



LIFECHIROPRACTIC
COLLEGE WEST

Disciplinary Policies & Procedures Manual

Reviewed & Revised March 2015

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STATEMENT OF PURPOSE

The purpose of this manual is to inform students of their rights regarding disciplinary matters resulting from student misconduct and to clearly outline the disciplinary policies and procedures of Life Chiropractic College West.

INTRODUCTION

Life Chiropractic College West (hereafter College), in accordance with applicable federal and state law and College policy, does not discriminate and prohibits discrimination, including harassment, on the basis of race, color, creed, national origin, sex, sexual violence, sexual orientation, disability, or age in any of its programs or activities. The College is committed to a policy against legally impermissible, arbitrary, or unreasonable discriminatory practices. All groups operating under the College including administration, faculty, staff, student governments, and programs sponsored by the College are governed by this policy of nondiscrimination. Further, the College prohibits acts of coercion, intimidation or retaliation against any individual for the purpose of interfering with any right or privilege secured under law.

The College holds that its students are entitled to the full privilege and responsibility of regulating and controlling their own lives as adults. The College must, however, assume authority for defining some behaviors necessary to a fundamentally efficient and fair professional, work-college environment. Like other organized businesses and social organizations, the College functions within prescribed boundaries of various laws, policies, procedures and community norms for the purpose of maintaining responsible social order.

Students of the College are expected to demonstrate integrity and ethical conduct both within and without the College. This would include the following examples:

- Adherence to all laws; such as nondiscrimination, including Title IX of the Education Amendments of 1972 (Title IX) and the Violence Against Women Reauthorization Act of 2013 (VAWA/Campus SaVE Act)
- Adherence to all College policies and procedures
- Respecting the rights of others
- Demonstrating professional behavior
- Ethical course work including written assignments, presentations, copyright laws and exams

When it has been determined that there has been a breach in behavioral or performance criteria that necessitates action by the College or other outside authorities, mechanisms must exist to guide the process. It is the right and obligation of the College to choose to have such matters addressed within the College, by law enforcement officials, or both. Disciplinary actions, therefore, may proceed independently, concurrently, or consecutively.

When the College determines the need to address behavioral or performance matters within its own structure, the policies and procedures in this manual will be followed. First and foremost, we must understand that we are not a community of lawyers, judicial procedure experts, or constitutional authorities nor are we attempting to replicate courts, lawyers, judges, or juries in the conduct of our procedures.

Many aspects required of civil or criminal proceedings or even the procedures required of public colleges and universities are not required in the private college environment. Therefore, based upon our understanding and interpretation of these differences, the following describes what the student can expect from our internal disciplinary policies, procedures and practices in our effort to provide a safe and effective educational environment.

- To be apprised of concerns, problems, allegations, and accusations (complaints) against you.
- To know who has expressed a complaint against you.
- To have a complaint heard, investigated, and evaluated by the College.
- To have an opportunity to respond to a complaint against you.
- To have the support of an advisor* during a Student Disciplinary Hearing.
- To have a complaint against you fairly presented to a Disciplinary Officer of the College or a Student Disciplinary Hearing as may be determined by the College.
- To have the opportunity to appeal a determination and judgment by a Disciplinary Officer of the College.

The College's internal procedures *do not* include the following:

- The use of "jury" like entities to render final decisions.
- The development and production of written transcripts of; meetings, evaluation and investigation processes, or hearings before a hearing officer or panel.
- Representation by legal counsel during the College's internal proceedings.
- The power to subpoena.
- The ability to frustrate the disciplinary process through procedural efforts determined by the College to be obstructionist and counter to the goal of fair and efficient complaint resolution.

The disciplinary procedures described in this manual are intended to ensure that all students charged with violating college regulations and/or professional codes of conduct are treated fairly, which involves proper due process for Student Disciplinary Hearings and the right to appeal. It is the belief of the administration that disciplinary proceedings at Life Chiropractic College West should have an educational as well as a deterrent effect.

An advisor may be an attorney. The advisor's role is limited to personal counsel to the student. Advisors are prohibited from questioning witnesses or addressing a Student Disciplinary Hearing.

