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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
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, Health Center, learning resource 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.

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.
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 Vision

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

Institutional Mission Statement

Our mission as an institution of higher education is to advance chiropractic by offering the Doctor of Chiropractic program, postgraduate education, research and scholarly activity in a climate of love and service.

Doctor of Chiropractic Program Mission Statement

Life Chiropractic College West offers a doctor of chiropractic program through a leading edge experience providing graduate chiropractors with the knowledge, skills, philosophies, attitudes and competencies to serve the health care needs of the public in the 21st century.

The program focuses on the relationship between the structure and function of the human body as coordinated by the nervous system, and the effects of the vertebral subluxation.

The program instills in the chiropractic graduate an appreciation for the innate potential of the human body to heal and adapt to its environment, and the role of the nervous system in the restoration, preservation and enhancement of human health and performance.

The program prepares graduates for personal and professional fulfillment in a climate of loving, serving and giving.
INTRODUCTION

Life West Values

We value

• The philosophy of chiropractic and the understanding of vitalism, holism and innate intelligence
• Congruence in chiropractic and living a congruent chiropractic lifestyle
• Quality, and making a commitment to excellence in all we do
• The seriousness of the subluxation and its effect on individual and global life expression
• The power and specificity of the chiropractic adjustment in restoring the integrity of the nervous system
• The environment and have a commitment to a sustainable future
• A purpose driven life
• The profession’s history and heritage
• Loving, serving and giving
• Integrity and ethics

Institutional Goals

Life Chiropractic College West embraces the following goals:

• To teach chiropractic history, philosophy, and principles as a foundation for the practice of chiropractic;
• To train graduates as doctors of chiropractic to function as primary health care providers, with the ability to evaluate the health status of their patients and to consult and refer patients within and throughout the health care professions in accordance with their professional judgment;
• To promote the growth and development of the profession through education and research in chiropractic principles and practice;
• To encourage students to develop a high standard of ethics, so that they may better serve their patients, the public, and the profession;
• To encourage students to communicate freely with members of other health care professions as well as with members of the chiropractic profession;
• To encourage students to become active in their respective communities and to work for the betterment of the human condition;
• To encourage students to be teachers charged with the responsibility of educating the public on health and its achievement through chiropractic care; and
• To provide a postgraduate education program enabling graduates and others to maintain and improve their professional skills.

The Principle of Service

It is the principle of Lasting Purpose that drives the mission of Life Chiropractic College West. As a workplace value, it instills a deep sense of pride, not only in those employees who strive to meet college goals and objectives, but in our students, the profession, and the community, who participate in and receive the wide range of services and benefits the college offers.

Service through the Health Center

Over the last 30 years, the faculty and interns of the college’s Health Center, have provided chiropractic service to over 100,000 patients from around the world. Special service and educational programs sponsored by the Health Center include youth group sports physicals, community health and spinal screenings, and a range of community activities.

Service to the chiropractic profession

As a center of learning and research, Life West provides re-licensure and postgraduate seminars, research, alumni programs, and participation and leadership in national and international efforts to advance the profession.
**Introduction**

**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 institutional 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.

**Service to the students, employees, and the community**

The college provides many resources including financial assistance, student activities, housing referral services, employment listings, tutoring programs, academic counseling services, and support for international and underrepresented groups. LCCW has a long history of supporting the community through programs such as the Family Emergency Shelter Coalition (FESCO) and other community organizations.

**College Crest**

The crest of Life Chiropractic College West is symbolic of many important tenets held by the college. The central segmented column represents the spine and spinal cord and alludes to the alleviation of suffering through chiropractic. The eagle wings symbolize the uplifting spirit available to those who embrace the concept of Lasting Purpose (represented by the interlocked LP) of loving, giving, and serving out of abundance. The demi-lion is taken from the Williams crest in honor of Sid E. Williams, D.C., a visionary leader in the field of chiropractic and the founder of Life Chiropractic College West and Life University in Marietta, Georgia (formerly Life Chiropractic College), a sister institution with which Life West shares this coat of arms.

**College Colors**

While a variety of colors are used in College publications and facilities, the official colors of Life West are green, grey, and white.
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 for Life 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.

**Notice Regarding Requirement Changes**

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 U.S. and is recognized by the U.S. Secretary of Education.

**Admissions Requirements**

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. Those applicants with a degree without the science emphasis will be reviewed by the admissions committee and may be admitted on an alternate admissions track (AATP). 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. 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 recommend that students apply about one year 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 the Admissions Office

Application Deadlines

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

<table>
<thead>
<tr>
<th>Application Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>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. LCCW reviews files weekly and issues the following levels of acceptance on an ongoing basis:</td>
</tr>
<tr>
<td>Official Acceptance</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>Full Acceptance</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>Provisional Acceptance</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>Denial of Admission</td>
</tr>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>
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.

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.

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 course work.

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.
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 re-admission.

**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 D.C. 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
- receive the schedule and 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.
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 are 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.

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 $8,640 (subject to change) per quarter for full time students (12 or more credits). For students with 11 credits or less, the per credit charge is $720. 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 that withdrawals 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 provides for refunds through the end of week 8.

Week 1 100%
Week 2 100%
Week 3 80%
Week 4 70%
Week 5 60%
Week 6 50%
Week 7 40%
Week 8 30%

After the 8th Week — 0%

Example Institutional Refund: A student withdraws week six week of the quarter at the 50% point. With full time tuition charges of $8,640, the tuition refund would be $4,320. 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 withdraw, 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 Intuitional 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.
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 voluntary 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 ONLINE**
https://fafsa.ed.gov
File the Free Application for Federal Student Aid (FAFSA) online.

**FASTWEB**
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.

**FINANCIAL AID INFORMATION PAGE**
https://studentaid.gov
General financial information and numerous online calculators. A guide to repaying your federal student loans and for information on standard and income based repayment plans.

**NSLDS (National Student Loan Data System)**
https://nslds.ed.gov
National database of federal loans — Direct Loans — subsidized, unsubsidized, graduate PLUS and Perkins loan programs (interest rate, loan amount, lender, and service name, etc).

