



# LIFE CHIROPRACTIC COLLEGE WEST

**Student Catalog and Handbook 2019-2020**

*Revised July 11, 2019*

## Table of Contents

<b><i>Message from the President</i></b>	<b>9</b>
<b><i>INTRODUCTION</i></b>	<b>10</b>
<i>Today's Doctor of Chiropractic</i>	10
<i>Who We Are</i>	11
Life West: Our History	11
Our Values	11
Our Vision	11
Our Mission	11
Our Strategic Initiatives	12
Program Learning Outcomes (PLO)	12
<i>Chiropractic Oath</i>	13
<i>Accreditation</i>	14
<b><i>ADMISSIONS</i></b>	<b>15</b>
<i>Campus Visit</i>	15
<i>Admissions Requirements</i>	15
Sciences	15
General Studies	16
State Requirements for Licensure	16
Transfer Credit/Advanced Standing	16
International Students	16
<i>Application Process</i>	17
Application Deadlines	17
Application Review Process	17
Official Acceptance	17
Full Acceptance	18
Provisional Acceptance	18
Denial of Admission	18
Repeat Applicants	18
Deferring Admission	19
Re-Admission Applicants	19

Cancellation of Admission or Registration	19
Non-Degree Applicants	20
Second DC Degree Applicants	20
Intent to Enroll Form and Matriculation Fee	20
Orientation	20
<b>COMMUNITY</b>	<b>21</b>
<i>College Location</i>	21
<i>Campus Life</i>	21
<i>Academic Success Center</i>	21
<i>Alumni Association</i>	23
<i>Athletics Office</i>	23
<i>Bookstore</i>	23
<i>Bulletin Boards</i>	23
<i>Campus Cafe</i>	23
<i>Career Services Center</i>	23
<i>Clubs</i>	24
<i>Community Service</i>	24
<i>Department of Postgraduate and Continuing Education</i>	24
<i>Department of Research</i>	24
<i>Facilities for Persons with Disabilities</i>	25
<i>Health Services</i>	25
<i>Housing</i>	25
<i>Identification Cards</i>	27
<i>International Students</i>	27
<i>Laboratories</i>	27
<i>Library</i>	27
<i>Lost and Found</i>	28
<i>Office of Student Life</i>	28
<i>Parking</i>	28
<i>Quiet Lounge (Nap Room)</i>	29
<i>Student Advocate Office</i>	29
<i>Student Council</i>	29
<i>Student Employment</i>	29

<i>Student Fundraising</i>	29
<i>Student Lounge</i>	29
<i>Student Vending</i>	30
<i>Use of the College Name, Logo, or Crest</i>	30
<b>COLLEGE POLICIES &amp; PROCEDURES</b>	<b>30</b>
<i>College - Student Relationships</i>	30
<i>Student Code of Conduct</i>	31
<i>Student Complaint Process</i>	34
Conflict Resolution	34
Administrative Resolution	34
Nondiscrimination Policy	35
Anti-Bias/Harassment Statement	35
Personal Conduct, Responsibility and Academic Honesty	36
Student Academic Freedom	36
<i>Personal Expression</i>	38
<i>Intellectual Property Policy</i>	38
<i>Social Media Policy</i>	38
<i>Administrative/Involuntary Withdrawal</i>	39
<i>FERPA</i>	39
<i>Liability of Non-Registered Students</i>	40
<i>Vaccinations</i>	40
<i>Wifi Policy</i>	41
<b>STUDENT SAFETY</b>	<b>41</b>
<i>Gender-Based Misconduct and Sexual Violence Policy</i>	41
<i>Title IX And Sexual Harassment</i>	41
<i>Alcohol and Other Drug Policy</i>	42
<i>Campus Security &amp; Student Safety</i>	43
<i>Procedures for Reporting Emergencies and Criminal Actions</i>	43
<i>Campus Security</i>	44
<i>Crime Prevention</i>	44
<i>Children in the Facilities</i>	44
<i>Animals in the Facilities</i>	44

<i>Earthquake Preparedness</i>	44
<i>Gambling on Campus</i>	45
<i>Safe Shelter</i>	45
<i>Fire Safety</i>	45
<i>Weapons and Dangerous Materials</i>	45
<i>Maintenance Concerns</i>	45
<b>ACADEMIC POLICIES, REQUIREMENTS &amp; SERVICES</b>	<b>46</b>
<i>Registration</i>	46
Registration Holds	46
Full-Time Status	46
Directed Studies	46
Preceptorships	47
Electives	48
Online Classes	48
Matriculation Tracks	50
Adding from Ahead	50
International Students	50
<i>Academic Advising</i>	50
Academic Advising	50
Special Schedules	50
Course Intervention	51
Course Intervention Procedures	51
<i>Attendance</i>	51
Attendance Policy	51
Make-Up Time Procedures	52
Consequences of Overcutting	52
Tardy Policy	52
<i>Course of Study</i>	52
Course Overlap Policy	52
Dropping and Adding a Course	52
Repeating Courses	53
Complete Withdrawal from the College	54
Interruption of Study	54

<i>Course Expectations</i>	54
Classroom Expectations	54
<i>Grades</i>	54
Grades and the Grading System	54
Incomplete Grades	55
Grade Changes	56
<i>Grade Appeal</i>	56
Grade Appeal	56
Disputes	57
<i>National Boards Exams</i>	57
National Boards Examinations	58
<i>Instruction</i>	58
Late Instructors	58
Academic Counseling	58
Tutoring	58
Academic Distinction	59
Academic Grades	60
Independent Student Work	60
Old Exams	60
Procedure for Reviewing Exams	60
Arriving Late to an Exam	60
Make-Up Assessment Policy and Procedures	60
Make-Up Assessment Procedures	61
Accommodated Testing – Students with Disabilities	62
Request for Accommodated Testing	62
Final Examinations – Overlaps	62
Multiple Finals On The Same Day	63
Course Incompletes	63
Challenge by Examination	63
Departmental Requirements	64
Challenge by Examination Procedures:	64
<i>Satisfactory Academic Progress</i>	65
Standards of Satisfactory Academic Progress	65

<i>Academic Record</i>	67
Transcripts	67
Procedures to Inspect Academic Records	67
Record of Requests for Disclosure	68
Correction of Educational Records	68
<i>Services for Students with Disabilities</i>	68
Services for Students with Disabilities	68
Suspected Disabilities	69
Disagreements	70
Retaliation	70
Privacy	70
Other Important Information	71
<i>Health Center Policies and Procedures</i>	71
Clinic Entrance Requirements	71
Clinic Entrance Examination Schedule	72
Entrance Remake Policy	72
Completion Time	72
<i>Graduation Requirements</i>	72
Graduation Requirements	72
Graduation Honors	73
Commencement Ceremony	73
Degree Completions Rates	73
Current Employment Prospects of Chiropractic Graduates	74
Licensure Requirements	74
<i>Course Descriptions and Syllabi</i>	74
<b>TUITION AND FEES</b>	<b>74</b>
<i>Refund Policies</i>	76
Institutional Refund Policy	76
Partial Withdrawal Refund Policy	76
Return of Title IV Funds Policy	76
<b>FINANCIAL AID</b>	<b>77</b>
<i>Required Documents/Steps</i>	77

<i>Helpful Websites</i>	78
<i>Types of Financial Aid</i>	78
Federal Loan Programs	78
Unsubsidized Federal Direct Stafford Student Loan	78
Credit-based Federal Graduate PLUS Loan	79
<i>LCCW Student Scholarships</i>	79
Incoming Students	80
Current Students	80
Specialized Scholarships	80
<i>Student Employment</i>	80
Federal and Institutional Work-Study	80
<i>Government Programs</i>	81
Veterans Educational Benefits	81
Bureau of Indian Education (BIE)	81
<i>Eligibility Requirements</i>	81
General Requirements	81
<i>Student Budget Adjustment Policy</i>	81
<i>Federal Financial Aid/Part Time Enrollment Status/Electives Policy</i>	83
<i>Cost of Attendance/Student Budget</i>	83
<i>Financial Planning and Budgeting</i>	83
Financial Literacy	83
<i>Satisfactory Academic Progress</i>	84
Definition of Terms	84
<i>Default Rate</i>	86
<b>COLLEGE ORGANIZATION &amp; LEADERSHIP</b>	<b>86</b>
<i>Board of Regents</i>	86
<i>Chief Administrative Officer</i>	86
<i>Faculty Senate</i>	88
<i>Student Council</i>	88
<i>Standing Committees</i>	88
<i>Faculty</i>	88
<i>Administrative Officers</i>	91



<b><i>ACADEMIC CALENDAR</i></b>	<b><i>91</i></b>
<b><i>CONTACT</i></b>	<b><i>91</i></b>

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## Message from the President

Dear Students,

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

At Life West, we are very excited about the future of chiropractic as the world moves towards a more natural, patient centered model of health care. Chiropractic is perfectly positioned to accept that role. A chiropractic education at Life West will prepare you in the philosophy, art and science of chiropractic for the 21st Century. There is nothing as empowering as a chiropractic adjustment that influences the nervous system and every aspect of human performance and wellbeing.

We are living in a time of great change, and this presents brilliant opportunities for the chiropractic profession in the future. At Life West you will not only learn the skills to be a great chiropractor but you will become a community builder, a change agent and a leader in the movement for sustainable health.

I urge you to take advantage of every opportunity open to you at the College; from the various clubs and activities, to the range of international guest speakers we have on campus. You will be surprised how fast time passes as you learn and thrive in this community.

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

Yours in Life,  
Dr. Ronald Oberstein  
President

## INTRODUCTION

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

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

### **Today's Doctor of Chiropractic**

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

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

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

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

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

## Who We Are

### Life West: Our History

Life Chiropractic College West traces its founding to 1976, when the institution was known as Pacific States Chiropractic College and began the process of developing an educational institution and preparing the College to receive its first class of students. In April 1978, the first group of students at Pacific States Chiropractic College began attending classes.

In March 1981, through the efforts of Dr. George Anderson, Dr. George Wentland, and Dr. Sid E. Williams, president and founder of Life Chiropractic College (Life University), an agreement was reached between Life Chiropractic College and Pacific States Chiropractic College. As a result, the College was renamed Life Chiropractic College West.

Dr. Gerry Clum served as the President of Life West for 30 years until his retirement in December of 2010. His contribution to the College, and the profession, both in the U.S. and the world is unparalleled.

In 2010, the Board of Regents appointed Dr. Brian Kelly as the second President of Life West. Dr. Kelly took up the role in January 2011 and under Dr. Kelly's direction, Life West grew and flourished.

Upon Dr. Kelly's departure in October 2016, the Board of Regents appointed the Chairman of the Board of Regents, Dr. Ron Oberstein, to serve as Interim President. In July 2017 Dr. Ron Oberstein was selected as the third President of Life West. Under Dr. Oberstein's leadership the College turned its focus to mission-centric and student-centric operations while focusing on the principles of Lasting Purpose: to give, to do, to love and to serve, from a sense of abundance.

Life West is proud of our history and legacy of producing happy and successful alumni who practice around the world. We are excited to continue to hold the initial vision alive while innovating to always find ways to educate at the highest level and to maintain the honor of graduating the most successful and satisfied chiropractors.

### Our Values

Our values are our LASTING PURPOSE which is TO GIVE, TO DO, TO LOVE, TO SERVE, FROM ONE'S OWN ABUNDANCE

### Our Vision

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

### Our Mission

- To advance chiropractic through personalized learning, technique and pedagogic excellence, philosophical inquiry, entrepreneurial spirit, and compassionate service;
- To lead chiropractic education with cultural authority in the profession, delivering the Doctor of Chiropractic program along with complementary Masters and PhD programs;
- To transform humanity by our service while remaining grounded in the traditional philosophy and principles of chiropractic;

- To cultivate a College environment of innovation, collaboration, scholarship and research, and a commitment to give, do, love and serve from a space of abundance.

## **Our Strategic Initiatives**

- Deliver a doctor of chiropractic program that is clinically and philosophically inspired
- Build a campus culture that embraces diversity and inclusion
- Develop a culture of service within and outside of the College
- Engage alumni and stakeholders as active members of the College community
- Improve institutional effectiveness through constant innovation and assessment
- Offer new graduate programs that strengthen the College identity and flow from our values, vision and mission
- Ensure financial security through revenue diversity and growth

## **Program Learning Outcomes (PLO)**

Students graduating with a Doctor of Chiropractic degree will be proficient in the following:

**ASSESSMENT AND DIAGNOSIS:** An assessment and diagnosis requires developed clinical reasoning skills. Clinical reasoning consists of data gathering and interpretation, hypothesis generation and testing, and critical evaluation of diagnostic strategies. It is a dynamic process that occurs before, during, and after the collection of data through history, physical examination, imaging, laboratory tests and case-related clinical services.

**MANAGEMENT PLAN:** Management involves the development, implementation and documentation of a patient care plan for positively impacting a patient's health and well-being, including specific therapeutic goals and prognoses. It may include case follow-up, referral, and/or collaborative care.

**HEALTH PROMOTION AND DISEASE PREVENTION:** Health promotion and disease prevention requires an understanding and application of epidemiological principles regarding the nature and identification of health issues in diverse populations and recognizes the impact of biological, chemical, behavioral, structural, psychosocial and environmental factors on general health.

**COMMUNICATION AND RECORD KEEPING:** Effective communication includes oral, written and nonverbal skills with appropriate sensitivity, clarity and control for a wide range of healthcare related activities, to include patient care, professional communication, health education, and record keeping and reporting.

**PROFESSIONAL ETHICS AND JURISPRUDENCE:** Professionals comply with the law and exhibit ethical behavior.

**INFORMATION AND TECHNOLOGY LITERACY:** Information literacy is a set of abilities, including the use of technology, to locate, evaluate and integrate research and other types of evidence to manage patient care.

**CHIROPRACTIC ADJUSTMENT/MANIPULATION:** Doctors of chiropractic employ the adjustment/manipulation to address joint and neurophysiologic dysfunction. The adjustment/manipulation is a precise procedure requiring the discrimination and identification of dysfunction, interpretation and application of clinical knowledge; and, the use of cognitive and psychomotor skills.

**INTERPROFESSIONAL EDUCATION:** Students have the knowledge, skills and values necessary to function as part of an inter-professional team to provide patient-centered collaborative care. Inter-professional teamwork may be demonstrated in didactic, clinical or simulated learning environments.

**BUSINESS:** Assessing personal skills and attributes, developing leadership skills, leveraging talents and strengths that provide an achievable expectation for graduate success. Adopting a systems-based approach to business operations. Networking with practitioners in associated fields with chiropractic, alternative medicine and allopathic medicine. Experiencing and acquiring the hard business skills required to open and operate an on-going business concern. Participating in practical, real time events that promote business building and quantifiable marketing research outcomes

**PHILOSOPHY:** Demonstrates an ability to incorporate a philosophically based Chiropractic paradigm in approach to patient care. Demonstrates an understanding of both traditional and contemporary Chiropractic philosophic concepts and principles. Demonstrates an understanding of the concepts of philosophy, science, and art in chiropractic principles and their importance to chiropractic practice.