I. ADMINISTRATIVE INTERVENTION

When circumstances exist in which the safety and/or welfare of the college community is jeopardized by the action(s) of one or more students, the College retains the right to intervene, taking immediate administrative action.

II. CONFLICT RESOLUTION

The College attempts to resolve complaints concerning violations of policy or conduct through the Executive Vice President/Conflict Resolution Officer. An Incident Report or Formal Student Grievance Form may or may not be filed in these matters. The CRO will meet with the parties involved in a timely manner to discuss the details of the dispute. The CRO will mediate with the goal of resolving the conflict between the parties. If a resolution is reached by the parties involved, no further action will be required. The resolution may include sanctions.

Examples of Situations the Conflict Resolution Officer Could Mediate:

- Conduct Issues (student/student, faculty/student)
- Room-mate Issues
- Unprofessional & Inappropriate Behavior
- On Campus Disputes

III. ADMINISTRATIVE RESOLUTION

When a complaint or alleged violation of college policy occurs that involves more serious violations of college policy, an Incident Report or Formal Student Grievance Form should be filed with the Executive Vice President/Conflict Resolution Officer of the College. The College will pursue issues of this nature whether a formal incident report has been filed or not.

Examples of Violations:

- Ethical Violations (including cheating on exams & plagiarism)
- Falsifying Documents (including signatures on documents)
- Safety Issues (including practicing Chiropractic without a License)
 - Unobserved Adjusting
 - Using Unapproved Techniques in the Technique Labs or Health Center

- Bringing a firearm to campus
- Being under the influence of drugs or alcohol while on campus or in the Health Center

Upon receipt the Executive Vice President will review the completed Incident Report or formal Student Grievance Form and route it to the appropriate College Administrator. The administrator will serve as the College Disciplinary Officer in the matter. They will schedule and hold a conference with the student charged and obtain his or her response to the alleged misconduct, except in instances where the student charged declines to cooperate, in which case the conference requirement is waived.

The Disciplinary Officer may resolve the complaint with or without sanctions. If the alleged student(s) admits culpability in the matter and a customary and usual Sanction (from the published list) is given based on the facts and seriousness of the issue there is no appeal available to the student. The disposition of the matter will be provided to the accused in writing and be signed by the student and the Disciplinary Officer assigned to the matter.

If the student admits a violation of misconduct and the student can demonstrate that the sanction imposed is not the usual or minimum sanction given similar circumstances, the student charged may request a hearing on the sanction only.

If the alleged student(s) does not admit culpability they are entitled to meet with the Chair of the Student Judicial Committee and request a Judicial Hearing to review all facts of the Incident Report and during that Hearing the misconduct will be examined. Sanctions may or may not be given as a result of the evidence presented at the Judicial Hearing.

Neither legal representation for the accused student or the College, nor tape or electronic recording will be permitted during the Administrative Resolution process.

III. JUDICIAL RESOLUTION: STUDENT DISCIPLINARY HEARING

When appropriate, the Chair will prepare the College for a Student Disciplinary Hearing according to the following policy and procedure:

A. Student Judiciary Committee

1. The Student Judiciary Committee (Committee) will include the Chair who will select additional membership as follows: one faculty member, one College Administrator and the President of the Student Council or, at his/her discretion, a member of the Executive Council.

2. Chair responsibilities:
 - (a) Approve membership on the Committee;
 - (b) Make all rulings on matters relating to the conduct of Hearings;
 - (c) Maintain order and exclude anyone who refuses to be orderly;
 - (d) Recognize witnesses for the purpose of giving testimony;
 - (e) Make such rulings on procedure deemed appropriate so long as not to be inconsistent with applicable procedures established;
 - (f) Rule on the admissibility of evidence and the testimony of witnesses;
 - (g) Be a non-voting member when the Committee makes its determination of findings for a Hearing;
 - (h) Review the findings of the Committee and prepare a final report for the Vice President of Academic Affairs.