**SCHOLARSHIP SCAM ALERT**
www.finaid.org/finaid/scams.html
Information on scholarship scams and ways to protect oneself.

**STUDENT AID ON THE WEB**
https://studentaid.ed.gov
Provides a current list of federal loan services and information on Public Service Loan Forgiveness (PSLF), Loan Consolidation, Income Based Repayment (IBR) and other repayment plans. Also provides general information on financial aid programs.

**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 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. The interest rates for unsubsidized Stafford loans in the 2017-18 academic year is 6.0%.

Loan fees: The government charges a 1.066% origination fee (effective 10/1/17 to 9/30/18) of the loan amount. This figure is subject to change by the government.

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. The interest rates for graduate PLUS loans in the 2017-18 academic year is 7.0%.

Loan fees: The government charges a 4.264% origination fee (effective 10/1/17 to 9/30/18) of the loan amount. This figure is subject to change by the government.

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 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). In addition, the LCCW Enrollment Scholarship was created to attract students with a commitment to service and vitalism in the field of chiropractic. For details and online applications please contact the Financial Aid Office, Admissions Office or refer to the scholarship section of the college’s website. The deadline for the President’s Award and Scholar’s Award is six weeks prior to start of term; and for the Enrollment Scholarship is 2 months prior to start of term.

Current Students

LCCW sponsored scholarships are available for currently enrolled students. The Commitment to Excellence Scholarship acknowledges and honors students at Life West who have demonstrated their commitment to excellence in life and/or chiropractic (GPA, community service, campus activities, research, etc.) and the Life Assistance Scholarship is based on financial hardship.

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. Chiropractic philosophy and communication of these principles to the public has always been important to Dr. Dieter.

In 2009, Standard Process Inc., manufacturer of nutritional whole food supplements, awarded Dr. Dobbins (LCCW alumnus) with the Excellence in Nutritional Education Award. To further honor Dr Dobbins, Standard Process established a scholarship to recognize those students who have chosen the path of chiropractic and wellness to help others achieve optimal health. The Dr. Michael Dobbins Excellence in Nutritional Education Scholarship is an annual award of $10,000. Each year, new candidates are invited to apply for this prestigious award.

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). 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.

Job Location and Development Program (JLD)

Our JLD staff develops off-campus positions for all students. Additional services include providing access to employment information and helping to improve a student’s resume or interview skills.

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.

*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.
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, 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.

Satisfactory Academic Progress

The following definitions apply to terms used in this policy.

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 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.
FINANCIAL AID

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 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, WP, WF, and WO will be counted as failed attempts for the quantitative SAP component. The qualitative measure is not affected by WP, NP, WO 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.

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.

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 (measure 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 financial aid SAP within one quarter immediately following a term of financial aid warning and have 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.
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.

**Student Budget**

**2018-19 Student Budget**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition ($8,640/qtr)</td>
<td>$25,920</td>
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<tr>
<td>Room &amp; Board</td>
<td>$14,139</td>
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<tr>
<td>Books &amp; Supplies</td>
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<td>Transportation</td>
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<td>Miscellaneous</td>
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<td>Direct Loan Fees</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$51,984</strong></td>
</tr>
</tbody>
</table>

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. Tuition is currently $8,640 a quarter (subject to change). Sample Aid Packages are available on the college website.

**Financial Planning and Budgeting**

**Financial Literacy Seminar**

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.

**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 2.9% (average for all U.S. institutions of higher education is 11.5%, for California institutions is 10.5%, and for all four-year private institutions of higher education is 7%).
Registration Policies & Procedures

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 that 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

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.

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.

Complete Withdrawal

If for any reason a student needs to withdraw completely either temporarily or permanently, you must contact the Office of Academic Affairs for processes and paperwork.

Academic Policies, Requirements & Services

Academic Advising

Academic advising to students in scheduling, sequencing, planning of courses, clinical exams and preparation, and NBCE exams is available through the student support team, see the Registrar’s office. Additional advising and tutoring support is available through the student success center housed within the Center for Excellence in Learning, Teaching and Technology (CELT).

Attendance Policy

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, use submitted classroom assignments, or observe the students. 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. Class time missed due to late registration is considered an absence.

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. This cannot be changed later. If a student arrives after 20 minutes of 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. No additional assignments can be used to compensate for absences except as outlined in the college’s course overlap policy.

A student who misses ten percent or more of any class will be automatically removed from the course (State of California, Board of Chiropractic Examiners, Rules and Regulations, 331.11(f), p. 26). This action constitutes an overcut. The student may be readmitted if she or he provides evidence that the absence was excused. Absences due to certain documented special circumstances may entitle a student to make up assignments and examinations, but all absences count toward hours missed. Under no circumstances, will a student who misses more than 20% of course hours receive credit for the course.

Consequences of Overcutting

Prior to week eight, a student who is overcut from a class will receive a WO. After week seven of the quarter, a student with excessive absences will receive a WF. Students who become overcut in a failing class will receive the failing grade in place of the overcut (WO).

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, restricts the depth and scope of individual
educational progress, and results in graduates who have met the institution's minimum requirement but have not achieved their full potential.

**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 Overlap Policy**

Overlapping of courses is not permitted at LCCW. LCCW recommends that courses be taken in the designed curricular blocks. When a student fails a course or otherwise is off schedule, please see the student support team located with the Registrar’s Office for scheduling assistance.

**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 3 and 7, a grade notation of WP (Withdraw/ Passing, does not affect GPA) will be assigned. If a student drops a course after week 7, a WF (Withdraw/ Failing, does affect GPA) notation will be assigned.

**Repeating Courses**

Students who have failed or otherwise need to repeat a course, must repeat the course the following quarter. Advisors from the student success team 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. If more than 2 attempts are recorded, the additional 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.

**Complete Withdrawal from the College**

Should it become necessary for a student to completely withdraw from the college, he/she must notify the Academic Affairs Office for appropriate procedures.