## **Chiropractic Oath**

In accordance with the law of nature, that law which God has prescribed to all humankind and in consequence of my dedication to the restoration of the sick to health by the application of that law, I promise and swear to keep to the best of my ability and judgment the following oath:  
I will observe and practice every acknowledged rule of professional conduct in relation to my profession, my patient, my colleague, and myself.

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

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

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

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

## **Accreditation**

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

Life Chiropractic College West has also received institutional accreditation status from the WASC Senior College and University Commission, 985 Atlantic Avenue, Suite 100, Alameda, CA 94501-6444. Tel: 510-748-9001. The WASC Senior College and University Commission (WSCUC) is recognized by the U.S. Department of Education as certifying institutional eligibility for federal funding in a number of programs, including student access to federal financial aid.

## ADMISSIONS

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

### Campus Visit

Prospective students are encouraged to visit the College and to discuss their personal and professional plans with an admissions representative. Tours of campus are conducted every Monday and Friday when school is in session. Prospective students can register for a tour by calling the Admissions Office at +1 (510) 780-4501 or online at [www.lifewest.edu](http://www.lifewest.edu).

### Admissions Requirements

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

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

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

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

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

### Sciences

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

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



*Also accepted: (but not limited to) Organic Chemistry I and II Statistics Genetics Astronomy*

## **General Studies**

No specific requirements are made of these units; however, Life Chiropractic College West strongly recommends a well-rounded course of study. All coursework must be at 100 level or above.

*Recommended courses:* English Human Development Information Systems Rhetoric Philosophy Speech Psychology Business Math Ethics Communication

## **State Requirements for Licensure**

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

## **Transfer Credit/Advanced Standing**

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

Transfer students must submit the following additional documents:

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

## **International Students**

International students must submit the following additional documents:

- Official financial statements showing evidence that the student has the resources to pay for at least one academic year of study.
- An evaluation of transcripts by a foreign transcript evaluation agency for College work completed outside of the United States. (We currently accept evaluations from WES, IERF and ECE evaluation services).

- Coursework completed at Colleges within North America MAY not require an outside evaluation. The decision if an outside evaluation is necessary will be made by the admissions committee.
- A certificate of English proficiency if the student has completed high school and College work outside an English-speaking country. The College requires a score of IELTS 6.5 total and individual band scores not less than 6.0. Currently equivalency scores accepted are an ibt TOEFL score of 80 or a Cambridge Language Assessment score of 170 or higher.

## **Application Process**

Students may begin the application process prior to completing the required coursework. Admissions staff recommends that students apply as early as 18 months prior to the intended start term. A complete application requires the following elements:

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

## **Application Deadlines**

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

## **Application Review Process**

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

The Admissions Office reviews files weekly and issues the following levels of acceptance on an ongoing basis.

### **Official Acceptance**

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

### **Full Acceptance**

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

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

## **Provisional Acceptance**

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

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

## **Denial of Admission**

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

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

## **Repeat Applicants**

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

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

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

## **Deferring Admission**

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

Should a request be denied, or should a deferral be approved for more than one year from the original term of entry, a new application and application fee must be submitted for the

applicant's new targeted term of entry. Students should also be aware of the intent to enroll form and tuition deposit fee policy.

## **Re-Admission Applicants**

Students who have either withdrawn or been dismissed from the College, and who wish to return to LCCW within one year of departure, need to submit a letter of request to the Admissions Office and be cleared by the admissions committee.

Those who wish to return to LCCW more than one academic year from departure, or those who originally transferred-out of Life West and wish to re-enter the College, must apply for re-admission by submitting the following materials:

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

The application file, along with documents in the candidate's existing Life West record, will be forwarded to the admissions committee for review. For students who were dismissed, substantive change must be documented in the student's academic and/or behavioral record.

Following review by the admissions committee, the student's file must be reviewed by the academic standards committee. Denials of applications for re-admission cannot be appealed. Should a re-admission applicant be accepted, that student must meet all academic and other requirements in place at the College at the time of readmission.

## **Cancellation of Admission or Registration**

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

Applicants who gain admission to LCCW on the basis of incomplete or misrepresented credentials may have their admission and registration cancelled without refund of any fees, have credits rescinded that have been earned following admission, and have future registration at the College prohibited.

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

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

## **Non-Degree Applicants**

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

## **Second DC Degree Applicants**

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

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

## **Intent to Enroll Form and Matriculation Fee**

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

## **Orientation**

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

During orientation, new students will:

- Have an opportunity to familiarize themselves with College facilities
- Meet key College personnel
- Meet classmates
- Meet Chiropractic Intern
- Receive the schedule & discuss curriculum in small group settings
- Be introduced to student policies and procedures
- Be introduced to the Student Council Officers and various student clubs and organizations
- Participate in question and answer sessions with College administrators and current students.

# **COMMUNITY**

## **College Location**

Founded in the early 1980s, Life Chiropractic College West moved to a state-of-the-art campus in the summer of 2000. Located in Hayward, a suburban community in the heart of

the San Francisco Bay Area, the campus is situated on 11 acres of land near highway 92 and the San Mateo Bridge. The campus complex houses the Health Center, Library, administrative offices, bookstore, laboratories, technique rooms, student life facilities, and classrooms. The College's central location provides quick and easy access to all the amenities of San Francisco, San Jose, Oakland, and Berkeley, while at the same time providing the friendly suburban atmosphere of the San Lorenzo/San Leandro/Hayward area.

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

## **Campus Life**

Life West has a vibrant academic and extracurricular environment. Students start their days early, with classes generally beginning at either 7:30 or 9:50 a.m., depending on individual quarterly schedules. Most classes end between 3:30 and 5:00 p.m. There are scheduled breaks between periods.

Lunch break lasts from 11:40 a.m. to 1:00 p.m., a time during which many students attend meetings to practice technique in open lab and attend events social clubs.

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

For students in clinic, Health Center hours range from 11:00 am to 7:00 pm, Monday through Friday, and Saturdays from 9:00 am to 1:00 pm.

## **Academic Success Center**

The Academic Success Center is open to students and staff. Housed in the Academic Success Center are the academic advisor, academic counselor, adjunct faculty office hours, Canvas support, faculty administrative assistants, Registrar's Office, tutoring program, and services for students with disabilities. There is a common area available for students to study as well as private study rooms.

## **Alumni Association**

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

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

## **Athletics Office**

A variety of opportunities to be involved with sports and athletics are available at Life West. Student Council provides opportunities each quarter for students to participate in athletic competitions and support our local teams. The College's gymnasium and fitness center are available for all students to play sports and engage in athletic training. All students are welcome and encouraged to participate in the athletic events and teams available on campus.

## **Bookstore**

The College bookstore is well-stocked with all required textbooks and course-related materials. The bookstore carries a large selection of chiropractic-related books, anatomical models, charts, posters, chiropractic tables and patient education material. Also available are gift items, gift certificates, and College branded clothing. Cash and all major credit cards are accepted. Online information and sales are available through the College website.

## **Bulletin Boards**

Bulletin boards are available throughout the campus for all official clubs to post relevant information. All items for posting must be approved by the Office of Student Life. All bulletin boards will be cleared periodically. All bulletin boards located throughout the campus that are labeled for a specific use (such as financial aid, clinic, specific club, etc.), are to be used for those purposes only. More specific board policy information, including posting off-campus seminars and activities, is available the Office of Student Life.

## **Campus Cafe**

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

## **Career Services Center**

The Career Services Center provides Life West students and recent alumni with the tools necessary to transition from being a student to being a successful practitioner of chiropractic.

Students and alumni can receive assistance with finding an associateship, purchasing a practice, resume writing, licensure, finding a mentor, goal setting, and other professional development services

## **Clubs**

With over 40 active clubs on campus, students have a multitude of opportunities to socialize, build personal and professional skills, and provide service to the local community. Clubs are

governed by College policies that can be found in the Office of Student Life. Students have the option to join the on-campus fraternity or sorority, join culturally-based clubs, participate in clubs that celebrate culture, activities, and chiropractic techniques. Clubs offer social activities, leadership, and learning opportunities to the student body. Most students are members of one or more clubs.

All on-campus organizations must be officially recognized through the Office of Student Life. A Student Club/Organization application must be submitted to Student Life prior to a club's first meeting. This application contains the basic purpose of the club/organization, signatures of students interested in the organization, amount of meeting time on campus that will be required by the group and all other pertinent information that the founders of the proposed club/organization deem necessary. Service organizations, including off-campus clubs, must have prior authorization for affiliation with the College.

## **Community Service**

Service to the community is a fundamental value of Life Chiropractic College West. Students, faculty, and staff are encouraged to be active in community affairs, civic organizations, and volunteering for community organizations. The Office of Student Life provides access to a wide range of service and volunteer opportunities to the Life West community.

## **Department of Postgraduate and Continuing Education**

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

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

## **Department of Research**

Research at Life West furthers the institutional mission of advancing knowledge by promoting and supporting the scholarly activities of the LCCW faculty and students, promoting and supporting the delivery of high quality, evidence-informed health care in the teaching setting and across the profession, and by growing the body of knowledge to advance a scientific and evidence-informed practice of chiropractic and integrative health care.

LCCW researchers have published throughout chiropractic and scientific literature. Life West students are encouraged to participate in research opportunities available on campus.

## **Facilities for Persons with Disabilities**

Life Chiropractic College West's facilities are designed to provide program access for persons with disabilities, in accordance with the Americans with Disabilities Act (ADA). Information regarding academic accommodations can be found in Academic Policies & Procedures.



## **Health Services**

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

The Monte H. Greenawalt Health Center at Life Chiropractic College West is the Bay Area's premier chiropractic teaching and patient care facility. The 33,000 square foot center is a major provider of health care services in Alameda County.

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

The Health Center's history of service and community involvement adds to its popularity. More than 1,200 patients per week are cared for by LCCW interns. Health Center outreach-based programs allow interns to develop business skills through participation in events ranging from health fairs to both on and off site lectures.

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

Life West students and their immediate families may use the services of the out-patient chiropractic Health Center. Routine services are available for no cost. Special x-ray and lab studies are provided at subsidized prices.

Information regarding dental and health insurance is available from the Office of Student Life.

## **Housing**

Life Chiropractic College West provides assistance in locating housing. There are various options for apartments and houses in the area, both furnished and unfurnished. Students choose from a variety of living arrangements including studio apartments and single rooms for rent, to creating student community housing by coordinating the rental of a house with multiple tenants. Student Life provides an updated list of available housing, can help verify and vet rental opportunities, and help coordinate communication with landlords.

## Identification Cards

The College provides identification cards to all students which act as key cards for access to the campus, including the gym, and fitness center. All new and returning students will have their pictures taken for student identification cards at orientation. ID cards are utilized and required by the College library to check out materials. Lost cards can be replaced by filling out an ID Card Request form online or in the Student Life Office. There is a \$10 replacement fee to be paid at the Accounts Receivable window.

## International Students

LCCW welcomes and values its diverse student body from around the world. The College's international student advisor assists both prospective and current students in admission, orientation, visa and immigration issues, and personal counseling.

## Laboratories

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

## Library

The Library is a pleasant environment where students can work individually or in small groups in order to excel in their chiropractic education. It houses study rooms, a computer lab, video playback stations, free scanning, low cost printing and Wi-Fi. Stand-up desks, variety in seating, and study rooms equipped with wall-mounted monitors enhance comfort and convenience in this shared space.

Materials for study and research are available in many formats including books, models and online resources. Each student receives login credentials enabling off campus use of research databases, journals, ebooks, streaming video, anatomical image banks, and interactive tutorials.

The collections provide a comprehensive view of chiropractic history, technique and practice, with substantial focus on clinical anatomy and physiology of the nervous and musculoskeletal systems. These well-selected materials also cover topics in human biology, other clinical disciplines, research methods, entrepreneurship, and elements of a healthy lifestyle. Future doctors and their patients of all ages thrive on knowledge of physical fitness, injury prevention, optimal nutrition and mindfulness.

The library instruction program, developed in collaboration with academic and clinical faculty, is embedded in key courses throughout the curriculum. It builds effective information skills that every doctor needs in practice.

Librarians assist students in discovering the best resources for assignments, research projects and clinical inquiries. Through exchanges with other health sciences libraries, students and faculty have access to literally millions of books and journal articles. Reference services continue after graduation in support of lifelong learning. Students and doctors in practice will find additional information at the library's webpages. <https://lifewest.edu/library/>

## Lost and Found

Any found items should be turned in at the circulation desk in the Library. These items are logged in and secured for a minimum of 30 days and a maximum of 60 days, at which point they are donated to charity. Perishables and food items are not kept, and lunch boxes and containers are taken to the student lounge. When claiming lost items at the circulation desk individuals will be required to describe them and sign the claim form. Every effort will be made to identify ownership of all items of value. If still unclaimed after 30 days, finders may claim the item(s) for themselves. Items found at the Health Center might belong to a patient and should be turned in at the Records Room.

## Office of Student Life

The Office of Student Life oversees non-academic programs and activities at Life West, including Student Council, recreational athletics and activities, student publications, clubs, and community service opportunities. Each quarter, there are a variety of recreational and service opportunities available, including recreational sports league play, inter-class competition, special events (ski trips, pro baseball, basketball, hockey games, theatrical performances, etc.), and local community service events all contribute to the activities program.

Student Life also administers the College student employment program for both on and off campus jobs, maintains current information on available student housing, provides parking passes, student ID's, and locker rentals.

Details regarding Student Life programs, policies, and procedures can be found in the Office of Student Life and on the College website.

## Parking

The College provides free parking for students in parking lots adjacent to campus. Students park their vehicles at their own risk. Parking permits are issued and updated by the Office of Student Life.

At matriculation and at the start of every quarter thereafter students must update their car registration details on the register held by the Office of Student Life. The Office of Student Life will send a reminder to all students at the start of each quarter.

When a student becomes an Intern, they may request an Intern parking permit to replace their student permit. Permits must be displayed at all times when parked on College property. Students must park in the lots along Depot Rd and Clawiter Rd. The lot along Industrial Blvd is reserved for Intern parking. Students, faculty and staff may not park in spaces designated for Health Center patients and visitors. No person is permitted to reside in their vehicle on campus.

Parking lots are patrolled regularly by Life West Security. When a car is found parked without a permit, parked in the incorrect parking lot, or parked overnight for an extended period of time without prior authorization, a violation sticker will be placed on the vehicle and the license plate is recorded. All violations are reported to Student Life daily who will determine if the car belongs to a student, faculty or staff member and contact them

directly. A second violation will result in a second violation notice and reported to Student Life who will again contact the student, faculty or staff. A third violation will result in the car being towed off College property at the owner's expense. Towed vehicles may be reclaimed by calling All Day Towing at 510-471-2500.

## **Quiet Lounge (Nap Room)**

The rigorous academic program at Life West demands sustained energy and focus from its students. Sometimes sustaining that focus throughout the day requires a few moments of rest and silence. The Quiet Lounge is a nap and meditation room maintained by Student Council to ensure students are able to rest and renew their energy between classes.

## **Student Advocate Office**

In order to facilitate a community of trust and openness, Life West offers students the support and services of peer advocates through the Office of Student Life. Student Advocates act as peer support for students who have experienced discrimination and harassment, unfair application of College policy, inappropriate conduct, etc. They assist students in filing Incident/Complaint forms, understanding the complaint process, and act as a point of contact throughout the process.

