 2009.

Practice of chiropractic, definition.

331.010. 1. The “practice of chiropractic” is defined as the science and art of examination, diagnosis, adjustment, manipulation and treatment both in inpatient and outpatient settings, by those methods commonly taught in any chiropractic college or chiropractic program in a university which has been accredited by the Council on Chiropractic Education, its successor entity or approved by the board. It shall not include the use of operative surgery, obstetrics, osteopathy, podiatry, nor the administration or prescribing of any drug or medicine nor the practice of medicine. The practice of chiropractic is declared not to be the practice of medicine and operative surgery or osteopathy within the meaning of chapter 334, RSMo, and not subject to the provisions of the chapter.

2. The practice of chiropractic may include meridian therapy/acupressure/acupuncture with certification as required by the board.

Subject to state and municipal regulations.

331.040. Chiropractic practitioners shall be subject to the state and municipal regulations relating to the control of contagious diseases, the reporting and certifying of deaths, and all matters pertaining to public health, and such reports shall be accepted by the officer or department to whom such report is made.

Denial, revocation or suspension of certificate, grounds for--time penalties do not run if person being penalized does not keep board furnished with certain information.

331.060. 1. The board may refuse to issue any certificate of registration or authority, permit or license required pursuant to this chapter for one or any combi-

nation of causes stated in subsection 2 of this section. The board shall notify the applicant in writing of the reasons for the refusal and shall advise the applicant of his right to file a complaint with the administrative hearing commission as provided by chapter 621, RSMo.

2. The board may cause a complaint to be filed with the administrative hearing commission as provided by chapter 621, RSMo, against any holder of any certificate of registration or authority, permit or license required by this chapter or any person who has failed to renew or has surrendered his certificate of registration or authority, permit or license for any one or any combination of the following causes:

- (1) Use of any controlled substance, as defined in chapter 195, RSMo, or alcoholic beverage to an extent* that such use impairs a person’s ability to perform the work of any profession licensed or regulated by this chapter;
- (2) The person has been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution under the laws of any state or of the United States, for any offense reasonably related to the qualifications, functions or duties of any profession licensed or regulated under this chapter, for any offense an essential element of which is fraud, dishonesty or an act of violence, or for any offense involving moral turpitude, whether or not sentence is imposed;
- (3) Use of fraud, deception, misrepresentation or bribery in securing any certificate of registration or authority, permit or license issued pursuant to this chapter or in obtaining permission to take any examination given or required pursuant to this chapter;
- (4) Obtaining or attempting to obtain any fee, charge, tuition or other compensation by fraud, deception or misrepresentation;
- (5) Incompetency, misconduct, gross negligence, fraud, misrepresentation or dishonesty in the performance of the functions or duties of any profession licensed or regulated by this chapter;
- (6) Violation of, or assisting or enabling any person to violate, any provision of this chapter, or of any lawful rule or regulation adopted pursuant to this chapter;
- (7) Impersonation of any person holding a certificate of registration or authority, permit or license or allowing any person to use his or her certificate of registration or authority, permit, license or diploma from school;

- (8) Disciplinary action against the holder of a license or other right to practice any profession regulated by this chapter granted by another state, territory, federal agency or country upon grounds for which revocation or suspension is authorized in this state;
- (9) A person is finally adjudged insane or incompetent by a court of competent jurisdiction;
- (10) Assisting or enabling any person to practice or offer to practice any profession licensed or regulated by this chapter who is not registered and currently eligible to practice under this chapter;
- (11) Issuance of a certificate of registration or authority, permit or license based upon a material mistake of fact;
- (12) Failure to display a valid certificate or license if so required by this chapter or any rule promulgated hereunder;
- (13) Violation of any professional trust or confidence;
- (14) Use of any advertisement or solicitation which is false, misleading or deceptive to the general public or persons to whom the advertisement or solicitation is primarily directed. False, misleading or deceptive advertisements or solicitations shall include, but not be limited to:
- (a) Promises of cure, relief from pain or other physical or mental condition, or improved physical or mental health;
- (b) Any self-laudatory statement;
- (c) Any misleading or deceptive statement offering or promising a free service. Nothing herein shall be construed to make it unlawful to offer a service for no charge if the offer is announced as part of a full disclosure of routine fees including consultation fees;
- (d) Any misleading or deceptive claims of patient cure, relief or improved condition; superiority in service, treatment or materials; new or improved service, treatment or material, or reduced costs or greater savings. Nothing herein shall be construed to make it unlawful to use any such claim if it is readily verifiable by existing documentation, data** or other substantial evidence. Any claim which exceeds or exaggerates the scope of its supporting documentation, data or evidence is misleading or deceptive;
- (e) Failure to use the term “chiropractor”, “doctor of chiropractic”, “chiropractic physician”, or “D.C.” in any advertisement, solicitation, sign, letterhead,