A student in good standing who withdraws during the first two weeks of the quarter will have no grade notations applied to their transcript. A student in good academic standing who withdraws from the college between weeks three and seven will receive the grade notation of WP (Withdraw/Passing). A student that withdraws from the college after the seventh week of the quarter, will have grade notations of WF (Withdraw/Failing). A WP will does not affect GPA; whereas, a WF will affect GPA.

If a student fails to notify the Office of Academic Affairs of his/her withdrawal from the college, all courses in which the student registered will be given WF grades. The date on which a student withdraws will determine the amount of refund, which will be due to the student by the college.

**Administrative/Involuntary Withdrawal**

A student’s continued enrollment at Life Chiropractic College West is a privilege based not only on satisfactory scholastic status and adequate clinical skills, but
ADMISSIONS

ACADEMIC POLICIES, PROCEDURES & SERVICES

also upon sound psychological health and professional conduct including the student's attitudes, actions, appearance, and attire.

Students that may be out of compliance with LCCW standards with regard to professional conduct, may be subject to discipline as outlined in the student handbook and disciplinary handbook. Action may include suspension or expulsion. Please see the student handbook for details.

If, in the opinion of the faculty or Academic Affairs Office, a student demonstrates evidence of a psychological problem, an informal meeting will be scheduled with the student to inquire into his or her conduct or attitude, and to notify the student of the college's concerns. Subsequent to this meeting, the Vice President of Academic Affairs will seek professional evaluations from the college's counseling staff. The decision to require counseling shall be based on cumulative conduct, similar to a decision in academic evaluations.

If it is determined that counseling is necessary, an effort will be made to have the student attend counseling on a voluntary basis. However, refusal to obtain counseling, initially or on a subsequent basis, shall be cause for involuntary withdrawal from the college. The Vice President of Academic Affairs shall inform the student, in writing, of the effective date of the involuntary withdrawal, and shall explain in writing the procedure for readmission to Life West.

The Academic Counselor will evaluate designated students according to accepted counseling procedures and ethical standards set forth by the American Association for Counseling and Development. The Academic Counselor will recommend to the Vice President of Academic Affairs that involuntary withdrawal, suspension, or expulsion should or should not occur either before, during, or after additional counseling at Life West or counseling by the student's own psychologist or psychiatrist at their own expense.

Upon receiving a recommendation from the Academic Counselor, the Vice President of Academic Affairs will make a careful and deliberate decision as to the final disposition of each case. Application for readmission, after withdrawal for psychological reasons, will require a written evaluation from the student's own clinical psychologist/psychiatrist at the student's own expense. This may or may not eliminate the need for evaluation by the college. In no case shall re-admission be granted after psychological or psychiatric involuntary withdrawal without the approval of the Vice President of Academic Affairs.

Interruption of Study

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

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. To view NBCE requirements for each exam and for more information please visit 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.

Late Instructors

If an instructor fails to appear for class within 20 minutes of the beginning of the hour, the students may leave without penalty of being counted absent. If the instructor arrives after 20 minutes, the instructor should not cover any new material with any remaining students.
ACADEMIC POLICIES, PROCEDURES & SERVICES

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 will be penalized for such activities which can include loss of attendance credit for the course hour.

Children are not permitted in classes. Students are not permitted to bring children to classes. This includes all lectures, labs and Health Center activities. If there is an emergency childcare situation, the student must contact Student Life. Unsupervised children are not allowed in the facilities at any time.

Pets are not permitted in classes. Pets are not allowed on the campus property at any time with the exception of service animals.

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:

<table>
<thead>
<tr>
<th>Letter Value</th>
<th>Point Value</th>
<th>Significance</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>Superior</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>Above average</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>Average</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>Failure</td>
<td></td>
</tr>
<tr>
<td>WP*</td>
<td>0.0</td>
<td>Withdraw Pass*</td>
<td>The student has withdrawn while in good academic standing.</td>
</tr>
<tr>
<td>WF</td>
<td>0.0</td>
<td>Withdraw Fail</td>
<td>The student has withdrawn after week 7, is in poor academic standing in the course, or the course is a repeat attempt.</td>
</tr>
<tr>
<td>WO*</td>
<td>0.0</td>
<td>Withdraw Overcut*</td>
<td>The student has exceeded the absence allowance for the course.</td>
</tr>
<tr>
<td>AU*</td>
<td>0.0</td>
<td>Audit*</td>
<td>No credit is awarded and grade is not used in the calculation of the GPA. A student may audit any course that the college offers, except for clinic classes, lab classes, and electives. Students will be charged $150 to audit a course. Auditing has no effect on GPA, as credit is not posted to the transcript.</td>
</tr>
<tr>
<td>CR*</td>
<td>0.0</td>
<td>Credit*</td>
<td></td>
</tr>
<tr>
<td>P/NP*</td>
<td>0.0</td>
<td>Pass/No Pass*</td>
<td>P – Passed. Student passed the course and received credit. The grade is not used in calculation of the GPA. NP – No pass. The student did not pass the course. The grade is not used in the calculation of the GPA.</td>
</tr>
<tr>
<td>I*</td>
<td>0.0</td>
<td>Incomplete*</td>
<td>Incomplete. Requires prior approval by the course instructor and all outstanding coursework/ tests must be completed by the end of the first week of the following quarter.</td>
</tr>
<tr>
<td>CIP</td>
<td>0.0</td>
<td>Course in Progress</td>
<td></td>
</tr>
</tbody>
</table>

* 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 assign a grade of zero for the incomplete coursework.

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.

Student/Faculty Conflict Resolution & Grade Appeals

A student may meet with any member of the administration to discuss a concern. However the college requests adherence 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

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 to assist you in adapting to the rigors of chiropractic school. The realities of being a chiropractic student can make it challenging to maintain one’s overall sense of well-being. Academic counseling complements chiropractic by helping students to optimize their level of functioning.

Often students access counseling services only after their circumstances become acute. 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 test 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 coursework. Tutoring assistance can be requested through the Student Success Center within the CELTT. A student can receive a maximum of 8 hours of tutoring per class each quarter (additional hours may be approved through the Student Success Center within the CELTT).
ACADEMIC POLICIES, PROCEDURES & SERVICES

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.