3. Findings and Recommendations of the Committee
Findings of fact and recommendations of the Committee will be made to the Vice President of Academic Affairs within a timely manner after the close of the Hearing. The recommendations will be chosen from the list of the Sanctions found on page 13 of this Manual.

IV. PROCEDURES PRIOR TO A STUDENT DISCIPLINARY HEARING

- A. Arrangements
The Chair will make physical and scheduling arrangements for Hearings.

- B. Notice of Hearing
The accused student must receive, at least seven (7) college working days before the Hearing, written notice from the Chair containing:
 1. The date, time and place of the Hearing.
 2. Specification of the misconduct by citing the applicable stated policy, prohibition, procedure, rule, or regulation which has been violated.
 3. Specification, to the extent reasonably possible, of the time, place, person or persons involved and the circumstances of the prohibited conduct, including the name or names of persons who may have been witnesses.
 4. A notice that the accused student has the right to present evidence, including documentary evidence and the testimony of witnesses. It will be the responsibility of the accused student to present evidence in his/her behalf. The College may require registered students and employees to appear before a Hearing as witnesses. Requests for the appearance of

witnesses must be received by the Chair no later than five (5) college working days prior to the scheduled date of the Hearing.

5. Such other information as the Chair may wish to include.
- C. The accused student may waive the seven (7) working days' time limit for a Hearing upon agreement of the College.
- D. An application for continuance of a Hearing will be granted by the Chair only for good and compelling reasons. The possibility of administrative, civil, or criminal proceedings against the accused student is not sufficient reason for extension of time.
- E. Delivery of notice

The Chair or assigned designee will be responsible for preparing and delivering notices regarding disciplinary matters. Notices to the accused student will be either personally delivered or will be sent by certified or registered mail, return receipt requested. Notice delivered by mail will be considered delivered when sent, provided that five (5) college working days will be added to the time period set forth for minimum notice. A copy of the applicable Hearing procedures will accompany each notice.

V. EVIDENCE

Evidence will be admitted if it possesses reasonably probative value, materiality and relevance. No evidence other than that received at the Hearing will be considered in the decision made by the Committee. Upon request, the accused student, the College Representative, and the Chair will have the right to examine, no more than five (5) college working days prior to the Hearing and during reasonable business hours, any documentary evidence to be presented at the Hearing. Non-availability of a document for review will not render the document inadmissible. The parties will have the right to present, challenge or rebut evidence and to question witnesses during the Hearing. Decisions of the Committee will be made based upon the evidence presented.

VI. STUDENT DISCIPLINARY HEARING PROCEDURE

- A. The accused student will be called before the Committee. The Chair will state the content of the report of alleged misconduct and the specific charges against the student. The accused student will be asked to state a plea regarding the accusation.

- B. The College Representative and his/her witnesses will present evidence against the accused student. The student and the Committee will have the opportunity to question all witnesses.
- C. The accused student and his/her witnesses will have the opportunity to present evidence on his/her behalf. The College Representative and Committee members will have the opportunity to question all witnesses.
- D. Both the College Representative and the accused student will be asked to make closing statements, after which the Committee will meet in closed session to make a final determinations and propose sanctions if the student is found as accused. The College may consider any past academic and/or disciplinary conduct records, and applicable convictions in municipal, circuit, state or federal courts in determining sanctions.
- E. The findings and recommendations of the Committee will be compiled in a written report from the Chair of the Judicial Committee and sent to the Vice President of Academic Affairs who may make any of the decisions outlined in Section VIII of this manual.
- F. The student will be notified in writing in a timely manner regarding the final determination of the Committee and the Vice President of Academic Affairs. The VPAA may impose the sanction recommended, adopt a different sanction, reject sanctions altogether, or refer the matter back for further findings on specified issues. If the VPAA adopts a more severe sanction than what is recommended by the Judicial Committee, the VPAA must set forth the reasons in the final decision letter. The VPAA's final decision letter is issued within five working days after receipt of the Judicial Committee Chair's report.
- G. Hearings and decisions will be confidential. All persons involved in a Hearing will be required to sign a confidentiality agreement before the Hearing begins, including; all members of the Committee, the Chair, the College Representative, the accused student, Advisors, and all witnesses.