## **Student Council**

Life West has an active Student Council representing each quarter cohort to ensure that every student on campus has a representative voice in the life and governance of the College. Student Council meets weekly and promotes proactive communication and resolution of issues brought forth by students.

## **Student Employment**

Life West offers both on and off campus employment opportunities to all current students. Domestic students can take advantage of the Federal Work Study program to earn wages rather than borrow federal funds for student loans. International students and students who are not receiving federal aid can work under the Institutional Work Study program. The Office of Student Life provides a list of job openings.

## **Student Fundraising**

Students are encouraged to fundraise for College clubs and local community organizations. Any fundraising activity sponsored by a club or class activity, on or off campus must be registered with the Office of Student Life. Written policies and procedures may be requested or picked up at the Office of Student Life.

## **Student Lounge**

The Student Lounge, located just off "Sid Square," is a space for students to socialize and relax. Student Council ensures that the lounge offers students the opportunity to gather, prepare and store meals, watch TV, and play video games between classes.

## **Student Vending**

At the discretion of the Office of Student Life, certain products, services and seminars may be sold on campus. Products or services that are in direct competition with the College

Bookstore or Department of Continuing Education may not be approved. A vending permit and detailed policies and procedures may be obtained by contacting the Office of Student Life.

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

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

# **COLLEGE POLICIES & PROCEDURES**

The full text of all College policies & procedures can be found at [lifewest.edu/about/disclosures-policies/](http://lifewest.edu/about/disclosures-policies/)

## **College - Student Relationships**

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

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

- Membership in and rules governing admission to student clubs and organizations shall be determined by the clubs and organizations themselves, and such rules shall not be required to be uniform so long as the same does not counter any policy established by the Board of Regents.

## Student Code of Conduct

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

- Adhere to all College policies, rules, regulations, and guidelines;
  - Not violate any municipal, state, or federal laws;
  - 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;
  - Not interfere with or disrupt the orderly educational processes of the College; and
  - Report any known violation of College policies and/or procedures
- 
- Examples of disciplinary violations include, but are not limited to, the following:
    - Acts of dishonesty, such as:
      - Copying, giving the appearance of copying, or attempting to copy from another student's test or other academic work;
      - Taking into an exam or using during an exam, material not authorized by the instructor administering the test;
      - Collaboration with another person during a written, oral or practical examination or in preparing academic work for credit;
      - 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;
        - Plagiarism – appropriation of another's work and the unacknowledged incorporation of that work in written form for credit;
        - Knowingly using, buying, selling, stealing, transporting or soliciting in whole or in part, the contents of confidential test information;
        - Substituting for another student, or permitting another student to take a test or exam in your place;
        - Signing for another student or asking another student to sign attendance sheets or other Life West forms for another student;
    - Furnishing false information to any LCCW office, staff or faculty member; and
      - Forgery, alteration, destruction or misuse of any Life West document, record or identification form;
    - 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.
    - Unauthorized possession, duplication or use of keys and/or Alpha Pass Access Cards or unauthorized entry to, or use of the College premises and vehicles
    - Damaging, defacing or destroying College property or the property of a student, faculty or staff member or a campus visitor;
    - Attempted or actual theft and/or damage to the property of the College or property of any student, faculty, or staff member.

- o Misconduct which adversely affects the Life West community or which constitutes a violation of criminal laws of the federal, state or city governments.
- o Misconduct relating to student obligations with the College or its employees, including but not limited to:
  - Issuance of a check without sufficient funds;
  - Failure to fulfill financial obligations to Life Chiropractic College West;
  - Failure to comply with reasonable directives of faculty, staff or administrators acting in the performance of their duties;
- o Violation of federal copyright laws, including but not limited to copying textbooks and laboratory manuals, illegal downloading of material, or
- o Peer-to-peer file sharing and other unauthorized distribution of copyrighted materials using the College's information technology system.
- o Physical abuse/assault, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.
- o 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.
- o 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.
- o Unlawfully manufacturing, distributing, dispensing, possessing, selling, and purchasing drugs, narcotics, or hallucinogens.
- o Unauthorized consumption of alcohol or drugs 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.
- o Tampering with or vandalizing fire alarms or other safety devices or equipment.
- o Unauthorized solicitation, advertising or selling merchandise on campus.
- o Abuse of computers, technology or computer time, including but not limited to:
  - Unauthorized entry into a file, to use, read or change the contents or for any other purpose including reading another person's email;
  - Unauthorized transfer of a file;
  - Unauthorized use of another individual's identification and password;
  - Unauthorized access into network files;
  - Use of computer facilities to interfere with the work of another student, faculty or staff member;
  - Use of computing facilities to send, receive or view obscene or abusive messages or information, including pornography;
- o 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.

## **Student Complaint Process**

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

The procedures for reviewing complaints from the student body provide for prompt and equitable evaluation and resolution of potential violations of applicable federal and state law or official policies and procedures of the College. The following represents an overview of the student complaint process:

### **Conflict Resolution**

The College attempts to resolve complaints concerning violations of College policy or conduct through the Conflict Resolution Officer (CRO). An Incident/Complaint Form may or may not be filed in these matters. Should a student wish to file an Incident/Complaint Forms, they are available in the Office of Student Life, the Student Advocate Office, on the College website, and in Canvas. These forms are routed to the CRO who will designate a representative to 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. If a resolution is not reached, the CRO will seek an Administrative Resolution.

### **Administrative Resolution**

When a complaint or alleged violation of College policy occurs that involves more serious violations, an Incident/Complaint Form should be filed with the Executive Vice President/CRO of the College through the Academic Counsellor, Office of Student Life, Student Advocate Office or directly to the CRO. The College will pursue issues of this nature whether a formal Incident/Complaint Form has been filed or not.

Examples of violations are listed in the Student Code of Conduct. Upon receipt, the Executive Vice President/CRO will review the completed incident report and route it to the appropriate administrator. The administrator will serve as the College Disciplinary Officer in the matter, and will schedule and hold a conference with the student charged and obtain their 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 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 Disciplinary Committee and request a Disciplinary Hearing to review all facts of the Incident/Complaint Form 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 Disciplinary Hearing.

Detailed information regarding Student Disciplinary Policies and Procedures can be found at: <https://lifewest.edu/wp-content/uploads/2018/04/2018-Disc-Manual.Final-3.30.18-2.pdf>

## **Nondiscrimination Policy**

Life Chiropractic College West, 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, religion, national or ethnic origin, sex, sexual orientation, disability, or age in any of its programs or activities of education and employment. Further, the College does not tolerate acts of coercion, intimidation or retaliation against any individual for the purpose of interfering with any right or privilege secured under law.

The College's Human Resources Director, Sunita Ranadive, is the designated Title IX Officer. The Executive Vice President, Anatole Bogatski, is the College's Title VI Officer, and Section 504/ADA Coordinator, who responds to questions about prohibited forms of discrimination. Dr. Anatole Bogatski serves not only as Executive Vice President, but also as the College's Complaint Resolution Officer (CRO), responsible for receiving and assigning complaints brought under the College's Complaint Procedures. Questions may also be presented to the Office for Civil Rights, San Francisco Office, U.S. Department of Education, 50 Beale Street, Suite 7200, San Francisco, CA 94105-1813, Telephone: (415) 486-5555, Facsimile: (415) 486-5570, Email: [OCR.SanFrancisco@ed.gov](mailto:OCR.SanFrancisco@ed.gov).

Students who believe they have been subjected to discrimination (including harassment and sexual violence) from a fellow student, staff or faculty member, whether on or off campus, should take action to resolve or remedy the situation through procedures established by the College.

Before filing a formal complaint or grievance, students may attempt to resolve the matter informally with the person alleged to have committed the violation unless doing so would exacerbate the matter and/or pose a threat to personal safety.

Formal complaints and grievances must be submitted on an Incident/Complaint Form to the Complaint Resolution Officer (CRO) who will designate an investigative team to review and resolve the grievance in a timely manner. The President of the College is informed of formal grievances and is kept apprised of activities related to the investigation and resolution.

## **Anti-Bias/Harassment Statement**

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

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

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

*The College's anti-bias commitment includes, but is not limited to:*

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

Anti-bias is challenging. It requires willingness on the part of every member of the campus community to examine and overcome biases in oneself and in the profession. The LCCW community is committed to meeting this challenge.

## **Personal Conduct, Responsibility and Academic Honesty**

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

## **Student Academic Freedom**

LCCW students have the academic freedom to search for the truth, inquire, study, evaluate, gain new insight, and pursue research. As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly standards for their discipline. They demonstrate respect for students as individuals, and adhere to their proper role as intellectual guide and counselor. They make every reasonable effort to foster honest academic conduct and to assure that the evaluation of students reflects their true merit. They respect the confidential nature of the relationship between professor and students. They avoid any exploitation of students for their private advantage and acknowledge significant assistance from them. They protect students' academic freedom.

## Personal Expression

As an educational institution, Life Chiropractic College West endorses the right of dissent within the College, and protects and encourages reasonable exercise of this right by individuals within the College. Recognizing that the right of dissent is subject to abuse, the Board of Regents and the President have published a statement to clarify policy concerning such abuse:

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

## Intellectual Property Policy

The College expects the campus community to use its equipment in a lawful manner. Students are advised to heed copyright policy notices posted at copiers and printers. Additionally, students who use the College's information technology systems to engage in illegal or unauthorized distribution of copyrighted materials, including unauthorized peer-to-peer file sharing, may be subject to disciplinary action by the College as well as civil and criminal liabilities for violation of federal copyright laws.

## Social Media Policy

Accurate representation of students' educational and licensing status on social media is vital to the integrity of the College. Students cannot in any way promote themselves as "licensed." This includes the terms doctor, Dr., D.C., doctor of chiropractic, chiropractor, etc. on business cards, phone, or cell phone answering systems, personal web pages, email addresses, social networking sites, or any other media. The acceptable terminology is Chiropractic Intern, Intern, Senior Intern, Student Intern, and Senior Chiropractic Intern. Students should not make any guarantees in social media regarding efficacy of care (i.e. "I will get you better" "I will fix this" etc.). Students must have signed release forms for any patient that appears on their social media. Interns cannot post pictures of themselves adjusting in the Health Center on their personal social media – these pictures may be submitted for posting to the official Life West social media accounts. If an intern is adjusting in a photo, a licensed DC must also appear in the photo in order to demonstrate that the intern is being supervised by a licensed DC. This applies

this applies to students who are out of the country and/or on service trips. Any photos showing adjusting should be submitted to official Life West social media for posting.

Students cannot use other degrees, licenses, certifications, or credentials on any published materials in conjunction with the College, the Health Center, or the chiropractic internship. These include but are not limited to massage therapy, acupuncture, or nutrition credentials, personal training, or any other healthcare related field. Students can only discuss treatment methods and techniques that are taught as part of the Life West curriculum. This extends to articles referenced in social media posts.

The public may report inappropriate conduct to the state board if a student's profile is unprofessional and is identified as the profile of a Chiropractor or Chiropractic Student. Please note: anything posted or referenced may be used against you in a legal case. Students must ensure that there is no potential protected healthcare information in the background of the picture, including computer screens, visible files, etc. All patients who appear in the photo need to have a signed HIPAA release on file.

Interns work for the College and therefore should not advocate views that are not in line with the College's mission on their personal social media. This includes divisive, racist, sexist or any other polarizing or hateful statements. Any literature/brochure to be handed out by interns or posted online must first be approved by the Offices of the Dean of the Health Center. All literature must include the LCCW Health Center name, address, and phone number, and the advisor's name and credentials. There can be no student information or personal likeness on literature other than business cards. Please refer to the Life West branding guide for the correct colors and Health Center logo: <http://lifewest.edu/brand/>

## **Administrative/Involuntary Withdrawal**

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

Students who may be out of compliance with LCCW standards with regard to professional conduct, may be subject to discipline. Action may include suspension or expulsion. Application for readmission after withdrawal for psychological reasons or inappropriate personal conduct will require a written evaluation from the student's own clinical psychologist/psychiatrist or other agency at the student's own expense. This may or may not eliminate the need for evaluation by the College. In no case shall readmission be granted after involuntary withdrawal without the approval of the Vice President of Academic Affairs.

## **FERPA**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without the student's prior written consent. Outside organizations include, but are not limited to, companies that manufacture graduation booklets, or other College publications. If you do not want the College to disclose any or all of the types of information designated below as directory information from your education records without your prior written consent, you must notify the Registrar in writing by week two of the quarter. Life West has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph or video
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

## **Liability of Non-Registered Students**

Interns who are qualified to adjust patients must have paid all tuition owing for the quarter in order to be registered as a student and eligible to adjust patients under the College Professional Liability policy. Interns who remain in arrears will be blocked from the Health Center.

Interns who are offered an extra two weeks in the Health Center as an extension of the prior quarter's registration will be registered and covered under the College Professional Liability policy. However no further extension other than the first two weeks of the quarter in which the intern was registered and had fully paid tuition can be offered as they will not be covered under the College Professional Liability policy for the third week and beyond unless they are registered and fully paid for that quarter.

## **Vaccinations**

Life Chiropractic College West does not require vaccinations for students, faculty or staff as part of application, matriculation or employment at the College. More information about vaccination requirements in California is available at the National Vaccine Information Center at [www.nvic.org/vaccine-laws/state-vaccine-requirements/california.aspx](http://www.nvic.org/vaccine-laws/state-vaccine-requirements/california.aspx).

The United States government may require certain immunizations, inoculations, and/or vaccinations as a requirement for permanent residency or student visa status. Individuals seeking residency or student visa status should contact the Department of State for additional information.

## **Wifi Policy**

The wireless network on campus is a resource for educational technology and instruction. This policy provides requirements for access to and use of this shared resource in order to provide the best possible educational and learning experience for students, faculty and staff. This policy also establishes protections and requirements intended to secure the entire network of the College from intrusion of malicious software, data loss, and degradation of the system performance. The full text of the policy can be found at [http://lifewest.edu/wp-content/uploads/2019/05/WiFiPolicy\\_20190411.pdf](http://lifewest.edu/wp-content/uploads/2019/05/WiFiPolicy_20190411.pdf)

# **STUDENT SAFETY**

## **Gender-Based Misconduct and Sexual Violence Policy**

Life Chiropractic College West is committed to providing an environment free of discrimination and/ or sexual harassment, including sexual violence.

Discrimination and sexual harassment interferes with educational performance, work, and creates an atmosphere of intimidation, low morale and hostility that the College will not tolerate. It is also the policy of the College not to tolerate false accusations of sexual harassment. It should be remembered that sexual harassment and accusations of sexual harassment are serious, and have far reaching effects upon the careers and lives of individuals. Moreover, sexual harassment is illegal—Title IX of the Education Amendments of 1972 (Title IX) prohibits sex discrimination, including sexual harassment. It also enforces the Campus SaVE Act, which covers incidents of sexual assault, domestic violence, dating violence, and stalking to protect every student from a range of sexual violence.

### **Title IX And Sexual Harassment**

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

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

Quid pro quo harassment occurs when a College employee causes a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a College program or activity. It can also occur when an employee causes a student to believe that the employee will make an educational decision based on whether or not the student submits to unwelcome sexual conduct. For example, when a faculty member threatens to fail a student unless the student agrees to date that faculty, it is quid pro quo harassment. It does not matter whether the student refuses to submit to the faculty member's demands and suffers the threatened harm, or does what that faculty wants and thus avoids the harm. In both cases, the harassment by the College employee is unlawful.