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, “self-plagiarism” will not be allowed. If a course has group assignments, these groups may be assigned and will be approved by the faculty of each course.

Old Exams
Unless authorized by the instructor, possession of old exams is prohibited.

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.

Make-Up Assessment Policy
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 due to a documented emergency or other excusable reason must obtain an Assessment Petition Form from the Office of Academic Affairs. The petition form must be completed by the student and turned in to the Office of Academic Affairs 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 Office of Academic Affairs.

ALL SUBMISSIONS REQUIRE PROPER DOCUMENTATION

Deadlines for Submission:

a. A minimum of 7 days in advance of the original assessment date in order to be reviewed for approval by the Academic Planning Group.

b. 4pm on the first Monday following the original assessment date in order to be reviewed for approval by the department chair ONLY if due to hospitalization or accident involving the student.

c. Once the Faculty Administrative Assistant informs the student their petition has been approved the student has five business days to schedule and take the exam. This is to allow sufficient time to schedule proctoring and to receive the assessment from the instructor so that it can be administered.

NOTE: If a Final assessment is missed, due to hospitalization or accident involving the student, Final assessment make-up petitions are due as soon as possible following the incident (not later than day one of the following quarter) and will be administered during the first week of school the following quarter.

'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 Mission trips, Rugby, WCCS, Chiro Games.

In addition the student may have a maximum of 2 ‘Non Sanctioned’ Events per the student’s entire course of study here at LCCW. These include external chiropractic seminars, immediate family weddings or weddings that the student is in the wedding party, employment commitments, religious affiliated events (e.g. bat/bar mitzvah, holidays, etc.). Please note that non sanctioned events still require documentation.
Any events outside of the sanctioned documented emergencies or beyond the student’s 2 ‘non-sanctioned’ events such as extended vacations, non-school seminars, social events, etc., are unexcused for make-up assessments.

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 the first make-up assessment. Each subsequent make-up assessment will be charged an additional fee of increasing $10 increments. If multiple remakes occur due to one incident (illness, death in the family) the situation would constitute one (1) remake.

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. Please note that this may not be the case with practical format assessments and the student may have to wait until the following quarter to take practical assessments at the time they typically fall in the following quarter. (For example a missed mid-term practical typically taken in week 5 may necessitate that the student will not remake the assessment until week 5 of the next quarter)

No make-ups will be administered during Finals Week.

*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 x2060. Also email the course instructor and let them know.

2. Obtain an Assessment Petition Form in the Office of Academic Affairs. Complete Petition and turn in to the Office of Academic Affairs with supporting documentation:
   a. A minimum of 7 days in advance of the original assessment date in order to be reviewed for approval by the Academic Planning Group.
   b. by 4pm on the first Monday following the original assessment date in order to be reviewed for approval by the Academic Planning Group only if due to hospitalization or accident involving the student.

3. Once approved by the department chair, the student can obtain the alternative testing form through the Office of Academic Affairs.

4. The student must complete the top portion of the form and pay the required fee of $40 in the Finance Office.

5. Bring the completed form with all signatures and proof of payment back to the Office of Academic Affairs to schedule the date and time for the make-up assessment. All approved make-up assessments will be proctored on Tuesday and Thursday afternoons between the hours of 3:00 and 6:00 p.m.

6. A **seven (7) 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.

## Request for Special 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 Office of Academic Affairs.

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 Office of Academic Affairs.

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 Office of Academic Affairs and 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 accrediting agency. Courses were either Master’s or Doctoral level courses.

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.

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 75% to demonstrate knowledge equivalent to the LCCW course.

6. Students may not challenge a course after earning an F in the class.

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.

### Course Challenge Policy

Students who have completed course work at an accredited college or university not used for prerequisites may request to challenge some of the regular curriculum courses. The Office of Academic Affairs will determine whether a course previously taken is comparable in content to a course at LCCW. A student may only challenge a course once. A student cannot challenge a class after earning F in the class at LCCW. Not all courses offered at LCCW may be challenged. The OAA can provide information on which courses are available for challenge. To initiate the challenge process, the following procedures are required.

**Challenge By Examination Procedures:**

1. The quarter before the desired course challenge obtain “Course Challenge Request” form from Academic Affairs Office.

2. Complete form and return to the Academic Affairs Office 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 should check with the Academic Affairs Office prior to the beginning of classes in the quarter of the course challenge request to find out 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.

### Only Microbiology challenge exam includes the lab portion.

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. The student takes the test the Thursday of week 10 of the quarter.

8. The test results will be available in the Academic Affairs 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 both cumulative and term based and must include all periods of the student’s enrollment.
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 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.

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.

Academic Probation: A student who fails to make satisfactory academic progress within one quarter immediately following a term of academic warning and has submitted a letter of appeal that has been approved by the Academic Standards Committee, may be placed on academic probation.

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 previously granted academic probation.

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

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.

THE FOLLOWING DEFINITIONS APPLY TO TERMS USED IN THIS POLICY.

Academic Plan
A plan, which if followed, should improve a student’s ability to meet LCCW’s satisfactory academic progress standards 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 he/she will be dismissed from the college.

Appeal
Appeal is a process by which a student who is not meeting the satisfactory academic progress 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 Academic Standards Committee for reconsideration to remain in the DC program. After reviewing the letter, the Academic Standards 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.
1. **Qualitative component** – GPA: Students must maintain both a cumulative grade point average of 2.0 or higher and a term 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 and 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 (measure in credit hours attempted).

### 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 may 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. A student on Academic Concern is in good academic standing, and retains all rights, privileges, and financial aid eligibility of a regular student. Some of the events which may prompt an Academic Concern are:

- Withdrawal from all or a substantial portion of courses in two successive terms or any three quarters.
- Failure to re-take deficient courses in a timely manner. Students are required to repeat failing courses within two quarters of the failing grade.
- Substantial deviation from the posted sequencing of classes/quarters.
- Failing grades in two or more classes in one quarter.
- Failing a course more than once.