VII. OTHER IMPORTANT GUIDELINES

- A. A Hearing will proceed regardless of other pending or potential administrative, civil or criminal proceedings arising out of the same or other events unless the College receives legal notification advising otherwise.
- B. The Chair will be responsible for the preparation and administration of

Hearings.

- C. The Executive Vice President or his/her designee will appoint a member of the professional staff of the College to serve as the College Representative, and, when appropriate, seek legal counsel to advise the College Representative during a Hearing.
- D. Technical errors: Technical departures from or errors in following the procedures established in this manual or in any applicable state prohibitions, policy, procedure, rule, regulation, or bylaw of the College under which disciplinary procedures are being invoked, will not be grounds to withhold disciplinary action unless, in the opinion of the VPAA, the technical departures or errors were such as to have prevented a fair and just determination of the charges.
- E. Closed Hearings. Hearings will be closed unless an accused student requests an open Hearing. People allowed in the room during the closed Hearing are: the accused student and one advisor, the College Representative and one advisor, the person or persons conducting the Hearing, and witnesses while such witnesses are presenting evidence. Witnesses must remain outside the room during open and closed Hearings except while giving testimony.
- F. Consolidated Hearings. When more than one student is charged with prohibited conduct arising out of a single occurrence, or out of multiple occurrences, a single Hearing will be held for all of the accused students. A written request for a separate Hearing must be received by the Chair from an accused student at least five (5) college working days before the scheduled Hearing. If appropriate, separate Hearings will be convened by the Chair.
- G. Requests for appearance. If needed, the President will issue Requests for Appearance to compel the attendance of persons and the presentation of documents at all Hearings established under these procedures, upon the request of an accused student, the College Representative, or the Chair. Requests for Appearance are exercised under the authority conferred by the Board of Regents.
- H. Absence of the accused student. If the accused student does not appear at a Hearing and fails to make satisfactory advance explanation for such absence, the Hearing will proceed without the student, and the Committee will make a determination based on the evidence presented at the Hearing, provided the Committee is satisfied that the student was properly served with notice of the

Hearing. If the accused student leaves the Hearing before its conclusion without permission, the Hearing will proceed and a determination will be made based on available evidence. The fact that an administrative hearing or a civil or criminal trial for the student is pending will not be considered a satisfactory explanation for absence unless the actual hearing or trial date conflicts with the date for the college Hearing, or unless it is physically impossible, through no fault of the student, to attend the Hearing.

- I. Advisors and attorneys. The accused student may be accompanied by one advisor of the student's choice. The student must give written notice to the Chair whether the advisor is an attorney. Should the student choose to be accompanied by an advisor who is an attorney and does not provide the Chair with five (5) college working days notice, the College may move the Hearing to a later time in order to provide the College Representative with an advisor who is an attorney. The advisor's role is limited to personal counsel to the student. Advisors are prohibited from questioning witnesses or addressing a Student Disciplinary Hearing.
- J. Challenges. The accused student may challenge the seating of a member of the Committee for the following reasons:
 - 1. The challenged member was a participant in the event out of which the complaint against the student arose; or
 - 2. The challenged member bears a relationship to some party in the proceeding which may prejudice the student's ability to obtain a fair and impartial Hearing and decision.

Challenging the seating of a member of the committee will not be cause to delay the date of the Hearing.
- K. Burden of proof: The burden of proof will rest at all times with the party bringing forth the charges and the standard used to determine proof will be based upon a preponderance of the evidence.
- L. The accused student will not be compelled to testify.
- M. Evidence against the accused student must be presented in the presence of the student, except as provided in Sections H and N.
- N. The accused student, or anyone disrupting a Hearing, may be excluded if, after due warning, s/he engages in conduct which substantially delays or disrupts the Hearing. The Hearing will continue and a determination will be made based

upon the evidence presented. Any person who refuses to leave the Hearing upon the order of the Chair may be subject to disciplinary action.