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

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

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

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

Anyone who believes that he or she is being sexually harassed, or know someone who is, should act promptly. Correcting the situation immediately, or at least talking with someone familiar with the issues and ways to respond, is in everyone's best interest. Ignoring the situation and hoping that it will correct itself allows the harassment to continue. No one should be afraid to talk about the situation for fear of retaliation, particularly if the person causing the harassment has power over you (a supervisor, an instructor, etc.). Under no circumstances will Life Chiropractic College West allow reprisals against a person who in good faith reports or provides information about sexual harassment or behavior that might constitute sexual harassment.

Complaints of discrimination and/or sexual harassment will be investigated promptly and equitably. The College recognizes that under certain circumstances, it has an independent duty to ascertain where discrimination and/or sexual harassment exist irrespective of whether a complaint is actually filed (for example, complaints of sexual harassment involving physical contact, recurrent or systematic patterns of discrimination, and/or sexual assault involving a College employee or student). Where sexual harassment is found to have occurred, the College will act to stop the harassment, prevent its recurrence, and remedy the effects of the harassment or violence. Employees or students found to have conducted themselves in a manner prohibited by this policy may be subject to corrective disciplinary action up to and including termination of employment and/or dismissal as a student. Employees, students or applicants for employment or admission at the Life Chiropractic College West campus may contact the College's Title IX Officer regarding any behavior or conduct that may be interpreted as sexual or other unlawful harassment or discrimination. Incident/Complaint forms may be obtained and filed with the Title IX Officer located in the College HR Department. Otherwise, the Title IX Officer may be reached at +1 (510) 780-4500 x4541 or [sranadive@lifewest.edu](mailto:sranadive@lifewest.edu)

## **Alcohol and Other Drug Policy**

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

## **Campus Security & Student Safety**

Please see the Annual Security Report for full College security policies and procedures at <https://lifewest.edu/about/disclosures-policies/>

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

All users of the College facilities are encouraged to express any concerns they have while on campus. The Facilities Department will initiate an Incident/Complaint Form to document all concerns. If security intervention is needed to deal with a person who is trespassing, or to deal with a fire or other unsafe conditions, security personnel will act within the limits of their training and then call fire or police for assistance, if necessary. The Facilities Department is the first line of defense in providing a safe and secure campus for all students, employees, and visitors.

### **Procedures for Reporting Emergencies and Criminal Actions**

Please see the College Emergency Preparedness and Response Plan at <https://lifewest.edu/wp-content/uploads/2018/03/Life-West-Emergency-Preparedness-and-Response-Plan-3.2018.pdf>

In the event of an emergency on campus, students or staff should dial 911 on a campus telephone. In the event of accident, theft, injury, or other incident contact the Hayward Police Department at 510-293-7000 or Campus Security at 510-456-6239.

For criminal activity, the Facilities Department will initiate an Incident/Complaint Form for internal use and, depending on the nature and location of the incident, may summon the Hayward Police Department. All students have the right to contact local police agencies should they feel an incident warrants such involvement.

Accidents, regardless of severity, and theft, no matter the significance, should be reported immediately to the Office of Student Life so an Incident/Complaint Form can be filed.

Incident/Complaint Forms provide documentation of events such as an accident, theft, injury, etc. Any student who experiences or witnesses a theft from a vehicle or person, an injury, or any incident should file an Incident/Complaint Form. These forms can be obtained from the Office of Student Life, on the College website, in Canvas, or from the Student Advocate Office.

### **Campus Security**



Student safety on campus is a priority at Life West. While the Facilities Department campus security personnel are not law enforcement professionals, and therefore, do not make arrests, they are responsible for regularly assessing the security of the College. While each student, employee and visitor is subject to the lawful request and direction of a campus security officer, arrests, if necessary, are effected through the local jurisdiction by use of arrest warrants.

## **Crime Prevention**

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

Crime prevention measures include: locking and closing windows on vehicles, and keeping valuables out of sight. In addition, the Safety Committee has established a training program for all office staff on campus. Employees are instructed to take appropriate action in case of fire or natural disaster.

## **Children in the Facilities**

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

## **Animals in the Facilities**

Animals are not permitted in the buildings or campus grounds at any time, with the exception of service animals for persons with disabilities. Service animals must be registered with the Academic Counselor prior to being on campus. Animals must not be left in cars in the parking lot.

## **Earthquake Preparedness**

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

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

At home, students can prepare for an earthquake by storing adequate reserves of medical supplies, non-perishable ready-to-eat food, plenty of water, warm blankets, crank-powered flashlight and radio, and extra batteries

## **Gambling on Campus**

No gambling of any nature is permitted on campus.

## **Safe Shelter**

The college provides comprehensive emergency and safety preparedness plans throughout the campus. Reference guides are available in every classroom, in meeting rooms, and in the Health Center that outline the procedure for acting in an emergency situation, including shelter in place and active shooter situations. The full Safety and Emergency Response Plan can be found at:

<https://lifewest.edu/wp-content/uploads/2018/12/Life-West-Emergency-Preparedness-and-Response-Plan-11.2018.pdf>

## **Fire Safety**

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

## **Weapons and Dangerous Materials**

Firearms and other weapons or dangerous materials are not allowed on campus under any circumstances.

## **Maintenance Concerns**

Maintenance concerns, or to report something in need of repair, should be directed to the Campus Operations Manager at [mbaldwin@lifewest.edu](mailto:mbaldwin@lifewest.edu). Routine work-orders may be submitted to the Facilities Department via the online form [www.lifewest.edu/maintenance-request](http://www.lifewest.edu/maintenance-request).

# **ACADEMIC POLICIES, REQUIREMENTS & SERVICES**

## **Registration**

All new students who are fully admitted prior to orientation will receive a class schedule at orientation. Continuing Students: Students will have until 5 pm, the Friday of week 7 to submit registration materials. Schedules will be posted by the first day of week 11 of the current quarter. Students who do not register for the next quarter by 5 pm, the Friday of week 7 will be subject to a late registration fee. Late registration fees are \$10 per business day, up to a maximum of \$200. Fees will be invoiced to the student's account and must be paid at the Finance Office. All schedules are subject to change through the first day of the quarter. Schedules are available to view on the CAMS student portal. All students are responsible to check their schedule at the beginning of each quarter.

## **Registration Holds**

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

## **Full-Time Status**

Students are considered to be full-time when their schedule includes a minimum of 12 credit hours. Students carrying less than a full load are considered part-time, with tuition adjusted accordingly. Students should be aware that less than full-time status may affect financial aid eligibility, as well as progression toward graduation. The Financial Aid Office and Office of Academic Affairs must be contacted to determine the effects of part-time status. The 12 and 14 quarter block schedules have been designed to prepare students to successfully complete Health Center and National Board Exam requirements in a timely manner.

NOTE: The prescribed block schedule is the most predictable path to a timely completion of the program. Any deviation due to course failure or as elected on the part of the student will most likely delay the anticipated graduation date.

## **Directed Studies**

Directed studies courses are only provided for continuation of activity in the clinical program. Once the student has started the clinical internship, they will be required to stay engaged in clinical activity until they have completed their program. If a student has completed Health Center requirements, but not required coursework, students will be registered in clinical directed study course/s. This may occur either as part of the student clinic or outpatient clinic program.

## **Preceptorships**

Interns who have successfully completed all of their Health Center graduation requirements one or two quarters in advance of the anticipated graduation may continue their clinical experience

by participating in a preceptor program. For more information, refer to the Health Center manual at [lifewest.edu/wp-content/documents/health-center-procedures-manual.pdf](http://lifewest.edu/wp-content/documents/health-center-procedures-manual.pdf)

## Electives

1. A student must take two electives for graduation. One of these must be a technique department elective.
2. Electives may not be audited.
3. Electives may not overlap or take the place of any of the student's regularly scheduled courses.
4. Students that are completing their Health Center requirements by directed study may not add electives.
5. If you don't pass, overcut, or drop an elective after the first week of the quarter you will be ineligible to take an elective the next quarter.
6. A student may only waitlist or be enrolled in two electives per quarter.
7. Elective enrollment is based on cumulative credits completed minus elective credits. If you are a transfer student, your credits transferred are also counted in your total cumulative credits completed. If students have the same cumulative credits completed, then ranking will be based on the time registration materials were submitted.
8. To secure your enrollment in elective courses, you must be present during the first class meeting, you must be on time, you may not leave early, and you may not check in with the faculty and then leave. If you are unable to fulfill these requirements, your spot in the course will be given to someone who is on the waitlist and present in class.
9. If you are on the waitlist for an elective, you must go to the first class meeting to attempt to secure an opening. Students will be taken, in order, off of the waitlist to fill the open spots. You must be present during the first class meeting and must be on the faculty's waitlist. If you are not on the faculty's waitlist, you will not be allowed into the course.

NOTES: Check the quarterly schedule for current elective offerings. If you have any questions about electives, please contact the Registrar's Office.

Electives are subject to be cancelled due to low enrollment or faculty unavailability with in the first week of the quarter.

Federal Financial Aid can only pay for core classes and the two required electives. Federal Aid cannot pay for classes not required for a student's degree. Two electives are required for the chiropractic degree. A student registering for an additional elective beyond the required two will be notified that federal aid cannot pay for the class and a cash payment would be required. The only exception is if a student is already full time and then adding a non-required elective, as he or she is already paying full time tuition for 12 or more credits. In that scenario there is not any additional charge.

## Online Classes

Senior 3 online classes are reserved for graduating students only. Students who are participating in the preceptorship program will have priority, followed by students who are combining Clinic 3 and 4, and lastly graduating students. Graduating students will be allowed to add one or more online classes. This will be determined on a first come first serve basis based on availability.

International students must carry a minimum of nine units of on-campus courses in order to register for online courses. If the student preceptors outside of the United States he/she can take all Senior 3 courses online without having to register for any on-campus courses.

## Matriculation Tracks

Students are enrolled in a 12 or 14 quarter track at matriculation. Students on a 12 quarter track must finish the program in 12 quarters or more and 14 quarter track must finish the program in 14 quarters or more. Students cannot complete the program earlier than the track in which they enrolled, unless grandfathered in by the College (any student who began the program in Winter 2017 or prior). Students are responsible for paying the tuition for all of the quarters in the track for which they enrolled to start the program, not including any quarters for which they received transfer credit (if a transfer student).

## Adding from Ahead

Students are not allowed to add courses from ahead unless they are on a special schedule.

## International Students

International students must remain aware of the time allotted to complete the Doctor of Chiropractic Program under their VISA status assigned by their home country. The college is not responsible for international students who are unable to complete the Doctor of Chiropractic Program within their VISA timeframe.

In order to remain in compliance with the SEVIS regulations for international student visas, students must carry a full academic course load of 12 units or more each quarter.

If a student chooses to preceptor outside of the United States and complete final quarter courses online, the student's International Visa will be cancelled.

## Academic Advising

### Academic Advising

Academic advising for scheduling, sequencing, planning of courses, clinical exams and preparation, and additional advising and tutoring support is available in the Academic Success Center.

Advising for the NBCE exams is available through the Registrar's office.

## Special Schedules

Students who fail a course that significantly impacts their schedule for the next quarter will be placed on a special schedule with intent to get them back on a block schedule as soon as possible.

Students on a special schedule who do not meet prerequisites will be allowed to add qualifying classes concurrently if they have a 2.8 GPA or higher.

## Course Intervention

Students who are identified by their instructor as at risk of failing a course will be notified by the Office of Academic Affairs. They will be required to meet with their instructor during office hours

to discuss ways to improve course performance. Students must pick up an Office Hours with Instructor Signature form from the Academic Success Center, have the instructor sign it during their meeting and submit it to the Academic Success Center. Failure to meet with the instructor will result in a registration hold. Any late registration fee associated will be the responsibility of the student.

## Course Intervention Procedures

- Student will be notified by the OAA that they are required to meet with their instructor during office hours
- Student must pick up a form for each class they are at risk of failing from the Academic Success Center
- Student must attend office hours and get the instructor signature form signed by the instructor
- Student will submit the signed form to Tia or Joanne in the Academic Success Center
- Failure to complete this process will result in a registration hold

## Attendance

### Attendance Policy

Inconsistent attendance is a matter of serious concern to the faculty and administration because it jeopardizes a student's eligibility to obtain licensure in many states, including the state of California, and restricts the depth and scope of individual educational progress.

Instructors are required to record student attendance. Roll can be taken at any time during the class period. The instructor may call names, pass a roll sheet or use submitted classroom assignments. If the instructor calls roll, a student who is not present when his or her name is called is deemed absent. If a student leaves after attendance has been taken, the instructor can change the attendance record to indicate an absence for the class period. If a student arrives after attendance has been taken but within the first 20 minutes of the start of the class session, the student must see the instructor at the end of the class to request that the absence be changed to a tardy. Three instances of tardiness constitute one hour of absence. Failure to notify the instructor will result in the absence mark remaining on the attendance sheet.

Documentation may be required to change an absence to a tardy after the class period. If a student arrives later than 20 minutes after the start of the class session, or misses more than 20 minutes of class after attendance is taken, the student is considered absent for the whole class hour.

A student who misses 10% or more of any class will be automatically removed from the course unless documentation is provided (State of California, Board of Chiropractic Examiners, Rules and Regulations, 331.11(f), p. 26). This action constitutes an overcut. Absences due to certain documented special circumstances may entitle a student to make up assignments and examinations, but all absences count toward hours missed.

Students must have at least 75% attendance in the class and will be required to make up time missed (excused or unexcused) and document the time made up to the 90% threshold in the Academic Success Center to avoid being overcut. Students must make up the time missed within seven days of the missed class. Students may make up time for absences up to the end



of week 8. More information regarding make up time for absences can be provided by the Faculty Administrative Assistants in the Academic Success Center.

## Make-Up Time Procedures

A student wishing to make up time missed must adhere to the following procedures:

- When a student misses class they can pick up an attendance make-up form from the registrar's office.
- Student must make up the time missed within seven days of missing the class.
- Student must fill out the form for each class they missed prior to attending a make-up session.
- Student can attend open lab, anatomy open lab, or study in the ASC
- Once the time has been made up they must get a signature from the faculty or staff member.
- Student will submit the completed form to the registrar's office.
- Student can only make up 15% of missed class time.

## Consequences of Overcutting

A student who is overcut from a class during weeks three through seven will be withdrawn from the course and receive a grade of W. If a student is withdrawn from the class after week seven they will receive a grade of WD. A notation of W does not affect the GPA but a notation of WD does affect GPA.

## Tardy Policy

If a student arrives more than 20 minutes after the start of the class the student is considered absent for the entire class hour. If a student arrives after attendance has been taken, the student must see the instructor at the end of the class hour to request that his or her absence be changed to a tardy. Three tardies constitute one hour of absence.

## Course of Study

### Course Overlap Policy

Overlapping of courses is not permitted.

### Dropping and Adding a Course

Students can add courses or switch labs through the first week of the quarter. Students can drop classes from their schedule through the second week of the quarter without grade notation. If a student drops a course between weeks three and seven, a grade notation of W will be assigned. If a student drops a course after week seven they will receive a grade of WD.