Students, whose academic performance reflects any of the above activity, should be aware that their future course scheduling and date of graduation may be impacted.

**Academic Warning**

Academic warning is assigned by the Academic Affairs Office to a student who fails to make satisfactory academic progress 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.

**Academic Probation**

Students who fail to make Satisfactory Academic Progress within one quarter immediately following a term of academic warning will be required to submit a letter of appeal to the Academic Standards Committee explaining both the reasons for his/her academic performance and what has changed that would allow him/her to continue in his/her program. (Submit to the Academic Affairs Office by Tuesday morning of the first week of the term). If the Academic Standards Committee approves the appeal, it will develop a plan for the student wherein he/she should be able to meet SAP within a certain time frame. Following this approval, the student will meet with a representative from the Academic Affairs Office to review and sign the academic plan. Approval of probation status allows the student to continue in his or her program and reinstates federal financial aid eligibility for one quarter or according to the progress standards of his/her academic plan. Students eligible for Academic Probation will be blocked from enrollment until this process is complete.

**Academic Dismissal**

If, after being placed on academic probation, a student fails to meet the standard of Satisfactory Academic Progress and/or fails to meet any of the requirements of the academic plan, he or she will be academically dismissed from the institution.

If a student who has been Academically Dismissed at a later point re-applies to the college, he or she must also submit a letter of appeal to the Academic Standards Committee for readmission. The student, if readmitted, will not be eligible for federal aid until all SAP standards are achieved (cumulative GPA and PACE). This is based on federal regulations and there is not any exception. 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.

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 may not 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. The following are the procedures for the correction of records:

• Students must ask the college to amend a record. In so doing, they should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading or in violation of the student’s privacy or other rights.

• Based on research and evidence, the college will decide whether amending the record is appropriate or not. If it decides not to comply, the college will notify the student of the decision and advise them of their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student’s rights.

• Upon request, Life Chiropractic College West will arrange a hearing, and notify the student, in a reasonable manner, of the date, time and location of the hearing.

• The hearing will be conducted by the college’s Complaint Resolution Officer (CRO) who is an impartial party. Students shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student’s education records. Students may be assisted by one or more individuals, including an attorney.
Life Chiropractic College West will prepare a written decision based on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

If Life Chiropractic College West decides that the challenged information is not inaccurate, misleading, or in violation of the student’s right to privacy, it will notify the student that they have a right to place in the record a statement commenting on the challenge information and/or a statement setting forth reasons for disagreeing with the decision.

The statement will be maintained as part of the student’s education records as long as the contested portion is maintained. If the college discloses the contested portion of the record, it must also disclose the statement.

Services for Students with Disabilities

In keeping with the central tenet of its mission—commitment to service—Life Chiropractic College West is dedicated to the full access and inclusion of all students in its program. The Disabled Students Services professional (DSS aka the College’s Academic Counselor) 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).

At the postsecondary level, it is the student’s responsibility to make his or her disabling condition known to the college and to assist in identifying reasonable academic adjustments (hereinafter 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. The student with a disability shall be given the opportunity both to acquire information and to be evaluated in a way that allows the student to fully demonstrate his/her knowledge of the subject. The goal is to maintain academic standards by giving the student assignments that are comparable in content, complexity, and quantity.

Students with disabilities are not required to participate in the DSS program. However, if a student requests accommodations but does not want to register with the DSS professional, he/she will not receive accommodations unless disability documentation is submitted, which applies to any other student requesting disability-related services. The DSS professional will evaluate the disability documentation and discuss the request for accommodations with the student.

Students with known or suspected disabilities should meet with the DSS professional upon acceptance to or enrollment at the college. When a student requests disability-related services, the student’s disability is verified by the DSS professional 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(ies) affected by the disability including the impact on learning, the prognosis and shall generally be between three and five years old. Costs for obtaining a diagnostic evaluation and report shall be borne by the student. Upon receipt of complete disability documentation, the DSS professional will review the documentation with the student to ensure he/she understands the information and is prepared to discuss reasonable accommodations. The DSS professional 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 e-mail 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 Office of Academic Affairs at least five (5) working days prior to scheduled exams. Forms may be obtained through the Office of Academic Affairs.

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

- A separate, distraction-reduced environment for test taking
- Additional time on tests
- Reader (or JAWS screen reading software)
file complaints of discrimination through the college’s 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 DSS program. If an instructor does not understand or disagrees with the accommodation, it is the instructor’s professional responsibility to contact the DSS professional 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 DSS professional. Early notification by the student to the DSS professional regarding accommodation concerns is strongly recommended.

**Retaliation**

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. 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.

**Privacy**

All information maintained by the DSS professional 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.

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**Suspected Disabilities**

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

When screening for potential disabilities, the DSS professional 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.

**Disagreements**

Where there is a dispute or disagreement regarding the provision of an accommodation that cannot be promptly resolved informally by the DSS professional, the student may file a complaint through the College’s Student Complaint Procedures found in the Office of Academic Affairs or online at www.lifewest.edu. Pending resolution of any dispute regarding an accommodation, the accommodation will be provided.

If a student is deemed ineligible for services upon registration, the DSS professional 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.

**NOTE:** The disability nondiscrimination provisions contained in the Student Complaint Procedures also apply to non-student participants in college programs, such as visiting/prospective students, who may also

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<tr>
<th>Accommodations</th>
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<tr>
<td>• Scribe for tests</td>
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<td>• Altered test format (e.g., enlarged print)</td>
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<td>• Digitally recorded exams</td>
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<td>• Scantron assistance</td>
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<td>• Preferred classroom seating</td>
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<td>• Note taking assistance</td>
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Other Important Information

Since the college curriculum may vary over the years, as can the nature of disabilities, accommodations may change. Therefore, it is recommended that accommodated students keep in touch with the DSS professional throughout their chiropractic education. A simple check-in at the beginning of each quarter is a good idea.

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.

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 DSS professional in the Office of Academic Affairs or at the Board’s website www.nbce.org. Questions or concerns regarding accommodations should be directed to the DSS professional (504/ADA Coordinator) at +1 (510) 780-4500 x2061 or email lpino@lifewest.edu.