- or any other method of addressing the public;
- (f) Attempting to attract patronage in any manner which castigates, impugns, disparages, discredits or attacks other healing arts and sciences or other chiropractic physicians;
- (15) Violation of the drug laws or rules and regulations of this state, any other state or the federal government;
- (16) Failure or refusal to properly guard against contagious, infectious or communicable diseases or the spread thereof;
- (17) Fails to maintain a chiropractic office in a safe and sanitary condition;
- (18) Engaging in unprofessional or improper conduct in the practice of chiropractic;
- (19) Administering or prescribing any drug or medicine or attempting to practice medicine, surgery, or osteopathy within the meaning of chapter 334, RSMo;
- (20) Being unable to practice as a chiropractic physician with reasonable skill and safety to patients because of one of the following: professional incompetency; illness, drunkenness, or excessive use of drugs, narcotics, or chemicals; any mental or physical condition. In enforcing this subdivision the board shall, after a hearing before the board, upon a finding of probable cause, require the chiropractor for the purpose of establishing his competency to practice as a chiropractic physician to submit to a reexamination, which shall be conducted in accordance with rules adopted for this purpose by the board, including rules to allow the examination of the chiropractic physician’s professional competence by at least three chiropractic physicians, or to submit to a mental or physical examination or combination thereof by at least three physicians. One examiner shall be selected by the chiropractic physician compelled to take the examination, one selected by the board, and one shall be selected by the two examiners so selected. Notice of the physical or mental examination shall be given by personal service or certified mail. Failure of the chiropractic physician to submit to an examination when directed shall constitute an admission of the allegations against him, unless the failure was due to circumstances beyond his control.

A chiropractic physician whose right to practice has been affected under this subdivision shall, at reasonable intervals, be afforded an opportunity to demonstrate

that he can resume competent practice with reasonable skill and safety to patients.

(a) In any proceeding under this subdivision, neither the record of proceedings nor the orders entered by the board shall be used against a chiropractic physician in any other proceeding. Proceedings under this subdivision shall be conducted by the board without the filing of a complaint with the administrative hearing commission;

(b) When the board finds any person unqualified because of any of the grounds set forth in this subdivision, it may enter an order imposing one or more of the following: denying his application for a license; permanently withholding issuance of a license; administering a public or private reprimand; suspending or limiting or restricting his license to practice as a chiropractic physician for a period of not more than five years; revoking his license to practice as a chiropractic physician; requiring him to submit to the care, counseling or treatment of physicians designated by the chiropractic physician compelled to be treated. For the purpose of this subdivision, "license" includes the certificate of registration, or license, or both, issued by the board.

3. After the filing of such complaint, the proceedings shall be conducted in accordance with the provisions of chapter 621, RSMo. Upon a finding by the administrative hearing commission that the grounds, provided in subsection 2 of this section, for disciplinary action are met, the board may, singly or in combination:

(1) Censure or place the person named in the complaint on probation on such terms and conditions as the board deems appropriate for a period not to exceed five years; or

(2) May suspend the license, certificate or permit for a period not to exceed three years; or

(3) Revoke the license, certificate or permit.

4. If at any time after disciplinary sanctions have been imposed under this section or under any provision of this chapter, the licensee removes himself from the state of Missouri, ceases to be currently licensed under the provisions of this chapter, or fails to keep the Missouri state board of chiropractic examiners advised of his current place of business and residence, the time of his absence, or unlicensed status, or unknown whereabouts shall not be deemed or taken as any part of the time of discipline so imposed.

20 CSR 2070-2.020 Diagnostic Procedures and Instruments

PURPOSE: This rule outlines the diagnostic procedures and instruments that may be used by a doctor of chiropractic in discharging his/her duty to his/her patients.