### Repeating Courses

Students who have failed or otherwise need to repeat a course, must repeat the course the following quarter. The Registrar's Office will amend any previously submitted schedule requests to include the course/s that need to be repeated. All students are responsible to verify their schedule via the student portal.

An F grade will remain on the transcript, however, the new grade will also be recorded. GPA calculations depend on how many attempts are recorded before successful completion of the course. All repeats of a course remain a part of a student's permanent record. A passing grade will replace the most recent failed attempt for GPA computation only. All prior attempts will be calculated into the GPA. Clinic start and graduation dates are dependent on successful completion of all courses without failure. Failing or dropping classes will likely alter these dates. A grade of NP will remain on the transcript and does not affect the GPA and does affect the pace. A student is still required to take the course the following quarter.

If a student fails a pre-requisite course within a 5% range of the passing score for the course, the student will be allowed to repeat the prerequisite course and enroll in the consecutive course concurrently.

## Complete Withdrawal from the College

Should it become necessary for a student to completely withdraw from the college, he/she must notify the Registrar's Office for appropriate procedures. A student who withdraws during the first two weeks of the quarter will have no grade notations applied to their transcript. A student who withdraws from the college between week three and week seven will receive the grade notation of W. A student who withdraws from the college after week seven of the quarter, will have grade notations of WD. A W will not affect GPA; whereas, a WD will affect GPA.

If a student fails to notify the Registrar's Office of his/her withdrawal from the college, the student will be administratively withdrawn from all courses on week 3 and receive WD grades. The amount of tuition refund issued is based on a student's last date of recorded attendance. A student who withdraws two or more times from the college is required to submit to the Office of Academic Affairs a letter of appeal requesting reinstatement in order to register for a subsequent quarter. The student will need to outline any extenuating circumstances as to the rationale for multiple withdrawals from the college. The appeal is designed to ensure that the student is prepared to undertake the rigor of the course work should they return to the program.

## Interruption of Study

If a student discontinues chiropractic education for a period of five or more consecutive years, the student will not be able to receive credit for previous coursework. The student will be considered for readmission as a freshman and must meet all current entrance requirements.

## Course Expectations

### Classroom Expectations

Students need to respect others in the class including fellow students and instructors. This includes being in class on time, not entering and leaving during class unless necessary, muting electronic devices, and only participating in conversations relevant to the course.

The use of electronic devices (e.g. cell phones, laptops) for non-course activities is unprofessional behavior. Students exhibiting unprofessional behavior may be required to leave class, which will result in loss of attendance credit.

## Grades

### Grades and the Grading System

Final grades are available online through the CAMS student portal. If there are any questions on grading procedures, computation of grade point average, or the accuracy of the grade report, please contact the Registrar's Office or the Office of Academic Affairs. Grades will be reported and evaluation will be based on the following system:

<i>Letter Value</i>	<i>Point Value</i>	<i>Significance</i>
A	4.0	Superior
B	3.0	Above Average

<i>C</i>	2.0	Average
<i>D</i>	1.0	Poor
<i>F</i>	0.0	Failure
<i>WP/W</i>	0.0	Withdraw*
<i>WF/WD</i>	0.0	Withdraw
<i>WO</i>	0.0	Withdraw Overcut*
<i>AU</i>	0.0	Audit*
<i>CR</i>	0.0	Credit*
<i>P/NP</i>	0.0	Pass/No Pass*
<i>I</i>	0.0	Incomplete*
<i>CIP</i>	0.0	Course in Progress

*\*Does not calculate into GPA*

## Incomplete Grades

A grade of “I” is not automatically given when required coursework is not completed. Students must receive prior approval of the course instructor in order to receive a grade of “I”. If a student fails to obtain prior approval from the course instructor, the instructor may calculate a score of zero for the incomplete coursework in computing the final grade. If an “I” grade has been assigned, the student has until the end of the first week of the next quarter to complete all necessary coursework or exams. If this is not done the I will convert to an F. Should the instructor who issued the I grade no longer be on the faculty, the determination of satisfactory completion of the course will be made by the new instructor of the course and the department chair.

## Grade Changes

Final course grades are reported to and monitored by the Registrar’s Office. Grade changes can be submitted to the Registrar’s Office by the faculty or the VPAA and must include the reason for the change. All grade changes must be approved by the VPAA.

## Grade Appeal

### Grade Appeal

The grade appeal considers whether a grade was determined in a fair and appropriate manner; it does not grade or re-grade an individual assignment or project.

The student must substantiate the claim that their grade represents unfair treatment compared to the standard applied to other students. In the absence of compelling reasons, such as clerical

errors, prejudice, arbitrary or capriciousness, the grade assigned by the faculty of record is considered final.

*Arbitrariness:* The grade awarded represents such a substantial departure from accepted academic norms as to demonstrate the instructor did not actually exercise professional judgment.

*Prejudice:* The grade awarded was motivated by ill will and is not indicative of the student's academic performance.

*Error:* The instructor made a mistake in fact.

This procedure does not cover instances where students have been assigned grades based on academic dishonesty or academic misconduct or to cases alleging discrimination, harassment or retaliation in violation of applicable College policies.

The Grade Appeal Procedure strives to resolve a disagreement between student and instructor concerning the assignment of a grade in an expeditious and collegial manner. The intent is to provide a mechanism for the informal discussion of differences of opinion and for the formal adjudication by faculty only when necessary.

Procedures:

A student wishing to appeal a grade must adhere to the following procedures:

- Discuss the grade appeal with the faculty member (lead instructor/supervising clinician) during the first two days of week one of the new quarter.
- All grade appeals must be submitted in writing or by email to the faculty member on record and a copy provided to the Department Chair by the end of the 3rd day of the first week of the new quarter following the quarter in which the grade was earned since the last day to add any class is the first Friday of the new quarter. If the faculty member is unavailable to review the appeal, the Department Chair will proceed to review and decide the appeal.
- The written appeal shall include the following:
  - Copy of the course syllabus with the grading criteria from the student handbook/course catalog.
  - Basis for the appeal, which must include evidence that the grade was not fairly assigned consistent with the established grading criteria and/or was assigned in an arbitrary or capricious manner.
- If the student and faculty member are unable to resolve the issue, the student may request that the Department Chair consider the appeal. The Department Chair will investigate the matter by reading the material and talking with the faculty member and student.
- The Department Chair will ordinarily complete the process within 1 week of receipt of the appeal and render a decision to either change the grade or uphold the grade.
- The Department Chair will notify the student and the faculty member in writing of the decision. This decision will stand unless any of the involved parties appeal in writing to the Vice President of Academic Affairs within 3 days of the Department Chair's decision.

- o The Vice President of Academic Affairs will ordinarily render a decision to change the grade, uphold the grade or form an ad hoc committee to make a recommendation within 1 week of receipt of the appeal. The decision of the Vice President of Academic Affairs is final.

If an ad hoc committee is formed, it shall consist of two faculty members from within the same department/division and one faculty member from a different department/division.

## **Disputes**

### **Student/Faculty Conflict Resolution & Grade Appeals**

A student must adhere to the protocol described below in attempting to resolve concerns:

- It is usually appropriate to first discuss concerns with the faculty member involved.
- If resolution has not been reached after speaking with the faculty member, the student should discuss the concern with the appropriate department chair.
- If, after discussion with the faculty member and the department chair, the concern remains unresolved, the student should discuss the concern with the Vice President of Academic Affairs.
- A suitable record shall be made of the proceedings, exclusive of deliberation, to arrive at a decision.

The purpose of the grade appeal policy is to provide a safeguard against grading that does not reasonably reflect the student's performance while respecting the academic expertise of the faculty. Thus, the policy recognizes the following:

- Every student has the right to receive a grade based upon a fair assessment of their knowledge and ability that is neither arbitrary or capricious; and,
- Faculty have the right to assign a grade based on any method that is professionally acceptable and standards established by the College, submitted in writing to all students and applied equally. Faculty have the responsibility to provide careful evaluation and timely assignment of appropriate grades. Course and project grading methods should be explained to students prior to the assessment of the assignment. The College presumes that the judgment of the faculty of record is authoritative and the final grade assigned is correct.

## **National Boards Exams**

### **National Boards Examinations**

The National Board of Chiropractic Examiners (NBCE) provides written and practical examinations that are administered throughout the year at Life West. Students apply for each exam online at [myNBCE.org](http://myNBCE.org). To view NBCE requirements for each exam and for more information please visit [NBCE.org](http://NBCE.org). For the most current institutional requirements for each exam, exam dates and deadlines, and for more information about National Boards Exams, please see the Registrar's Office.

## **Instruction**

### **Late Instructors**

If an instructor fails to appear for class within 20 minutes of the beginning of the class period, the students may leave without penalty of being counted absent. After 20 minutes if the instructor has not arrived, the class is considered cancelled.

## Academic Counseling

Life Chiropractic College West students come from a wide variety of cultural, personal, familial and academic backgrounds. LCCW has an Academic Counselor on campus. Counseling offers techniques and strategies for avoiding personal crises and learning how to maintain psychological, emotional, and social wellness.

Here are some areas where the Academic Counselor can assist you:

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

## Tutoring

Peer tutorial services are available at no cost to students who need additional help with their course work. Tutoring assistance can be requested through the Academic Success Center. A student can receive from one to eight hours of tutoring per class each quarter (additional hours may be approved through the Academic Success Center). Subject availability for tutoring may vary from quarter to quarter.

## Academic Distinction

Cum Laude, Magna Cum Laude, or Summa Cum Laude are awarded to students who complete the chiropractic program with honors. Cum Laude is awarded to graduating seniors who have obtained a cumulative grade point average of 3.25 to 3.49. Magna Cum Laude is awarded to graduating seniors who have obtained a cumulative grade point average of 3.50 to 3.74. Summa Cum Laude is awarded to graduating seniors who have obtained a cumulative grade point average of 3.75 to 4.0.

## Academic Grades

A grade calculated at 70% or higher is a passing grade with the exception of Technique courses. A grade calculated at 75% or higher is a passing grade for all Technique courses.

## Independent Student Work

All assignments and exams must be the product of each individual student's original and independent effort in each course. The student is expected to turn in new work for each assignment in every class.

## Old Exams

Unless authorized by the instructor, possession of old exams may lead to disciplinary action. Up to and including failure of the course.

## Procedure for Reviewing Exams

The instructor may either conduct review sessions in class or may meet with a student to review his or her exam during office hours. Instructors are not required to review final exams with students during finals week.

## Arriving Late to an Exam

A student who arrives more than fifteen (15) minutes late or once any other student has finished the exam or quiz and left the classroom will not be eligible to take the exam. The student may be eligible for a make-up examination provided they meet the criteria established in the Makeup Exam Policy. If they do not, the student will receive a zero for the exam. A late student will not receive any additional time.

Should a student complete the exam within the first 15 minutes of class or less, the student must remain in class for at least 15 minutes.

## Make-Up Assessment Policy and Procedures

A student is expected to take all assessments and complete assignments as scheduled. Students who need to reschedule an assessment or have missed an assessment must obtain an Assessment Petition Form from the Faculty Administrative Assistant in the Academic Success Center. The petition form must be completed by the student and turned in to the Faculty Administrative Assistant in the Academic Success Center for review by the department chair for approval. Please see submission deadlines listed below. Once approval is given, the student is responsible for obtaining the Alternative Testing Form, paying the required fees, and scheduling the assessment time with the Faculty Administrative Assistant in the Academic Success Center. All submissions require proper documentation.

If a final assessment is missed due to a sanctioned event, final assessment make-up petitions are due as soon as possible following the incident (not later than day one of the following quarter or upon return to the college) and will be administered within one week of the petition.



Petitions can be approved based on sanctioned events. Sanctioned Events include hospitalization, accidents, death in the immediate family, court dates, international board assessments, the student's own wedding or school sanctioned events such as LCCW Service trips, Rugby, WCCS.

In addition, the student may have a maximum of two Non Sanctioned Events per the student's entire course of study here at LCCW. These include external chiropractic seminars, immediate family weddings or weddings in which the student is part of the wedding party, employment commitments, religious affiliated events (e.g. bat/bar mitzvah, holidays, etc.), any emergencies or illnesses due to extreme weather conditions, extended vacations, non-school seminars, social events, or other relevant events. Please note that non sanctioned events still require documentation. Department chair and instructor approval must be obtained prior to the scheduling and taking of any make-up assessments. A fee of \$40 is charged for each make-up assessment.

Beyond sanctioned events and the two non-sanctioned events, petitions will not be approved and students will not be able to make up any missed exams.

Make-up assessments can be any format but of the same content as the assessment that was missed. All make-up assessments must be scheduled and administered prior to the beginning of Finals Week. Make-up exams for midterms or quizzes or other tests not completed prior to Finals Week will be recorded as a zero score/ grade. The student will not be able to make it up at a later time, and it will impact his/her final grade in the course. Please note that assessments with a practical format may require the student to wait until the following quarter to make up the exam. These types of assessments can only be given when they are scheduled in the assigned class. (For example a missed midterm practical typically taken in week 5 may necessitate that the student will not remake the assessment until week 5 of the next quarter).

\*The term **assessment** includes but is not limited to exam, test, quiz, midterm, practical, paper, project, presentation, assignment, etc.

## Make-Up Assessment Procedures

1. In the case of an emergency, call the Office of Academic Affairs as soon as possible and let them know you will be missing the exam. The number is 510-780-4500 x2120. Also email the course instructor and let them know.
2. Obtain an Assessment Petition Form from the Faculty Assistant in the Academic Success Center. Complete the petition and submit it immediately with supporting documentation:
  - a. At least seven days in advance of the original assessment date in order to be reviewed for approval by the department chair, or
  - b. By 4:00 pm on the business day following the original assessment date in order to be reviewed for approval by the department chair.
  - c. Once the Faculty Administrative Assistant informs the student their petition has been approved the student must pay the required fee, schedule and take the exam within five business days.
2. Once approved by the department chair, the student can obtain the alternative testing form through the Faculty Administrative Assistant in the Academic Success Center.

3. The student must complete the top portion of the form and pay the required fee of \$40 in the Finance Office.
4. Bring the completed form with all signatures and proof of payment back to the Faculty Administrative Assistant in the Academic Success Center to schedule the date and time for the make-up assessment. All approved make-up assessments will be proctored on Tuesday and Thursday during lunch between the hours of 11:50 a.m. and 1:00 p.m. unless otherwise advised.
5. A minimum of a **two-day notice** is required for all make-up assessments. Showing up to take an assessment without notice will result in rescheduling as well as an additional reschedule fee of \$25 and the possible forfeiture of being able to take the assessment should the student fail to show up. Rescheduling and no-shows: It may be possible to reschedule the assessment once. The student must pay an additional \$25.
6. All make up exams must be completed within 10 business days of return to campus. The date of your return to campus will be verified by the Registrar and is based on any class/day you were in attendance immediately following the class/day you were absent. Only excused absences constitute eligibility to make up an exam. Documentation is required to excuse the absence.

## Accommodated Testing – Students with Disabilities

To schedule accommodated exams, students must first register as a student with a disability through the Academic Counselor in the Academic Success Center. Please refer to the catalog section regarding Services for Students with Disabilities.