Health Center Policies and Procedures

Students who meet necessary academic requirements enter clinical practice within the College’s Health Center. These appropriately 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 Jr. 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 Affairs Office.

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 last week 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, 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 relatives of students who are categorized as 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.
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
- **America’s Career Infonet**
  www.acinet.org
- **California Employment Development Department**
  www.calmis.cahwnet.gov/file/occguide/CHIROPR.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.

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.

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

**Incident Reports**

1. To report incidents involving but not limited to a physical altercation, stolen or damaged personal property, unethical behavior or personal threats.

2. Students may submit Incident Report forms to any administrative office, which will route the form to the Executive Vice President (also Complaint Resolution Officer, CRO) who reviews the report and determines the appropriate designee for investigation.

**Student Complaints and Grievances**

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 in writing 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.

Students may submit complaints and grievances in writing using an Incident Report form or the comprehensive form available in Student Life or the Office of Academic Affairs. The comprehensive Student Grievance Procedure is published on the college’s website at www.lifewest.edu/grievance-procedure/. For more information, contact the Academic Counselor at +1 (510) 780-4500 x2061 or ipino@lifewest.edu.

**Personal Expression**

Life Chiropractic College West is an educational institution, not a vehicle for political or social action. It endorses the right of dissent, 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.
Examples of disciplinary violations include, but are not limited to, the following:

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

B. Obstruction or disruption of teaching, whether in the classroom, laboratories, clinics or other Life West facilities to include, but not be limited to: being late for class, labs or clinic; conversations with other class members during the lecture.

C. Unauthorized possession, duplication or use of keys and/or Alpha Pass Access Cards or
unauthorized entry to, or use of the college premises and vehicles

D. Damaging, defacing or destroying college property or the property of a student, faculty or staff member or a campus visitor;

E. Attempted or actual theft and/or damage to the property of the college or property of any student, faculty, or staff member.

F. Misconduct which adversely affects the Life West community or which constitutes a violation of criminal laws of the federal, state or city governments.

G. Misconduct relating to student obligations with the college or its employees, including but not limited to:
   1) Issuance of a check without sufficient funds;
   2) Failure to fulfill financial obligations to Life Chiropractic College West;
   3) Failure to comply with reasonable directives of faculty, staff or administrators acting in the performance of their duties;

H. Violation of federal copyright laws, including but not limited to copying textbooks and laboratory manuals, illegal downloading of material, or peer-to-peer file sharing and other unauthorized distribution of copyrighted materials using the college’s information technology system.

I. Physical abuse/assault, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.

J. Hazing - any intentional, knowing or reckless act, occurring on or off the campus, by one person alone or acting with others, which endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in or maintaining membership in any organization whose members are or include students at Life Chiropractic College West.

K. Use or possession of ammunition, firearms, guns, illegal knives (any dirk, bowie knife, switchblade, ballistic knife, any other knife having a blade of two or more inches, or other objects which are dangerous or flammable or which could cause damage by fire or explosion.

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

M. Unauthorized consumption of 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.

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

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

P. Abuse of computers, technology or computer time, including but not limited to:
   1) Unauthorized entry into a file, to use, read or change the contents or for any other purpose including reading another person’s e-mail;
   2) Unauthorized transfer of a file;
   3) Unauthorized use of another individual’s identification and password;
   4) Unauthorized access into network files;
   5) Use of computer facilities to interfere with the work of another student, faculty or staff member;
   6) Use of computing facilities to send, receive or view obscene or abusive messages or information, including pornography;

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

Conflict Resolution

The College attempts to resolve complaints concerning violations of policy or conduct through the Conflict Resolution Officer. An Incident Report may or may not be filed in these matters. Incident Report forms are available in the Office of Student Life and the Office of Academic Affairs. The CRO will meet with the parties involved in a timely manner to discuss the details of the dispute. The CRO will mediate with the goal of resolving the conflict between the parties. If a resolution is reached by the parties involved, no further action will be required. The resolution may include sanctions.
Examples of situations the Conflict Resolution Officer could mediate:

- Conduct issues (student/student, faculty/student)
- Roommate issues
- Unprofessional and inappropriate behavior
- On-campus disputes

**Administrative Resolution**

When a complaint or alleged violation of college policy occurs that involves more serious violations of college policy, an Incident Report should be filed with the Executive Vice President of the college. The college will pursue issues of this nature whether a formal Incident Report has been filed or not.

Examples of violations are listed in the Standards of Conduct (on previous page): Upon receipt the Executive Vice President 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 his or her response to the alleged misconduct, except in instances where the student charged declines to cooperate, in which case the conference requirement is waived. The Disciplinary Officer may resolve the complaint with or without sanctions. If the alleged student(s) admits culpability in the matter and a customary and usual sanction (from the published list) is given based on the facts and seriousness of the issue there is no appeal available to the student. The disposition of the matter will be provided to the accused in writing and be signed by the student and the Disciplinary Officer assigned to the matter.

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

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

For full details of the Student Disciplinary Policies and Procedures, see [https://lifewest.edu/about/dischlosures-policies/](https://lifewest.edu/about/dischlosures-policies/)

**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 Academic Counselor, Lori Pino, is the designated Title IX Officer, Title VI Officer, and Section 504/ADA Coordinator, who responds to questions about prohibited forms of discrimination. Ms. Pino is located in room 105B and may be reached at +1 (510) 780-4500 x2061 or lpino@lifewest.edu. 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 Grievance Procedures. His office is located in room 102-C and he can be reached at +1 (510) 780-4500 x4545 or abogatski@lifewest.edu. 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.

**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.

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 interfere 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

Please see the full Gender Based Misconduct and Sexual Violence Policy at https://lifewest.edu/about/disclosures-policies/

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. 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

Safety Policy

Firearms and other weapons or materials are not allowed on campus.