- O. Hearings to be recorded. A tape recording will be made of the Hearing and kept in the Office of the Chair for at least one year before being destroyed, unless the matter is brought before the courts. Committee discussions and deliberations will not be tape recorded. A recording of a closed Hearing will be confidential. A recording of the Hearing will be provided the accused student, on request. No tape recording by the accused student or by other persons at the Hearing will be permitted. The accused student may, at his/her expense, provide for a certified court reporter. A copy of the court reporter's transcript will also be made available to the President upon request and at the College's expense.

VIII. VPAA DECISION

- A. The VPAA will review the findings of fact and recommendations of the Committee. The VPAA may:
 - 1. Dismiss the charge(s);
 - 2. Affirm or alter the recommended sanction(s);
 - 3. Impose a lesser or greater sanction(s) than recommended;
 - 4. Order a new hearing.
- B. The VPAA will reach a written decision in a timely manner after receipt of findings of fact and recommendations of the Committee. The VPAA will notify the accused student and the Chair of the decision within five (5) working days. If the action taken is suspension or expulsion, the student will either be notified by personal delivery of the decision or will be notified by certified or registered mail, return receipt requested.

IX. APPEALS

- A. Failure to present favorable evidence during a Hearing will not be grounds for appeal.
- B. Requirements for appeals.
 - 1. Appeals from the decision of the VPAA must be filed by the accused student within ten (10) college working days of the receipt of the decision. The appeal must be in writing and will be directed to the Chair.
 - 2. The facts set forth in the appeal must reasonably establish that:

- (a) The disciplinary procedures of this manual were not followed;
 - (b) The accused student did not have adequate opportunity to prepare and present a defense to the charges;
 - (c) The evidence presented at the hearing was not substantial enough to justify the decision; or,
 - (d) The sanction imposed was not in keeping with the published list of sanctions or the gravity of the violation.
- C. Decision on appeal
1. Within three (3) college working days after receipt, the Chair will direct the appeal, together with any information the College Representative deems necessary provided a copy of the reply is sent to the accused student, to:
 - (a) The President for reconsideration when the sanction imposed is suspension or a lesser sanction;
 - (b) To the President and the Chair of the Board of Regents when the sanction imposed is expulsion.
 2. A decision on the appeal will be made within five (5) college working days after receipt of the appeal by the President or within a timely manner after the next Board of Regents meeting during which the appeal was considered. When applicable, an appeal will be placed on the agenda of the next meeting of the Board of Regents. Decisions on the appeal will be announced in the same manner as is provided in Section VIII of this manual.
 3. The President or Chair of the Board of Regents may request a personal appearance of the accused student. The appearance of the student will be limited to the issues raised by the appeal as provided in Section IX.B.2. The student must be informed that an appearance is not compulsory and a nonappearance will not prejudice the appeal.
 4. In a decision on appeal, the President or the Chair of the Board of Regents may:
 - (a) Dismiss the charge(s);
 - (b) Affirm or alter the sanction(s);
 - (c) Impose a lesser or greater sanction(s);
 - (d) Order a new hearing.

X. DELEGATION OF AUTHORITY

The functions of the President may be delegated by the President to individual designees who are members of the professional staff of the College. Such designees will exercise the procedures described herein in the President's name. All references in these procedures to the President will, therefore, apply to designees.

XI. Standards of Conduct

The basic standard of conduct and behavior requires a student to:

1. Adhere to all College policies, rules, regulations, and guidelines;
2. Not violate any municipal, state, or federal laws;
3. Not exhibit any conduct or behavior on or off campus which might have an adverse effect on the College, its faculty, staff and students or on the educational process;
4. Not interfere with or disrupt the orderly educational processes of the College; and
5. Report any known violation of College policies and/or procedures.