(1) The board will approve a diagnostic procedure or instrument only after the board determines that the diagnostic procedure or instrument has a sound scientific basis and is commonly taught by approved chiropractic colleges.

(2) Those diagnostic procedures presently approved by the board include, but are not limited to:

(A) Physical Examination.

(1) Inspection, including the use of instrumentation such as an ophthalmoscope, otoscope, tongue-depressor, tape measure, thermometer, percussion hammer, pinwheel, sphygmomanometer, proctoscope, nervoscope, neurocalometer, neurodermagraph, electromyograph, heartometer, phonocardiograph, electrocardiograph, spirometer, vitalor, visual acuity charts, weight measurement scales, dermathermagraph, vasculizer, and routine orthopedic and neurologic procedures.

(2) Palpation.

(3) Auscultation, including the use of a stethoscope, tuning forks, audiograph and phonocardiograph;

(B) Radiographic Examination.

(1) Motionless diagnostic X-ray study.

(2) Fluoroscopy.

(3) Cineradiography;

(C) Laboratory Examination.

(1) Blood specimen.

(2) Urine specimen.

(3) Fecal specimen.

(4) Sputum specimen; and

(D) Muscle testing with strength and endurance curves during isometric or isokinetic exercise, or both, mechanized or computerized evaluation with printout.

20 CSR 2070-2.025 Use of X-rays

PURPOSE: This rule advises chiropractic physicians concerning the use of X rays and overutilization.

(1) A chiropractic physician shall not overutilize or otherwise improperly use ionizing radiation. In order to avoid overutilization of ionizing radiation, a chiropractic physician shall observe the following guidelines:

- (A) Routine radiography of any patient shall not be performed without due regard for clinical need;
- (B) Any offer or advertising of free X-rays to actual or potential patients shall be accompanied by the statement—"if necessary"; and
- (C) Repeat radiographic evaluation of the patient shall not be undertaken without significant observable clinical indication, as determined by the treating chiropractic physician. The significant observable indication required by this subsection shall not apply to reevaluations of the spinal subluxation complex. The spinal subluxation complex is determined to be a significant observable indication.

(2) The licensee must register the X-ray equipment with the Bureau of Radiological Health, Missouri Department of Health, P.O. Box 570, Jefferson City, MO 65102, (314) 751-6083 every two (2) years.

(3) The licensee must maintain X-ray equipment in compliance with state rules of the Missouri Department of Health.

(4) Violation of this rule is considered unprofessional conduct and is grounds for disciplinary action.

20 CSR 2070-2.030 Adjunctive Procedures

PURPOSE: This rule outlines adjunctive procedures that may be used by doctors of chiropractic.

(1) Those adjunctive chiropractic procedures presently approved by the board include, but are not limited to:

- (A) Heat and heat-producing devices;
- (B) Ice and cooling packs;
- (C) Extension therapy; or
- (D) Therapeutic exercise, muscle therapy, reflex techniques, and postural and structural supports.

20 CSR 2070-2.031 Meridian Therapy/Acupressure/Acupuncture

PURPOSE: This rule sets out the acceptable qualifica-

tions, procedures and continuing education requirements for the use of meridian therapy/acupressure/acupuncture (in this rule Meridian Therapy) by Missouri licensed chiropractors.

(1) When used in the rules of the board, the terms Meridian Therapy or acupressure or acupuncture shall mean methods of diagnosing and the treatment of a patient by stimulating specific points on or within the body by various methods including, but not limited to, manipulation, heat, cold, pressure, vibration, ultrasound, light, electrocurrent and shortneedle insertion for the purpose of obtaining a biopositive reflex response by nerve stimulation.

(2) Acceptable practice and use of Meridian Therapy shall be limited to those methods and procedures that are commonly taught in chiropractic colleges having status with the Council on Chiropractic Education or are methods or procedures which have been approved by the board.

(3) In order to ensure that the public health and safety are protected and to maintain high standards of trust and confidence in the chiropractic profession and ensure the proper conduct of the chiropractic practice involving the use of Meridian Therapy, the requirements contained in this rule must be met prior to one engaging in therapeutic procedures or announcing the availability of therapeutic procedures to the public.

(A) Each licensee seeking to provide Meridian Therapy in any of its aspects shall obtain a certificate from the board, which shall indicate that the licensee has complied with the provisions of this rule and has met the minimum standards contained in this rule. The application for a certificate shall be on a form provided by the board.