Campus Security

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 Report 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


In the event of an accident, theft, injury, or other emergency on campus, students or staff should dial “0” on a campus telephone. The receptionist is prepared to call for emergency assistance.
For criminal activity, the Facilities Department will initiate an Incident Report 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 should be reported immediately to the Office of Student Life, no matter how insignificant the accident may seem. An Incident Report for an accident should also be filed and any appropriate follow-up will occur.

The theft of any item, no matter how insignificant it may seem, should be reported to the Office of Student Life immediately.

Incident Reports provide documentation of events such as an accident, theft, injury, etc. Report forms can be obtained from the Office of Student Life. Any student who experiences or witnesses a theft from a vehicle or person, an injury, or any incident should file an Incident Report.

Student and Employee 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.

Campus Law Enforcement

The Life West facilities department campus security personnel are not law enforcement agencies, and therefore, do not make arrests. 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.

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.

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. A representative of the college will advise students when it is clear for return.

Maintenance Concerns

Maintenance concerns, or to report something in need of repair, should be directed to the Campus Operations Manager, Michael Baldwin mbaldwin@lifewest.edu. Routine work-orders may be submitted to the Facilities Department via the online form www.lifewest.edu/maintenance-request.
STUDENT LIFE POLICIES & PROCEDURES

Bulletin Boards

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 can be picked up in the Office of Student Life.

On-Campus Organizations

All on-campus organizations must be officially recognized through the Office of Student Life. The following steps must be taken to receive recognition and approval:

• A Student Club/Organization Application must be submitted to Student Life. 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.

• Organizational meeting time will be arranged with the Director of Student Life if the proposal is accepted. If the proposal is rejected, Student Life will give exact reasons for the rejection and a new proposal may be submitted. The proposed club/organization has 60 days from the date of acceptance of a proposal in which to draw up a constitution and/or by-laws. During this time, a faculty advisor must also be obtained. The advisor should review the Advisor Guidelines carefully before agreeing to be the advisor for the proposed club/organization.

• A follow-up meeting should be scheduled with the Director of Student Life to present the constitution and/or by-laws, and name of faculty advisor.

• If the 60-day period expires with no further contact with Student Life, the organizational proposal will be considered terminated.

• If the constitution and/or by-laws, and faculty advisor are accepted by Student Life, the club/organization will be considered an official on-campus club or organization and at that time will be assigned a bulletin board, mail box, and be assigned a meeting room.

• If the constitution, by-laws, or faculty advisor are not accepted, exact reasons for such will be stated and the club will have a 30-day period for re-organization.

Off-Campus Organizations

Students of Life Chiropractic College West are encouraged to be active in community affairs, civic organizations, and social events. However, unless otherwise stated or authorized by the President’s Office, there will be no direct affiliation of the college with off-campus organizations.

Use of College Facilities and Equipment

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.

Penalties for Copyright Infringement

Title 17 of the United States Code allows owners of copyright to seek remedies for infringement. Faculty, staff and students who make unauthorized use of copyrighted material may be subject to civil and criminal liabilities. Information on the limited exclusion provided by exercise of “fair use” is available at the LCCW library.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.
Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

**Compliance with Copyright Law**

LCCW takes reasonable steps to comply with the Digital Millennium Copyright Act (DMCA) of 1998 at 17 U.S.C. § 512(a), et seq. In accordance with the DMCA, upon receipt of proper notification by a copyright owner of an alleged copyright infringement, LCCW will expeditiously take all appropriate and necessary actions, including but not limited to the removal or disabling of access to the allegedly infringing material. Copyright owners who wish to file a claim on infringement at LCCW can contact the Executive Vice President at +1 (510) 780-4500 for instructions.

LCCW takes steps to educate faculty, staff and students about copyright compliance through statements in procedural handbooks and in its Intellectual Property Policy. Resources related to the Copyright Act Title 17 of the United States Code of 1976, including registering a work and guidelines for compliance, and the limited exclusion provided by exercise of “fair use” are available at the LCCW library.

**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, Executive Vice President, or Director of Student Life.

**Fundraising**

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.

**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 Administrative Assistant in the Office of Student Life.
Student 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 or events of campus technique and social clubs.

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

Office of Student Life

Staff members in the Office of Student Life work closely with Student Council, campus organizations, clubs, the Lifelines student newspaper, the Student Activities Coordinator, and the Student Athletics Coordinator. The office assists students with housing needs, career placement information, college identification cards, parking permits, student activities, student athletics, new student orientation, work-study jobs on-campus, and job location and development for off-campus jobs.

The Student Activities and Student Athletics Coordinators are responsible for all events sponsored by Student Council. If another organization wishes to sponsor a social event, it may do so through Student Life.

On campus, there are a variety of recreational opportunities available. League play, inter-class competition, tournaments in the gymnasium, activities in the fitness center, special events (ski trips, pro baseball, basketball, hockey games, theatrical performances, etc.), and local recreational offerings all contribute to the activities program.

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, Learning Resource Center, 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.

Health Center

The Monte H. Greenawalt Health Center at Life Chiropractic College West Health Center 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 1,000
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.

**Identification Cards**

All new and returning students will have their pictures taken for Alpha Pass Access cards at orientation. Alpha Pass Access cards are utilized and required by the college library to check out materials. Lost cards can be replaced by filling out an Alpha Pass Access Card Request form and indicate Replacement, take the form to the Accounts Receivable window and pay the $10 replacement fee and then Student Life will issue a new Alpha Pass Access Card badge.

**Dining Services**

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

**Learning Resource Center**

Students enjoy convenient access to study materials in many formats: models, videos, audio recordings, books, e-books, journal articles, X-rays, and instructional software. While online materials have become more prominent, students also value traditional formats such as the reserve textbook collection. Online resources include streaming video and interactive anatomical images for study, as well as research databases covering chiropractic, medicine, alternative care, and other topics such as education and business. Online materials are available both on and off campus through an assigned login.

The growing collections provide a comprehensive view of chiropractic technique and practice. While substantially focused on the musculoskeletal and nervous systems, the well-selected materials also cover a broad range of health-related topics in basic sciences, clinical disciplines, research methods, practice management, patient education, entrepreneurship, and the development of personal skills. Through exchanges with other health sciences libraries, students and faculty have access to literally millions of books and journal articles.