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

A. Acts of dishonesty, such as:

1. Copying, giving the appearance of copying, or attempting to copy from another student's test or other academic work;
2. Taking into an exam or using during an exam, material not authorized by the instructor administering the test;
3. Collaboration with another person during a written, oral or practical examination or in preparing academic work for credit;
4. Collusion – unauthorized collaboration with another person in preparing written work for credit or allowing another to use one's work, copying from one's research or test paper, providing answers and/or test materials and aiding or abetting another in any unethical or unprofessional manner.
5. Plagiarism – appropriation of another's work and the unacknowledged incorporation of that work in written form for credit;
6. Knowingly using, buying, selling, stealing, transporting or soliciting in whole or in part, the contents of confidential test information;
7. Substituting for another student, or permitting another student to take a test or exam in your place;
8. Signing for another student or asking another student to sign attendance sheets or other Life West forms for another student;
9. Furnishing false information to any Life West office, staff or faculty member; and
10. Forgery, alteration, destruction or misuse of any Life West document, record or identification form.

- B. Obstruction or disruption of teaching, whether in the classroom, laboratories, clinics or other Life West facilities to include, but not be limited to: being late for class, labs or clinic; conversations with other class members during the lecture.
- C. Unauthorized possession, duplication or use of keys or unauthorized entry to, or use of the College premises;
- D. Damaging, defacing or destroying College property or the property of a student, faculty or staff member or a campus visitor;
- E. Attempted or actual theft and/or damage to the property of the College or property of any student, faculty, or staff member.
- F. Misconduct which adversely affects the Life West community or which constitutes a violation of criminal laws of the federal, state or city governments such as discrimination on the basis of race, color, creed, sex, disability, age, sexual orientation and veteran status.
- G. Misconduct relating to student obligations with the College or Life West employees, including but not limited to:
1. Issuance of a check without sufficient funds;
 2. Failure to fulfill financial obligations to Life Chiropractic College West;
 3. Failure to comply with reasonable directives of faculty, staff or administrators acting in the performance of their duties;
- H. Violation of federal copyright laws, including but not limited to copying textbooks and laboratory manuals, illegal downloading of material, or peer-to-peer file sharing and other unauthorized distribution of copyrighted materials using the College's information technology system.
- I. Physical abuse/assault, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person pursuant to Title IX and the VAWA/Campus SaVE.
- J. Hazing - any intentional, knowing or reckless act, occurring on or off the campus, by one person alone or acting with others, which endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in or maintaining membership in any organization whose members are or include students at Life Chiropractic College West.
- K. Use or possession of ammunition, firearms, guns, illegal knives (any dirk, bowie knife, switchblade, ballistic knife, any other knife having a blade of two or more inches), or other objects which are dangerous or flammable or which could cause damage by fire or explosion.

L. Unlawfully manufacturing, distributing, dispensing, possessing, selling, purchasing drugs, narcotics, or hallucinogens.

M. Unauthorized consumption of drugs or alcohol on the Life West campus or at any College event or activity on campus or being under the influence or intoxicated at any on or off-campus Life West event or activity.

N. Tampering with or vandalizing fire alarms or other safety devices or equipment.

O. Unauthorized solicitation, advertising or selling merchandise on campus.

P. Abuse of computers, technology or computer time, including but not limited to:

1. Unauthorized entry into a file, to use, read or change the contents or for any other purpose including reading another person's E-mail.

2. Unauthorized transfer of a file.

3. Unauthorized use of another individual's identification and password.

4. Unauthorized access into network files.

5. Use of computer facilities to interfere with the work of another student, faculty or staff member.

6. Use of computing facilities to send, receive or view obscene or abusive messages or information, including pornography.

Q. Performing any spinal adjustments or extra spinal manipulation on others without authorized supervision or violating any provision of the laws of the State of California.

XII. SANCTIONS

The following is a list of typical sanctions that may be recommended by the Committee. Other sanctions and combinations of sanctions are within the authority of the Committee and the VPAA.