(B) In addition to the other information required to be provided on the application, each applicant shall certify to the board that she/he has either—
1) successfully completed at least one hundred (100) hours' training, of undergraduate or postgraduate or a combination of each, in the use and administration of Meridian Therapy, which training was presented by a college of chiropractic having status with the Council on Chiropractic Education or
2) successfully completed at least one hundred (100) hours' training in the use and administration of Meridian Therapy in a course of study approved by the board.

- (C) Effective March 1, 2005, an applicant for certification in Meridian Therapy shall pass the examination for acupuncture administered by the National Board of Chiropractic Examiners (N.B.C.E.) or an exam approved by the board.
- (D) In order to maintain a valid certificate in Meridian Therapy, a licensee who holds a certificate at the time of making his/her license renewal must certify to the board that she/he has completed biennially a minimum of twelve (12) hours of continuing education, approved by the board, in Meridian Therapy. This continuing education shall apply toward attainment of the twelve (12) required hours of continuing education pursuant to 20 CSR 2070-2.080(5), the general studies category of continuing education.
1. Continuing education in the area of Meridian Therapy, acupuncture, and acupressure may also be submitted to the board for approval as formal continuing education hours.
- (E) If a licensee allows his/her certification to lapse, the certification may be reactivated up to three (3) years after it has lapsed upon the presentation to the board of twelve (12) hours of postgraduate study in Meridian Therapy, acupuncture, or acupressure prior to reinstatement of certification. The postgraduate study must be a course approved by the board.
- (F) If a licensee allows his/her certification to lapse for more than three (3) years the licensee shall comply with the requirements of subsection (3) (B) of this rule, providing the hours were not used to obtain the original certification.
- (4) Any licensee who shall advertise or announce to the public in any communication or solicitation that s/he engages in or provides Meridian Therapy in any of its aspects without having first complied with this rule shall be deemed to have engaged in false, misleading or deceptive advertising.
- (5) Sterilization of Nondisposable Needles and Disposition of Disposable Needles.
- (A) Where nondisposable needles are used for acupuncture, the needles must be sterilized by—

2. Dry heat sterilization; or
3. Ethylene oxide sterilization in accordance with directions of the manufacturer.

- (B) Needles must be individually packaged for each patient. The individually packaged needles must either be discarded following patient treatment or sterilized according to the methods of sterilization listed in subsection (5)(A) when nondisposable needles are used.
- (C) Needles must be disposed of according to Missouri and federal laws regarding disposal of infectious waste. In addition, all needles must be placed in rigid, leakproof and puncture resistant containers and sealed before disposal pursuant to 10 CSR 80-7.010. Noncorrosive needles must be used.

20 CSR 2070-2.060 Professional Conduct Rules

PURPOSE: This rule explains the professional conduct of licensed chiropractic physicians.

- (1) Each licensed chiropractic physician shall notify the board of his/her business and residential address and telephone number(s) and immediately shall inform the board of any change of address or telephone number within fifteen (15) days of such change.

Notification shall be sent to the board at 3605 Missouri Boulevard, or PO Box 672, Jefferson City, MO 65102-0672, contacting the board office at (573) 751-2104, or sending an email to chiropractic@pr.mo.gov.

- (2) A chiropractic service may be considered routine for an individual practitioner if it has the following characteristics:
- (A) It is performed frequently in the doctor's office;
 - (B) It is usually provided at a set fee;
 - (C) It is provided at little or no variance in technique; and
 - (D) It includes all professionally recognized components within generally accepted standards.
- (3) Each licensed chiropractic physician shall inform the board of anyone who may be practicing chiropractic in Missouri without a license.
- (4) A chiropractic physician, when presenting him/herself to patients and the public, is directed to determine as far as is reasonably possible and consistent with chiropractic procedures—