### Request for Accommodated Testing

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

The student must notify the instructor of any schedule conflicts during final exam week at least one week prior to the beginning of final exams. Appropriate paperwork must be completed and submitted to the Faculty Administrative Assistant in the Academic Success Center.

## Final Examinations – Overlaps

If two of your final examinations are scheduled for the same time, you must take both exams sequentially in the Overlap Testing Room. You will begin the exams at the same time as the class. You will take one exam then have a 20 minute break (if needed) before taking the second exam.

During the examination and break period, no personal electronic devices or computers will be allowed for use by the student. It is advisable for students to print out any study material that the student intend to review for the second exam.

To schedule overlapping exams you will need to:

1. Fill out an alternative testing forms for each of the overlapping exams through the student portal.
2. Submit all the alternative testing forms 10 working days prior to the start of finals week.

## Multiple Finals On The Same Day

A student may be required to take 3 final exams in one day, unless specified accommodations have been previously approved. In the event that they are scheduled for 4 or more final exams in the same day, the Faculty Administrative Assistant will assist the student in having one of the exams moved to the next available final exam time slot on another day.

## Course Incompletes

Incompletes must be made up. Students must make up the final or missing coursework according to the following:

- Emergency Make-Up Finals must take place on the Friday of finals week or by the end of the first week of the following quarter if the emergency does not permit the student to return to campus during finals week. If a student is making up more than 3 finals on that Friday, the 3 finals rule in one day does not apply. Students will be allotted a 20 minute break in between each final. To make up an emergency final, see the staff in the Academic Success Center.
- Lab final makeups will be done the following quarter during week 10 with the exception of clinical or technique practical exams which, at the faculty's discretion, may be made up during the first week of the following quarter.
- Incompletes from the Health Center need to be resolved in week 1, as well as any academic coursework, with the exception of students in Clinic 4 who must follow the procedures in the Health Center Manual.

## Challenge by Examination

Students who have taken a course which is similar in content, quality, and length to a course required by Life West may wish to challenge the course by examination. The determination of course equivalence and student eligibility is made by the Office of Academic Affairs. Challenge examination procedures are available from the student portal. A course can only be challenged once. In order to challenge a course, the student must meet the following criteria:

1. Credits considered for Challenge by Examination must have been awarded for courses taken in a graduate program or first profession degree in an academic discipline closely related to the health sciences and offered by an institution which is recognized by a national or regional accrediting agency. Courses must be Master's or Doctoral level.
2. All equivalent courses must equal or exceed the required number of units/hours.
3. Courses used for challenge credit cannot have been used to satisfy prerequisite requirements or as transfer credit.
4. Credits accepted for Challenge by Examination must have been awarded within five years of the date of admission.
5. Students must pass a challenge exam with a score of 70% to demonstrate knowledge equivalent to the LCCW course.

## Departmental Requirements

**Basic Sciences:** All courses can be challenged except Pathology Laboratory. Note: Any LCCW course with both lecture and lab components can be challenged with equivalent courses that also have lecture and lab components.

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

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

**Clinical Sciences:** Psychiatry can be challenged with a graduate level course in Psychopathology. Applicant must meet with the course instructor prior to scheduling a challenge exam. Active Care and Rehabilitation as well as PT Modalities can be challenged with a graduate level course taken in a program leading to a degree in physical therapy.

## Challenge by Examination Procedures:

1. The quarter before the desired course challenge obtain and complete a Course Challenge Request form from the student portal by no later than Thursday 4pm of week nine.
2. The form must be completed by the end of classes, prior to final exams the quarter prior to the course challenge request. **No late applications will be accepted.**
3. Student must be registered for the class to be eligible to challenge it.
4. Student will be notified by Friday 5pm of week nine whether the request was denied or approved.
5. If the course that the student is requesting to challenge has a laboratory section as part of the class, then the student should expect that they must take the lab final with the class of the quarter preceding the quarter of the challenge.
6. Once eligibility is determined, the student will be directed to the chair of the appropriate department for information about the content of the challenge exam and to assist with arrangements for that exam.
7. A non-lab final will be administered in the first week of the following quarter.
8. The test results will be available in the Registrar's Office after grading by the instructor and the appropriate department chair.
9. Students who successfully pass the challenge examination will not have to sit the course and a grade of CR will be posted to their academic transcript. Students who do not pass the challenge examination will remain in the course and earn a grade in the normal fashion.

## Satisfactory Academic Progress

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

## Standards of Satisfactory Academic Progress

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

1. **Qualitative component** – GPA: Students must maintain a cumulative grade point average of 2.0 or higher. In addition, a student must have a cumulative GPA of 2.0 by the end of their second academic year.

2. **Quantitative component** – Completion Rate (pace) - students must complete 67% of all attempted credits (cumulative attempted credits vs cumulative earned credits). The pace rate is based on a maximum time frame for degree completion that is 150% of the program requirements (measured in credit hours attempted).

**Earned/Attempted Credits:** An earned course grade of I, F, NP, W/WP, and WD/WF will be counted as attempted credits for the quantitative SAP component (pace rate). The qualitative measure (GPA) is not affected by W/WP or NP grades. Treatment of transfer credits and competency examinations: All credits accepted for transfer and/ or competency exams are counted as both attempted and earned for the quantitative satisfactory academic progress (SAP) component. The qualitative measure is not affected by transfer and/or exam credits.

### **Completion Rate**

Completion rate is the pace at which a student should progress in order to complete the program within a maximum timeframe. There are two components to our pace policy: credit hours attempted and a maximum time frame based on completion of the program in 150% of the program length.

The pace (completion rate) is calculated by dividing the cumulative number of credits earned by the cumulative number of attempted hours. The required pace percentage for LCCW is 67%. To be in good academic standing, students must complete 67% of all attempted coursework and credits (cumulative attempted credits vs cumulative earned credits).

### **Consequences of not meeting Satisfactory Academic Progress**

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

**Academic Concern:** A student who fails any course is identified for academic concern by the Office of Academic Affairs and a letter outlining the college's academic support services is provided to the student. The student is removed from academic concern immediately following the successful completion of courses with no failed classes during the quarter.

A student on academic concern is in good academic standing, and retains all rights, privileges, and financial aid eligibility of a regular student. A student may also be placed on academic concern whenever an academic event occurs which, if not corrected, may lead a student to fall below the minimum standards of SAP, such as:

- Withdrawal from one or more courses in any quarter.

Students whose academic performance reflects the above activity should be aware that their future course scheduling and date of graduation may be impacted. A student is removed from

academic concern status immediately following the quarter in which they have passed all courses.

**Academic Warning:** Academic warning is assigned by the Academic Affairs Office to a student the first time he/she fails to make satisfactory academic progress in a term (term GPA falls below 2.0 or term pace falls below 67%). In this instance, the student is required to meet with the Academic Advisor in the Academic Success Center before week six or a hold will be placed on the student's registration. A student can be under academic warning for no more than four consecutive quarters. A student is removed from academic warning status immediately following the quarter satisfactory academic progress has been met.

**Academic Probation:** A student who fails to make satisfactory academic progress cumulatively (overall cumulative 2.0 GPA or cumulative 67% pace) or who fails to make satisfactory academic progress within four consecutive quarters of academic warning will be placed on academic probation. During academic probation, the student can only carry a maximum course load of 12-14 units per quarter until the cumulative satisfactory academic progress is met. In this circumstance, the student's expected time for completion can be impacted. A student can remain in academic probation status for no more than four consecutive quarters. A student is removed from academic probation immediately following the quarter cumulative satisfactory academic progress has been met. If the student was placed on academic probation following four terms of academic warning the student will be removed from academic probation immediately following the quarter in which the term satisfactory academic progress has been met.

During academic probation, a student will be placed on a quarterly academic plan, which if followed, should improve a student's ability to meet LCCW's satisfactory academic progress standards by a specific point in time.

**Academic Suspension:** Academic suspension for one or more quarters is assigned to a student who fails to meet satisfactory academic progress within one year of being placed on academic probation. The duration of suspension is based on a tiered cumulative GPA and pace evaluation. During this time, the student is restricted from registering for and taking any classes. The Office of Academic Affairs can extend the suspension for up to one year total. In order for the student to return back to the college, the student must submit the appeal form to the Academic Standards Committee via the Office of Academic Affairs. The appeal form can be found in the student portal. A student can be suspended for up to two times with a maximum of one year (four quarters total).

Eligibility for federal financial aid may be impacted.

**Suspension Chart**

1.99-1.75; 66%-60%	one quarter
1.74-1.5; 59%-55%	two quarters
1.49-1.25; 54%-50%	three quarters

1.24 or below; 49% or below	four quarters
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**Academic Dismissal:** A student returning from academic suspension will be placed on academic probation for up to one year or four quarters. If the student does not meet satisfactory academic progress within this time, the student will be subject to academic dismissal. Academic dismissal is a status assigned by the Academic Affairs Office to a student who fails to make satisfactory academic progress and who has been suspended twice or for one year previously and has not made satisfactory academic progress within one year following their allotted suspension. Academic dismissal is a decision executed by the Vice President of Academic Affairs in the Office of Academic Affairs.

Readmission can be considered after a minimum of one year of academic dismissal.

Readmission requires an appeal form and reapplication to the college. There is no guarantee of readmission. Readmission applications will be considered by the Academic Standards Committee.

Eligibility for federal financial aid may be impacted.

### **Appeal Form**

The appeal form can be found in the student portal or please go to the Academic Advisor in the Academic Success Center for more information.

## **Academic Record**

### Transcripts

Transcripts can be requested through the Life West website, in the Registrar's Office, or via mail. Transcripts are currently processed free of charge and will only be released if the student has no outstanding debt to the college. LCCW is precluded from releasing any transcript not originating directly from our school. Transcripts received by LCCW from other institutions for admission or other evaluation purposes, will not be released to a third party even with student consent. An exception to this policy may be made for students and alumni who cannot request original transcripts from a prior institution due to closure.

### Procedures to Inspect Academic Records

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

Students may inspect and review their education record upon request. Any student wishing to review his or her records should submit to the Registrar a written request, which identifies as precisely as possible the record or records he or she wishes to inspect. The Registrar will make the needed arrangements for access within 15 working days upon receipt of the request. The student will be notified of the time and place where the records will be inspected. When a record

contains information about students other than the student requesting access, the student will not be able to inspect and review the portion of the record that pertains to other students. The student may not remove any document from his or her education file, but may be provided with a copy of the documents requested for inspection. The fee for the copies will be \$25.00

## Record of Requests for Disclosure

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

## Correction of Educational Records

Students have the right to ask to have records that they believe are inaccurate, misleading, or in violation of their privacy rights corrected. Students must notify the Registrar's Office to amend a record.

## **Services for Students with Disabilities**

### Services for Students with Disabilities

The College's Academic Counselor serves as the Disability Services Coordinator (DCS) and is the primary provider for support programs and services that facilitate equal educational opportunities for students with disabilities who can benefit from instruction as required by state and federal laws such as Section 504 of the Rehabilitation Act of 1973 (504) and the Americans with Disabilities Act of 1990 (ADA, as amended 2008).

It is the student's responsibility to make his or her disability known to the college and to assist in identifying reasonable academic accommodations. The college seeks to accommodate students with disabilities on an individual basis. The goal of all accommodations and auxiliary aids is to minimize the effects of the disability on the educational process.

A student must submit documentation to the Academic Counselor to receive accommodations. The Academic Counselor will evaluate the disability documentation and discuss the request for accommodations with the student. Students with disabilities are not required to disclose information unless they are requesting accommodations.

Students with known or suspected disabilities should meet with the Academic Counselor upon acceptance to or enrollment at the college. When a student requests disability-related services, the student's disability is verified by the Academic Counselor pursuant to institutional guidelines for acceptable disability documentation.

Accordingly, disability documentation must be prepared by an appropriate licensed professional who is qualified in the diagnosis of the disability. The documentation must reflect the student's present level of functioning, the major life activity or activities affected by the disability including the impact on learning, and the prognosis. Costs for obtaining a diagnostic evaluation and report



shall be borne by the student. Federal aid may be available; please check with the Financial Aid Office.

Upon receipt of complete disability documentation, the Academic Counselor will review the documentation with the student to ensure he/she understands the information and is prepared to discuss reasonable accommodations. The Academic Counselor will then recommend accommodations to the Vice President of Academic Affairs (VPAA). Once approved, the VPAA will issue an "Accommodation Letter" specifying the accommodation(s) to which the student is entitled. An electronic copy of the letter is provided to the student, who is then responsible for delivering the letter via email to instructors of his/her choosing. Accommodations become effective once the letter is sent. For written test-taking accommodations, students must submit a "Request for Alternative Testing" form to the Academic Success Center at least five (5) working days prior to the exam.

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

- A separate, distraction-reduced environment for test taking
- Additional time on tests
- Reader (or JAWS screen reading software)
- Scribe for tests
- Altered test format (e.g., enlarged print)
- Digitally recorded exams
- Scantron assistance
- Preferred classroom seating
- Note taking assistance

While the college strives to accommodate students as fully as possible, accommodations do not include measures which fundamentally alter the academic program for the college or which place an undue financial or administrative burden on the college.

## Suspected Disabilities

Students experiencing academic difficulties are also encouraged to consult with the Academic Counselor to discuss the possibility of a previously undiagnosed or adult onset disability. Various approaches to learning barriers are explored in this process. The Academic Counselor works with the student to provide general counseling and assistance in evaluating the student's study habits and educational history.

When screening for potential disabilities, the Academic Counselor will discuss with the student his or her perceived area(s) of difficulty, and may also administer preliminary assessments to determine if the student might benefit from an evaluation by a qualified professional. Referrals for appropriate local psycho-educational, medical or non-medical diagnosticians are available. Decisions regarding accommodations will be taken into consideration by the Office of Academic Affairs.

## Disagreements

Where there is a dispute or disagreement regarding the provision of an accommodation that cannot be promptly resolved informally by the Academic Counselor or the Vice President of Academic Affairs, the student may file a complaint through the College's Student Complaint Procedures found online at [www.lifewest.edu](http://www.lifewest.edu) under Policies and Disclosures. Pending resolution of any dispute regarding an accommodation, the accommodation will be provided. If a student is deemed ineligible for accommodated services upon registration, the Academic Counselor will provide the student with written notice of the denial stating both the reasons for the denial and that the student has a right to appeal the denial through the Student Complaint Procedures.

Instructors cannot unilaterally deny approved accommodations and students may not be asked or required to negotiate with instructors or staff about the provision of accommodations or aids that have been approved by the Office of Academic Affairs. If an instructor does not understand or disagrees with the accommodation, it is the instructor's professional responsibility to contact the Academic Counselor to discuss the issue.

If a student is not provided an accommodation by an instructor, the student may not be required to set up a meeting with the instructor or be made responsible for inviting other college employees to a meeting to resolve the dispute. Responsibility for resolving the dispute lies with the Academic Counselor. Early notification by the student to the Academic Counselor regarding accommodation concerns is strongly recommended.

## Retaliation

The disability status of students may not be shared with other individuals except with other college staff who have a legitimate educational need for the information. Instructors may not, except with consent from the student, disclose the disability status of a student. College policy prohibits retaliation against any individual who files a discrimination complaint or who participates in a discrimination inquiry. Examples of retaliation could include an instructor's disclosure of a student's disability status to other students, disclosure that a student has filed a discrimination complaint, or public attempts to enlist the support of classmates against a student who has filed a discrimination complaint.