- A. **Disciplinary Warning**
Notice, oral or written, that continuation or repetition of prohibited conduct may be the cause for additional and/or more severe disciplinary action.
- B. **Disciplinary Reprimand**
A written admonishment.
- C. **Restitution**
The requirement to reimburse the legal owner for loss due to defacement, damage, fraud, theft, or misappropriation of property.
- D. **Disciplinary Probation**
A designated period of time during which the privileges of continuing in student status are conditioned upon future behavior. Probation may exclude a student from participation in privileged or extracurricular college activities. The student placed on probation will be notified, in writing that the continuation of prohibited acts will lead to more severe sanctions. A letter will be placed in the student's judicial file stating the reasons for the probation, the length of the probation, and any other conditions and terms of the probation.
- E. **Denial of Access to Campus**
A designated period of time during which the student is not permitted on College property or specified areas of the campus.
- G. **Disciplinary Suspension**
Exclusion for a period of time from attending classes and participating in other college activities as set forth in a notice to the student. A student may be suspended from a single class or all classes, specific clinic situations or all clinic activity, as may be seen appropriate by the Dean. A letter will be placed in the student's judicial file stating the reasons for the suspension, the beginning and ending date of the suspension, and any other conditions and terms of the suspension.

- H. Health Center Suspension
Separation of the student Intern from the Health Center for a definite period of time, determined by the Executive Vice President of the Health Center.

- I. Health Center Expulsion
The termination of student status for an indefinite period of time. Permission of the President of the College is required for readmission. The official transcript of the student is noted "DISCIPLINARY EXPULSION EFFECTIVE _____". This notation will remain permanently on a student's academic transcript.

- J. Disciplinary Expulsion
The termination of student status for an indefinite period of time. Permission of the President of the College is required for readmission. The official transcript of the student is noted "DISCIPLINARY EXPULSION EFFECTIVE _____". This notation will remain permanently on a student's academic transcript.

- K. Multiple Sanctions
More than one sanction may be imposed for a single violation.

GLOSSARY

Accused student (pages 4,6,7,8,9,10,11,12,13)

A student who is alleged to have violated a college policy, rule or regulation or committed an action which is considered illegal, unethical, or unprofessional.

Administrative action (page 4)

Decisions and/or actions taken by an administrator of the College.

Burden of proof (page 10)

The preponderance of evidence.

Closed Hearing (page 9)

A Hearing which limits participation for purposes of confidentiality, efficiency, etc.

College Representative (pages 7, 8, 9, and 12)

A college employee who is appointed by the President for purposes of representing the point of view of the College.

College working day (pages 6, 7, 9, 10, and 12)

Any weekday during which the College is open to conduct business.

Continuance (page 7)

An extension of time.

Defacement (page 14)

Marring or vandalizing the appearance of something.

Disciplinary (page 2, 3, 5, 7, 9, 12, 14, 15)

A type of enforcement which imposes sanctions on a person who abuses professional conduct Policies.

Disciplinary Officer A college official assigned to initial investigation by the Executive Vice President following his receipt of incident report.

Due process (page 3)

A course of formal proceedings carried out regularly and in accordance with established rules and principles.

Evidence (page 5, 6, 7, 8, 9, 10, 11, 12)

Something that furnishes proof: testimony: something legally submitted to a hearing or panel of people to ascertain the truth of a matter.

Findings of fact (page 5)

Evidence that establishes truth.

Fraud (page 14)

Intentional perversion of truth in order to induce another to part with something of value or to surrender a legal right. Deceit by illegal, unethical, or unprofessional means.

Incident Report (page 4)

A form on which a written description of a situation is brought to the attention of the college Administration.

Judicial file (page 14)

Any written material pertaining to the investigation or sanctions involved in disciplinary suspicion and/or activity.

Misappropriation (page 14)

The act of taking possession of tangibles in an unethical manner.

Misconduct (page 4, 6, 8)

Actions which are violations of college policy, rule or regulation, or are illegal, unethical, or unprofessional.

Probative (page 7)

Exploratory or serving as a test or trial to discover something.

Professional codes of conduct (page 3)

The expected standard of behavior as defined by the college community.

Prohibited conduct (page 6)

Intentional or non-intentional noncompliance to Life Chiropractic College West Disciplinary Procedures Manual, Student Handbook, Employee Handbook, or college Catalog, written procedures and/or rules. The abuse of college policy, rule or regulation, or abuse of expected ethical and professional conduct.

Resolution (page 4)

A final outcome.

Sanction (pages 4, 8, 12, and 14)

A penalty imposed by the College.