- (A) The cause(s) of the patient’s abnormalities or deformities; and
 - (B) Whether chiropractic treatments are reasonably likely to improve or assist in improving these abnormalities or deformities.
- (5) A licensed chiropractic physician shall not—
- (A) Increase charges when a patient utilizes a third-party payment program;
 - (B) Report incorrect treatment dates for the purpose of obtaining payments;
 - (C) Report charges for services not rendered; or
 - (D) Report incorrectly services rendered for the purpose of obtaining greater payment than he/she is entitled to.
- (6) Advertisement or Solicitation.
- (A) For the purpose of this rule, the terms “advertisement” and “solicitation” shall be defined as follows:
 1. Advertisement—any form of public notice, regardless of medium, using a licensee’s name, trade name or other professional designation of the licensee or chiropractic firm;
 2. Solicitation—any form of request or plea, regardless of medium, used to entice or urge a person to use the services of a licensee or chiropractic firm;
 3. A licensee may advertise or solicit through public media, such as a telephone directory, physician’s directory, newspaper or other periodical, outdoor billboard, radio, television, or through direct mail advertising or solicitation distributed generally to persons not known to need chiropractic care of the kind provided by the chiropractor, if such advertisement or solicitation is in accordance with this section;
 4. A licensee may initiate individual written communications, not involving personal or telephone contact, to persons known or likely to need chiropractic care of the kind provided by the licensee. All such individual written communications to persons known or likely to need chiropractic care of the kind provided by the licensee shall be labeled at the top of the first page with the word “SOLICITATION” and shall contain the following notice:

SOLICITATION. The determination of a need for chiropractic care and the choice of a chiro-

practor are extremely important decisions and should not be based solely upon advertisements, solicitations or self-proclaimed expertise. This notice is required by the Missouri State Board of Chiropractic Examiners.

5. A licensee may initiate personal contact, including telephone contact, with a person for the purpose of offering to provide chiropractic care subject to the provisions of subsection (6)(D) herein. Any such personal contact, including telephone contact, which is made on behalf of a licensee by any third party or parties, shall be deemed to be contact made directly by the licensee for purposes of compliance with these rules.
- (B) Every advertisement or solicitation shall include the following:
 1. The name of at least one (1) licensee responsible for its content and any potential violation of section 331.060, RSMo; and
 2. The term “chiropractor,” “doctor of chiropractic,” “chiropractic physician,” or “D.C.”
 - (C) Advertisements and solicitations may contain:
 1. The educational background of the licensee;
 2. The basis on which fees are determined, including charges for specific services, so long as fees advertised remain effective for a reasonable time;
 3. Available credit; and 4. Any other information that is not false, misleading or deceptive.
 - (D) A licensee shall not initiate an individual written communication under paragraph (6)(A)3. or personal contact, including telephone contact under paragraph (6)(A)5., if the licensee knows or reasonably should know that the physical, emotional, or mental state of the person makes it unlikely that the person would exercise reasonable judgment in employing the services of a chiropractor. A written communication sent and received or a personal contact directed to any person known to have been involved in an accident, if made within thirty (30) days after such accident, is presumed to be written at a time or made at a time when the writer knows or reasonably should know that the physical, emotional, or mental state of the person makes it unlikely that the

person would exercise reasonable judgment in employing a chiropractor, unless such written communication or personal contact, including telephone contact, is directed to a close friend, relative or former patient.

(E) An advertisement or solicitation, as defined in this rule, shall not be false, misleading or deceptive to the general public or persons to whom the advertisement or solicitation is primarily directed. False, misleading and/or deceptive shall include, but not be limited to, the following contents or omissions:

1. Any untrue statement;
2. Any matter, or presentation or arrangement of any matter, in a manner or format which is false, misleading or deceptive to the public;
3. Omission of any fact which under the circumstances makes the statement false, misleading or deceptive to the public;
4. Transmission in a manner which involves coercion, intimidation, threats or harassing conduct;
5. An attempt to attract patronage in a manner which castigates, impugns, disparages, discredits or attacks other healing arts and sciences or other chiropractic physicians;
6. Any self-laudatory statements; or
7. Transmission to a person who has made known to the licensee a desire not to receive communication from the licensee.