## Privacy

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

## Other Important Information

Students who improperly procure accommodations under this policy (i.e., willingly defy protocol) will have their services temporarily or permanently revoked, and may be subject to possible disciplinary action under the Code of Student Ethics.

Students with documented disabilities may request test accommodations from the National Board of Chiropractic Examiners (NBCE) for all four parts of National Board Exams. Applications and information are available from the Academic Counselor in the Academic Success Center or at the Board's website [www.nbce.org](http://www.nbce.org). Questions or concerns regarding accommodations should be directed to the Academic Counselor.

## **Health Center Policies and Procedures**

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

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

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

## **Clinic Entrance Requirements**

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

## **Clinic Entrance Examination Schedule**

The written portion of the clinic entrance exam will be administered to students the quarter before they enter Student Clinic 2. Students will take the written exam during the week 8 of classes. Remake will be during final exams week. Earning a passing grade on the written exam is a prerequisite for the practical and x-ray exams. Students will take the practical and x-ray components of the clinic entrance examination in the first week of the next quarter. The practical exam is during the first week of classes and the practical remake is during the second week of classes. During Student Clinic 1/Clinic Learning Lab, the students may begin seeing their reciprocals in the Student Clinic on the second floor of the Health Center. After they pass the Entrance Exam in the beginning of the following quarter, they may begin seeing Freshman

Student Patients and other student patients. See the college website for the specific dates for each exam.

## Entrance Remake Policy

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

## Completion Time

Enrollment in the program cannot continue for an indefinite period of time. Students are expected to complete their academic requirements and clinical requirements of the degree within 150% of program time, which is equivalent to 18 - 21 attempted quarters. The maximum number of quarters to meet the clinical requirements is expected to be no more than ten quarters of outpatient clinic (please refer to the Health Center manual for more information about clinical requirements) and a maximum of 386 credits. Academic Suspension and Academic Dismissal count toward attempted quarters.

## Graduation Requirements

### Graduation Requirements

The degree of Doctor of Chiropractic (DC) is conferred upon those students who have:

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

### Graduation Honors

3.25 – 3.49 Cum Laude

3.50 – 3.74 Magna Cum Laude

3.75 – 4.00 Summa Cum Laude

### Commencement Ceremony

The commencement ceremony is held twice a year, in June and December for students who are graduating from the program. Students who have completed at least 195 units prior to the quarter of the graduation may register to participate in the ceremony. Participation in the commencement ceremony does not confer completion of the program. The degree is only

conferred once all program requirements have been met and fulfilled by the student. Life Chiropractic College West reserves the right to rescind a conferred degree with cause.

## Degree Completions Rates

The Council on Chiropractic Education (CCE) requires that at least 70% of entering students must complete the Doctor of Chiropractic Program within 150% of the time normally designated for completion of the degree. The completion rates for the most recently graduating classes can be found at

[https://lifewest.edu/wp-content/uploads/2018/02/150CRs-by-ethnicity-and-gender\\_2006-07thru2015-16.pdf](https://lifewest.edu/wp-content/uploads/2018/02/150CRs-by-ethnicity-and-gender_2006-07thru2015-16.pdf)

## Current Employment Prospects of Chiropractic Graduates

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

- **Occupational Outlook Handbook**  
[www.bls.gov/ooh/healthcare/chiropractors.htm](http://www.bls.gov/ooh/healthcare/chiropractors.htm)
- **America’s Career Infonet**  
[www.acinet.org](http://www.acinet.org)
- **California Employment Development Department**  
[www.calmis.cahwnet.gov/file/occguide/CHIROP.R.htm](http://www.calmis.cahwnet.gov/file/occguide/CHIROP.R.htm)

## Licensure Requirements

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

## Course Descriptions and Syllabi

All courses including descriptions and current syllabi are listed by department at:  
<https://lifewest.edu/academic-affairs/course-catalog/>

## TUITION AND FEES

For first-term Life Chiropractic College West students, tuition is due by the end of the second week of the quarter. Subsequently, tuition is due and payable prior to the beginning of each quarter. Payment dates are well in advance for each quarter. Tuition not paid by these due dates is considered late and a late fee will be assessed. A student is ineligible to attend class if payment of tuition and late fees are not made by the fifth day of class each quarter. Students who are interns qualified to adjust patients must have paid all tuition owing for the quarter in order to be registered as a student and eligible to adjust patients under the College’s Professional Liability policy. Interns who remain in arrears, you will be blocked from the Health Center.

Personal checks, cash, and financial aid are accepted in payment of obligations due the College. A \$25 collection fee is assessed for any check returned unpaid by the bank. Such checks must be made good within 10 calendar days after notification, or the student will be suspended from the College. College policy prohibits payment of tuition by credit card. During the current academic year, tuition is \$8,880 (subject to change) per quarter for full time students (12 or more credits). For students with 11 credits or less, tuition is \$740 per credit. Other fees (all subject to change) include the application fee, \$45; matriculation fee, \$200 (applicable towards first-quarter tuition); late registration fee, \$10 to \$200; graduation fee, \$125; re-make examination fee, \$40; and the late tuition payment fee, \$30-\$200. Information on the estimated cost of required books and supplies appears in the sample student budget, available at the Cost of Program page on the College’s website:

<https://lifewest.edu/prospective-students/financial-aid/cost-of-program/>. Students who have applied for student financial aid and are awaiting pending funds will automatically have payments deferred.

## Refund Policies

### Institutional Refund Policy

A student who withdraws from the College will receive a refund of institutional charges based on the percentages and time frames as indicated (below).

In the case of a complete withdrawal from a term, the College calculates both the federal Return of Title IV Funds calculation and the College's Institutional Tuition Refund Policy. It is possible that the tuition refund may be larger than the federal return calculation as the Institutional Tuition Refund Policy is based on a weekly versus daily proration.

- Week 1 100%
- Week 2 90%
- Week 3 80%
- Week 4 70%
- Week 5 60%
- Week 6 50%
- After the 6th Week 0%

Example Institutional Refund: A student withdraws week five week of the quarter at the 60% point. With full time tuition charges of \$8,880, the tuition refund would be \$5,328. If the student is a recipient of federal student loans the funds are first refunded to the appropriate loan program. Any remaining funds are refunded to institutional scholarships, then the student in that order.

### Partial Withdrawal Refund Policy

Students have the first two weeks of the quarter to finalize their schedule. 100% tuition refunds for partial drops will be processed during the first two weeks of the term for those students falling below full time status (12 or more credits). Any student may drop a course (s) after week two; however, there will not be a tuition refund for those students falling below full time status (and still enrolled in at least one class).

### Return of Title IV Funds Policy

Return of Title IV Funds Policy is a federally mandated policy that applies only to students who receive federal financial aid and who withdrawal, cease attending or are dismissed prior to completing 60% of a term.

The College is required to take attendance by an outside agency; therefore, the last date of attendance will be based on attendance records. A student who unofficially withdraws (does not contact the College) will have their last date of attendance based on College attendance records. The date of determination that a student withdrew or ceased attending will occur within 14 calendar days of the withdrawal date (last date of attendance).

A student will earn federal financial aid funds based upon the percentage of time he/she attended classes for the quarter. Any funds in excess of the percentage earned (daily pro-rata refund calculation) must be returned to the federal financial aid programs. If before withdrawing a student attends classes for 60% or more of the quarter all federal funds will have been earned.



The College must return the lesser of the amount of Title IV funds that the student did not earn or the amount of institutional charges incurred by the student multiplied by the percentage of funds not earned. The amount of any unearned Title IV Aid that the school must refund is returned (no later than 45 days from date of determination) to the following sources, in order, up to the total net disbursed from each source: unsubsidized Direct Stafford and graduate Direct Plus. A notification will be sent to the student when funds have been returned.

When the total amount of the Title IV assistance earned as of the withdrawal date is more than the amount that was disbursed to the student, the difference between the two amounts is treated as a post-withdrawal disbursement. A post-withdrawal disbursement of federal loan funds requires the College obtain the students permission before it can be disbursed. The borrower will be notified within 30 days of the date of determination of withdrawal of the opportunity and procedures to accept all or a part of the post-withdrawal disbursement. A student is responsible for all unearned Title IV funds that the College is not required to return (loans disbursed to student minus any loan funds the school repaid). The loans are repaid by the student according to the terms of the student's promissory note(s).

Impact of two calculations: If the Institutional Tuition Refund is larger than the amount of Title IV Aid to be returned calculation, the College will request permission from the student to also return the difference to the loan program; otherwise the funds will refund to any institutional scholarship, then the student in that order. If the Return to Title IV calculated refund is higher than the College's Institutional Refund Policy, a negative balance will be created in the Business Office. As the amount is typically small (daily pro-rata vs weekly pro-rata) it is College policy to void the charges. For example, if the Institutional Tuition Refund is \$4,260 and the Return of Title IV refund is \$4,320, the College returns an additional \$60 more than required by our Institutional tuition refund policy creating a debt of \$60. The College waives the charges and the student balance is zero.

## **FINANCIAL AID**

Life Chiropractic College West awards financial aid to all eligible students, with the vast majority of recipients relying on a combination of financial aid programs.

The goals of the Financial Aid Office include simplifying the financial aid process, educating students on their rights and responsibilities and providing assistance in the funding of their education. It is important for students to be informed about the impact of their financial decisions while a student at LCCW.

### **Required Documents/Steps**

- FAFSA (Free Application for Federal Student Aid)
- Federal Tax Transcripts(s), if requested
- Master Promissory Note
- Signed Award letter (received after filing FAFSA)
- Graduate online loan entrance counseling
- Voluntary Consent Form (electronic communications)

At time of application, students will have the opportunity to voluntarily consent to receive and submit financial aid information (required forms, award letters, disbursement information and required notifications, etc.) electronically through email, internet and the CAMS portal.

## Helpful Websites

- FAFSA: <https://fafsa.ed.gov> - Free Application for Federal Student Aid (FAFSA) online
- FASTWEB: [www.fastweb.org](http://www.fastweb.org) - Database of 1.5 million private scholarships with matching of scholarships to student profiles.
- FEDERAL STUDENT AID: <https://studentloans.gov> - Complete promissory notes, online entrance counseling along with resources and tools on financial aid programs including loan consolidation repayment information.
- FEDERAL INFORMATION: <https://studentaid.gov> - Provides a current list of federal loan services and information on Public Service Loan Forgiveness (PSLF), Loan Consolidation, a guide to repaying your federal student loans and information on standard and income based repayment plans.
- NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS): <https://nslds.ed.gov> - National database of federal loans (subsidized and unsubsidized Direct Stafford, graduate PLUS and Perkins loan programs (interest rate, loan amount, lender, and service name, etc.).

## Types of Financial Aid

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

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

### Federal Loan Programs

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

#### Unsubsidized Federal Direct Stafford Student Loan

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

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

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

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

**Interest rate:** Federal student loan rates are linked to the Federal 10-year Treasury rate, plus a small margin. The interest rates are fixed for the life of the loan; however, the rates for new loans will change annually, based on the current market.

**Loan fees:** The government charges an origination fee percentage of the loan amount. This fee is subject to change. In the past few years it has ranged from 1.066% to 1.069%.

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

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

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

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

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

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

**Interest rate:** Federal student loan rates are linked to the Federal 10-year Treasury rate, plus a small margin. The interest rates are fixed for the life of the loan; however, the rates for new loans will change annually, based on the current market.

**Loan fees:** The government charges an origination fee percentage of the loan amount. This figure is subject to change by the government. In the past few years it has ranged from 4.254% to 4.276%.

**Loan Repayment:** Begins within 60 days following the last disbursement.

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

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

## **LCCW Student Scholarships**

### **Incoming Students**

LCCW offers several scholarships and awards for incoming students each quarter. Scholarships are set aside for those who demonstrate academic excellence (Scholar's Award) and to acknowledge a student's challenges and successes on his or her path to a chiropractic career (President's Award). The LCCW Enrollment Scholarship was created to attract students with a commitment to service and vitalism in the field of chiropractic. Two new multiple term (up to 12 quarters) scholarship awards created in 2018/19 will continue in the 2019/20 year (summer 19, fall 19, winter 20 and spring 20). The Sacred Trust Scholarship acknowledges leadership, community involvement and a commitment to service and Presidential Merit Scholarships acknowledges high academic achievement, leadership and community involvement. For details please refer to the scholarship section of the College's website.

### **Current Students**

LCCW sponsored scholarships are available for currently enrolled students. The Commitment to Excellence Scholarships are to acknowledge and honor students at Life West who have demonstrated their commitment to excellence in life and/or chiropractic, the Life Assistance Scholarships are based on financial hardship and the Dr. Carl Dieter Philosophy Scholarship honors Dr. Dieter's many years of service as chairman of the Board of Regents for Life Chiropractic College West. In addition, there are several annual or bi-annual scholarships including the following: Dr. Michael Dobbins Excellence in Nutritional Education \$10,000 Scholarship, VOXX Leadership \$5,000 Scholarship, Dr. Luis Arrondo Scholarship, F. Brian Ducey Memorial Scholarship and Alumni Association Scholarships (Nancy McKillican Scholarship, Jim Hawkins Scholarship and Jackie Biron "Mamma Jackie" Scholarship). For details please refer to the scholarship section of the College's website.

### **Specialized Scholarships**

There are a few specialized scholarships, including married/sibling student tuition credit, International Student Credit, India IACD Scholarship, Life West Peru Scholarship and Life West United Kingdom UCA Scholarships. Detailed information is available in the scholarship section of the College's website. A

## **Student Employment**

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

Federal Work-Study is based on financial need as determined by completing the FAFSA form. Jobs include on-campus positions, reading tutors (reading literacy program operated at various local sites), and other community services organizations (including mentoring). Federal Work Study is awarded to students who request work study on their FAFSA form and have an Expected Family Contribution figure (EFC) less than 10,000. Institutional Work-Study is not based on financial need and is available on a limited basis and offers on-campus positions only. Both Federal and Institutional Work-Study students are paid an hourly rate for the work performed. Students may work up to 20 hours a week in a wide variety of positions. Students must be enrolled at least half-time and provide proof of employment eligibility in the U.S., as stipulated by the Immigration and Naturalization Service.

## **Government Programs**

### **Veterans Educational Benefits**

Education benefits are available to veterans attending LCCW through Chapter 32 VEAP, Chapter 35 (Dependents), Chapter 30, Chapter 31, Chapter 1607 and Chapter 33 (Post 911 GI

Bill®\*). For further information please contact either the Veterans Administration (800-827-1000) or LCCW. In addition, LCCW is a proud participant in the Yellow Ribbon Program (Veterans Administration & Institutional agreements to cover the cost of tuition that is above the \$20,325 annual cap for private Colleges). Details on all benefits are available at [www.gibill.va.gov](http://www.gibill.va.gov).

\*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill)

### **Bureau of Indian Education (BIE)**

The BIE administers a grant program through the American Indian Graduate Center (AIGC) that offers supplementary financial assistance for students pursuing post-baccalaureate degree programs. A student must be an enrolled member of a federally recognized American Indian or Alaska Native tribe in the United States and pursue a masters or doctorate degree as a full-time student at an accredited graduate school in the United States. Additional information is available on the AIGC website: [www.aigcs.org](http://www.aigcs.org). The address and telephone number are American Indian Graduate Center, 3701 San Mateo Blvd NE, Suite 200, Albuquerque, New Mexico 87110, 505-881-4584 or toll free at 800-628-1920.