(F) The board presumes the following forms of advertising and/or solicitation to be false, misleading and/or deceptive and in violation of subsection (6)(E) of this rule:

1. An advertisement or solicitation which contains guarantees or warranties regarding the result of a licensee's services;
2. An advertisement or solicitation which contains testimonials about or endorsements of a licensee, unless—
 - A. The advertisement or solicitation complies with subsection (6)(E) of this rule; and
 - B. The testimonial or endorsement is made by the person who actually received the services or who has personal knowledge as to the facts stated, excepting however, testimonials and endorsements may be made by paid actors so long as the advertisement or solicitation contains a notice stating that paid actors have been used;

3. An advertisement or solicitation which is transmitted at the scene of an accident or enroute to a hospital, emergency care center or other health care facility;
4. Any advertisement or solicitation using the phrase "no out-of-pocket expense," "we accept what your insurance will pay" or any similar statement prior to the retention of services that a payment made by an insurance carrier or other third party payor with copayment or deductible features will be accepted by the licensee as payment in full, unless the advertisement shall also contain the following notice:

"This offer is only valid after the applicable insurance carrier or third party payor has been notified of the terms of the offer."

The licensee will provide written notice disclosing the terms of such offer, agreement or waiver on any billing and/or third party claim.

(G) For the purpose of this rule, all required notices shall be at least ten (10) points in height if the advertisement or solicitation is written or printed and at least eighteen (18) point font if the advertisement or solicitation is made by means of television. Notices may be oral, if the form of advertisement or solicitation will not allow it to be in printed form.

(H) A licensee shall retain for two (2) years a true and correct copy or recording of any advertisement or solicitation made by written or electronic media along with a record of when and where it was used. Upon written request, the licensee shall make the copy or recording available to the board and, if requested, shall provide to the board evidence to support any factual or objective claim contained in the advertisement or solicitation.

(7) A chiropractic office shall not be closed until the board has been provided with information which in the board's view is sufficient to assure the board that adequate measures have been taken by the licensee or licensee's heirs to provide for the transfer of patient records, including X-rays, to either the patient or another health care provider of the patient's choosing or to assure the board that the patient does not desire the records delivered to him/her or another health care provider.

(8) The licensee shall retain patient records for at least seven (7) years.

(9) Failure of the licensee to comply with section 191.227, RSMo shall be considered unprofessional conduct.

(10) Minimal record keeping standards apply to all licensed chiropractic physicians, chiropractic assistants and certified chiropractic technicians. These standards also apply to those examinations advertised at a reduced fee or free (no charge) service.

(A) Adequate patient records shall be legibly maintained. Initial and follow-up services (daily records) shall consist of documentation to justify care. If abbreviations or symbols are used in the daily record keeping, a key must be provided.

(B) Minimum record keeping regarding a patient shall include patient history, symptomatology, examination, diagnosis, prognosis and treatment.

(C) Provided the board takes disciplinary action against a chiropractic physician for any reason, these minimal clinical standards will apply. It is understood that these procedures are the accepted standard(s) and anything less than this shall be considered unprofessional conduct in the practice of chiropractic.

(11) A nutritional evaluation which is in response to stimulation of the olfactory nerve receptors and those procedures including holding vitamins, minerals, herbs or any food or food product in the hand, laying vitamins, minerals, herbs or any food or food product on or near the skin and touching various areas of the skin, are unproven, could lead to errors in diagnosis and are potentially detrimental to the health of the patient being evaluated and is considered unprofessional conduct in the practice of chiropractic.

(A) Nutritional evaluation shall include history; type of dysfunction; laboratory tests, if necessary; physical diagnosis; and dietary inadequacies. Nutritional evaluation without these procedures is deemed unprofessional conduct.

(B) Nutritional evaluation which is in response to stimulation of the gustatory nerve receptors is not a diagnostic procedure but may be used as an adjunctive procedure when used in conjunction with subsection (10)(A).

(12) Any licensee who performs a chiropractic review under section 376.423, RSMo without having obtained a certification from the board or is not in compliance with 20 CSR 2070-4 of the board's rules shall be deemed to have engaged in unprofessional conduct in the practice of chiropractic.

(13) Violation of the Health Care Payment Fraud and Abuse Act, Missouri Revised Statutes section 191.900 et seq. or the "antikickback" portions of the Medicare/Medicaid anti-fraud and abuse statute, 42 United States Code section 1320a-7b[b], by knowingly and willingly offering, paying, soliciting or receiving remuneration in order to induce business reimbursed under the Medicare or state administered health care programs will be considered unprofessional or improper conduct in the practice of chiropractic. Conduct will not be considered a violation of this rule, if the ownership or investment interest in such service meets the requirements of the "safe harbor" provisions of Title 42 Code of Federal Regulations part 1001.