### **Eligibility Requirements**

#### **General Requirements**

Students must show demonstrated financial eligibility by completing an approved needs analysis application. LCCW requires that all applicants file a FAFSA (Free Application for Federal Student Aid). Financial need is the difference between an individual's and/or family's resources and allowable College expenses (student budget). An established needs analysis formula (Federal Methodology) is used to determine your financial need for the federal work-study program. (Federal loan programs are not based on income or assets). This formula is based on tax year data and has budget restrictions.

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

#### **Student Budget Adjustment Policy**

Budget adjustments are for special and unusual expenses directly related to a student's education. All adjustments with the exception of daycare are for the student only. Examples include: major car repairs (not maintenance), medical/dental, and disability testing, special services related to disability, Boards costs, one time computer expense and daycare for dependents. Since submission of a budget adjustment request does not guarantee approval, students with questions about an anticipated expense should consult with the Financial Aid Office in advance. Please refer to the Budget Adjustment Request Form for details or contact the Financial Aid Office.

## **Federal Financial Aid/Part Time Enrollment Status/Electives Policy**

Receiving federal financial aid requires at least half time enrollment (6 to 11.5 credits). Federal student aid can only pay for courses required for a student's degree. Core courses and two electives are required for the chiropractic degree at Life West.

Federal Financial Aid can only pay for core classes and the two required electives. Federal aid cannot pay for classes not required for a student's degree. A student registering for an additional elective beyond the required two will be notified that federal aid cannot pay for the class and a cash payment would be required. The only exception is if a student is already full time and then adding a non-required elective, as he or she is already paying full time tuition for 12 or more credits. In that scenario there is not any additional charge.

## **Cost of Attendance/Student Budget**

### 2019-20 Student Budget

Tuition (\$8,880/qtr).....	\$26,640*
Room & Board .....	\$14,139
Books & Supplies.....	\$1,800
Transportation.....	\$3,105
Miscellaneous.....	\$6,066
Government Loan Fees.....	\$990
Total.....	\$52,740

The above referenced budget is for an academic year (three quarters). All financial aid is packaged for one academic year at a time. A student may apply for financial aid every three quarters as long as he/she is part time and making academic progress; therefore, financial aid is available year around. \*Tuition figure (subject to change) used is as of winter 2019.

If a student borrows the maximum in the Federal Direct Stafford Loan program (\$33,000), after paying tuition and taking into consideration the loan fees, he/ she would have approximately \$2,000 per quarter for books, supplies and living expenses. Students needing additional assistance beyond the Direct Stafford Loan program may use the Federal Work-Study program and/or the Credit based Graduate PLUS loan program thereby increasing the amount of funds available from \$2,000 to \$8,300 per quarter. For currently enrolled students funds are typically available the first day of the quarter with any supplemental loans disbursed on the Tuesday following the date the request was received. For incoming students, the first quarter funds are typically available the fourth day of school and future quarters the first day of the quarter.

## **Financial Planning and Budgeting**

### **Financial Literacy**

The Financial Literacy Seminar is a part of every freshman's first quarter schedule. It is essential that students have a strong foundation in budgeting, developing financial strategies and overall management of their finances. Later in the program, courses in the business curriculum offer additional information on financial planning tailored to chiropractic students.

In addition, students attend loan renewal sessions every nine month and are provided with interest charts and individualized loan histories. Annually, students receive an aggregate

(including undergraduate loans) debt letter with repayment details. At graduation, seniors attend a loan repayment strategy session.

## **Satisfactory Academic Progress**

Federal regulations require that Life Chiropractic College West establish, publish and apply reasonable standards for measuring student's financial aid satisfactory academic progress (SAP) in their educational program. The qualitative and quantitative standards used to monitor academic progress are cumulative and must include *all* periods of the student's enrollment.

### **Definition of Terms**

**Academic Plan:** A plan, which if followed, should improve a student's ability to meet LCCW's financial aid SAP by a specific point in time. Students who have been placed on an academic plan must meet the modified standards of academic progress outlined in the plan or financial eligibility will be terminated.

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

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

**Completion Rate:** Completion rate is the PACE at which a student should progress in order to complete the program within a maximum timeframe. There are two components to our PACE policy: credit hours attempted, and a maximum time frame based on completion of the program in 150% of the program length.

The PACE (completion rate) is calculated by dividing the cumulative number of credits earned by the cumulative number of attempted hours. The required PACE percentage for LCCW is 67%. *To be in good academic standing for federal aid, students must complete 67% of all attempted coursework each term and complete 67% of all attempted credits (cumulative attempted credits vs cumulative earned credits).*

Enrollment in the program cannot continue for an indefinite period of time. Students are expected to complete their degree in the 14 (Standard) or 12 (Accelerated) terms scheduled in the curriculum. Some students, however, require extra time to complete the degree. *To remain in good academic standing, a student's maximum attempted credits cannot exceed 386 credits. All periods of enrollment count towards the maximum attempted credits.*

**Financial Aid Warning:** Financial Aid warning is assigned by the Financial Aid Office to a student the first time he/she fails to make financial aid SAP.

**Financial Aid Probation:** A student, who fails to make financial aid SAP within one quarter immediately following a term of financial aid warning and has submitted a letter of appeal that

has been approved by the Financial Aid Advisory Committee, may be placed on Financial Aid Probation.

**Financial Aid Dismissal:** Financial Aid dismissal is a status assigned by the Financial Aid Advisory Committee to a student who fails to make financial aid SAP and who has been previously granted financial aid probation.

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

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

Standards of Financial Aid Satisfactory Academic Progress:

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

- 1). **Qualitative component** - GPA - Students must maintain a cumulative grade point average of 2.0 or higher. In addition, a student must have a 2.00 CUM GPA by the end of their second academic year.
- 2). **Quantitative component** - Completion Rate (PACE) - students must complete 67% of all attempted coursework each term. The PACE rate is based on a maximum time frame for degree completion that is 150% of the program requirements (measured in credit hours attempted).

Consequences of not meeting Financial Aid Satisfactory Academic Progress (SAP):

LCCW students are expected to perform at the highest academic levels. Those students who do not meet the standards of Financial Aid SAP are subject to the following consequences:

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

**Financial Aid Probation:** Students who fail to make SAP within one quarter immediately following a term of Financial Aid Warning will be required to submit a letter of appeal to the Financial Aid Advisory Committee explaining both the reasons for his/her academic performance and what has changed that would allow him/her to succeed in his/her program. (Submit to the Financial Aid Office by Monday morning of the first week of the term). If the Financial Aid Advisory Committee approves the appeal, the College's Academic Advisor will develop an academic plan for the student wherein he/she should be able to meet SAP within a certain time frame. The student will meet with the Financial Aid Office to review and sign the



academic plan. Approval of Financial Aid Probation status reinstates federal financial aid eligibility for one quarter or according to the progress standards of his/her academic plan. Students eligible for Financial Aid Probation will have their financial aid on hold until this process is complete.

Financial Aid Dismissal: If, after being placed on Financial Aid Probation, a student fails to meet the standards of financial aid SAP and/or fails to meet any of the requirements of the academic plan their financial aid will be terminated.

If a student who has had their financial aid terminated at a later point achieves financial aid SAP standards, the student will have their financial aid reinstated. A student will not be eligible for federal aid until all financial aid SAP standards are achieved (cumulative GPA and PACE). This is based on federal regulations and there is not any exception. Until such point, the student would be required to make cash arrangements for tuition. Once SAP standards are achieved the student's federal financial aid eligibility will be reinstated.

Appeals may be made based on the following grounds:

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

## **Default Rate**

The United States Department of Education provides Life Chiropractic College West with its annual Official Cohort Default Rate (CDR) Notification Letter (for the most recent available). The Title IV Federal Student Loan CDR for Life Chiropractic College West graduates for the Cohort Year 2014 is 3.1% (average for all U.S. institutions of higher education is 10.8%, for California institutions is 10.2%, and for all four-year private institutions of higher education is 6.6%).

# **COLLEGE ORGANIZATION & LEADERSHIP**

## **Board of Regents**

Jimmy Nanda, DC, Oakville, Ontario, Canada  
Kristen Giles, DC, Salinas, California  
Cameron Hastings, AASME, AASEM, Toronto, Ontario, Canada  
Mark Kimes, DC, Salinas, California  
Angel Ochoa-Rea, DC, San Diego, California  
Jeanne Ohm, DC, Media, Pennsylvania  
Steven Silk, DC, Warton, Ontario, Canada  
Scott Turner, CPA, Sebastopol, California

## **Chief Administrative Officer**

The Chief Administrative Officer of the College is referred to as the President and Chief Executive Officer. This position is held by Dr. Ronald Oberstein.



## **Faculty Senate**

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

## **Student Council**

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

## **Standing Committees**

Many operations of the College are aided by standing and ad hoc committees that address planning and management such as: accreditation, academic standards, curriculum, library resources, strategic planning, admissions, the Health Center, and administration of the College's website. Any faculty assignments to standing committees are made by the Vice President of Academic Affairs, normally for a one-year appointment. New committee assignments will be made at the first faculty meeting of the new academic year which begins in the fall quarter. The President is an ex-officio member of all committees. All standing committees keep appropriate minutes of meetings. A list of all standing committees, their responsibilities, and reporting structures can be obtained through the Office of Academic Affairs.

## **Faculty**

Alicia Alvarenga, D.C.  
Victor Asemota, D.C.  
Monique Andrews, M.Sc., D.C., D.N.M.  
James Beadle, D.C.  
Douglas Bell, D.C.  
Herbert Bell, D.C.  
Ramneek Bhogal, D.C., D. A. B. C. I.  
Stephanie Bhogal, D.C., D. I. C. C. P.  
Dennis Campbell, D.C.  
Leonards Cannone, D.C.  
George Casey, D.C.  
Khalid Chaney, D.C., M.S.A.C.W.  
Bruce Chester, D.C.  
Lauren Clum, D.C.  
Wayne Coleman, D.C.  
David Currie, D.C.  
Barbara Delli Gatti, M.A.  
Philip Dieter, D.C.  
Kerri Duggins-Rames, D.C.  
Jeana Edwards, D.C.  
Steven Edwards, D.C.  
Sergio Fernando, D.C.

Steven Forest, D.C.  
Bradley Francis, D.C.  
Bryan Gatterman, D.C., D.A.C.B.R.  
Rosy Gill, D.C.  
Susan Goodwin, D.C.  
Jennifer Hawes, D.C.  
Michael Hickey, D.C.  
Jerry Hightower, D.C.  
Susan Hilliker, D.C.  
Ramona Houston, D.C.  
Stephen James, D.C.  
Christopher John, D.C., M.A., B.S.  
Khadra Kahin, D.C.  
Koen Kallop, D.C.  
Shakati Khalsa, D.C.  
Kim Khauv, D.C.  
Kathleen Kinney, D.C.  
Aidan Kinsella, D.C.  
Derek Ko, D.C.  
Christian Labau, D.C.  
Clorinda Lau, D.C.  
Scott Lessard, D.C.  
Scott Levin, D.C., M.A.  
Keri Linane, D.C.  
Robert Logan, D.C.  
Pamela McBride, M.D.  
James McCallister, D.C.  
Peter McDuff, D.C.  
Eric McKillican, D.C., F.I.C.P.A., L.C.P.  
Mandy McManis, D.C.  
Sarah Merritt, D.C.  
Andreana Mevoli, D.C.  
Michael Mortensen, D.C.  
Jamie Motley, M.S., D.C., D.A.C.B.R.  
Geraldine Mulhall-Wright, D.C.  
Paula Murillo-Edwards, D.C.  
Daniel J. Murphy, D.C., D.A.B.C.O.  
Carol Ngo, D.C.  
Loretta O'Brien, D.C.  
Donna Odierna, M.S., D.P.H.  
Rhina Patania, D.C.  
Palmer Peet, D.C., F. I. C. A.  
George Pierce, D. C.  
Lori Pino, M.A.  
Derrell Pratt-Blackburn, D.C.  
Suzanne Ray, M.S.  
Loren Roberts, D.C., I.H.S.

William Ruch, D.C.  
Jennifer Santos, D.C.  
Linda Savage, D.C.  
Beverly Scott, D.C.  
Manita Sharma, D.C.  
Savannah Shortz, D.C., D. A. C. B. R.  
Mitchell Sill, D.C., C.C.S.P.  
Jeremy Steel, D.C.  
David Straub, M.S.  
Norman B. Strutin, D.C., D.A.C.N.B.  
Ankur Tayal, D.C.  
Mark Thompson, M.A., D.C., C.C.S.P.  
Paul Walton, D.C., C.C.S.P.  
Krista Ward, D.C., M.P.H.  
Jenifer Warnock, D.C.  
Janet Wesdorf, D.C.  
Mary Whalen, D.C.  
Ricky Wong, D.C.  
Christopher Woolf, D.C.  
Yang Yang, D.C.  
Michael Zabelin, D.C.

## **Administrative Officers**

Ron Oberstein, D.C., President  
Anatole Bogatski, Ph.D., Executive Vice President  
Pardeep Kullar, Ed.D, Vice President of Academic Affairs  
Scott Donaldson, D.C., Ed.D., Vice President of Clinical Operations  
Mark Zeigler, D.C., Vice President of Institutional Advancement  
Angelito Tolentino, M.B.A., Chief Financial Officer  
Mary Lucas-Flannery, D.C., Dean of Enrollment Dean of Clinical Education  
Monique Andrews, M.Sc., D.C., D.N.M., Department Chair, Basic Sciences  
Ankur Tayal, D.C., A.C.P., M.B.A. Candidate, Department Chair, Philosophy  
Ramneek Bhogal, D.C., D.A.B.C.I., Department Chair, Technique  
Scott Kerlin, M.P.A., Ph.D., Director of Assessment & Educational Effectiveness  
Thomas Hyland, Director of Advancement Services  
Palmer Peet, D.C., Director of Alumni Relations  
Adriaan Ferris, Director of Athletics  
Bruce Chester, D.C., Director of Clinical Competency  
Laurie Isenberg, M.I.L.S., M.A., Director of Continuing Education  
Marc Martin, Director, Enrollment  
Brenda Johnson, M.Ed., Director, Financial Aid  
Sunita Ranadive, M.P.A., P.H.R., Director of Human Resources & Organizational Culture  
Dale Johnson, M.S., Ph.D. Director of Planning and Technology  
Annette Osenga, M.L.S., Director, Library  
Alana Hope, Director of Marketing  
Monica Smith, D.C., Ph.D., Director of Research  
Scott Lessard, D.C., Director of the Sports Performance Institute  
Dani Lorta, M.A., Student Life Manager  
Maria Lopez, M.A., Registrar

## **ACADEMIC CALENDAR**

[http://lifewest.edu/wp-content/uploads/2019/05/19-22\\_AcademicCalendar\\_020119.pdf](http://lifewest.edu/wp-content/uploads/2019/05/19-22_AcademicCalendar_020119.pdf)

## **CONTACT**

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