The librarians’ instructional program, developed in consultation with classroom and clinical teachers, builds the effective research skills every doctor needs in practice. The librarians provide literature searches in support of research projects, assignments, and lifelong learning. They are available to assist prospective and enrolled students, as well as alumni and other practitioners.

The LRC facility accommodates quiet individual study and group collaboration in its diverse areas: reservable groups, study rooms, study carrels, stand-up desks, media viewing stations, imaging study room, and computer lab. Its computers have the Windows operating system and the Microsoft Office suite of programs, selected instructional software, laser printing, and internet access. Wireless internet access is available throughout the campus.

LCCW alumni retain borrowing privileges, excepting course reserves, for five years after graduation; document delivery at no cost from in-house collections for two years; and research assistance for life.

The hours of the Learning Resource Center are posted at the library’s webpage. During the quarterly breaks, the LRC is open only on scheduled days. However, students and researchers who need to use the LRC during break are encouraged to call for an appointment. Messages sent to library@lifewest.edu and calls to +1 (510) 780-4507 will be routed to the staff person most able to assist with the request.
**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, and patient education material. Also available are gift items, gift certificates, and imprinted clothing. The bookstore sells stamps. Cash, personal checks, and all major credit cards are accepted.

**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.

**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).

**Animals in the Facilities**

Animals are not permitted in the buildings at anytime, with the exception of service animals for persons with disabilities. Additionally animals should not be left in cars in the parking lot, nor are they allowed on the grounds.

**Children in the Facilities**

Unsupervised children are not allowed in the facilities at anytime, 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.

**Gambling on Campus**

No gambling of any nature is permitted on campus.

**Alcohol and Other Drug Policy**

Please see the full Alcohol and Drug Policy at [https://lifewest.edu/about/disclosures-policies/](https://lifewest.edu/about/disclosures-policies/)

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.

LCCW has been and continues to be committed to the health and well-being of the members of its staff, faculty and student body, and of the other people who receive its services. LCCW not only has a vested interest in the vitality of the employees, who administer and operate the college’s programs of education, research and service, but also serves and promotes the advancement of the good health for humanity throughout the world.

*Employees and students are hereby informed that:*

- Drug and alcohol abuse in the workplace is dangerous to employees, students and others and to the general welfare of the college.
- It is the policy of the college to maintain a drug-free environment.
- There are local, state, and federal sanctions for unlawful possession, use or distribution of illicit drugs and abuse of alcohol.
- Information about counseling, rehabilitation, and assistance programs may be obtained from the Academic Counselor.
• The college will take one or more of the following actions with respect to any student who is accused of drug or alcohol use:
  – take appropriate College judicial action;
  – refer to counseling programs;
  – report the incident to appropriate external authorities.

If a unit or sub-unit of LCCW or recognized student organization holds a function off-campus where alcohol is to be served, the following rules and regulations must be observed:

• There will be no functions where alcoholic beverages are the main focal point of the event. Any advertising for the function will not include specific references to the fact that alcoholic beverages will be provided.

• Any activity that contributes to alcohol overindulgence or abuse is strictly prohibited.

• At a student function, before anyone receives and consumes alcoholic beverages, a driver’s license or other official identification that lists the age of that individual must be checked by a person designated by the student organization hosting the event to ensure that the individual is of legal drinking age. At all other functions, the sponsoring organization will take reasonable measures to ensure that all local and state laws regarding the consumption of alcohol are followed.

• At any function where alcohol is served, non-alcoholic beverages must be continuously available in equal or greater quantity. Food must also be available.

• No visibly intoxicated person shall be served alcohol at any function.

• If alcohol is to be served at a function or by an organization, the Director of Student Life must be notified in writing in advance of such event and that alcohol will be served at such event.

• If a function lasts two hours or more, the serving of alcoholic beverages must stop at least 45 minutes before the scheduled end of the activity.

• It is strongly encouraged that any organization that allows alcohol at its activities provides alternative transportation to any individual in attendance who has overindulged in alcohol.

Adherence to these policies will be the individual and personal responsibility of each member of the student body, staff, faculty, or administration of LCCW.

Parking

The college provides free parking for students in parking lots adjacent to campus. Parking permits are issued by the Student Life staff either at orientation for new students or at other times in the office.

• Parking areas are marked for persons with disabilities, patients, and visitors. General student parking will be unmarked. Interns will be issued a new parking permit when drafted into a practice to park in the lot adjacent to the Health Center.

• Change of vehicle requires a new parking permit. For borrowed or rented cars, the Office of Student Life can issue a temporary permit.

• Members of the Life West community should not park on nearby city streets.

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. For more information on housing, contact the Office of Student Life.

Lost and Found

Any found items should be turned in at the circulation desk in the Learning Resource Center. 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 through the 60th day. Items found at the Health Center may be turned in at the Records Room.
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 student’s health regimen.

Students of LCCW and their immediate families may use the services of the out-patient public chiropractic Health Center. There is no fee for routine services. Special x-ray studies and lab studies are provided to students and their immediate families at subsidized prices. Information on dental and health insurance is available from the Office of Student Life.

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 here: https://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.

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. The advisor also issues a quarterly newsletter to provide updates on important issues for international students.

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.

Department of Research

The triadic missions of health profession schools encompass an educational mission of preparing health care providers, a service mission of providing health care to the community, and a scholarship mission of advancing knowledge by conducting research and scholarly activities. Research at Life Chiropractic College West furthers the LCCW institutional mission 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.
- 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, having developed productive collaborative research relationships with the University of Chicago, University of Illinois at Chicago, Case Western Reserve University, and the Upper Cervical Research Foundation. We continue to develop our Research Expertise, Infrastructure, and Capacity across a range of critical research domains, including Patient Outcomes and Clinical Research; Public Health and Health Services Research; Educational Research; Basic Science, Neuroscience, and Translational Research; Biomechanics and Ergonomics.
LCCW students are encouraged to become involved in research opportunities available at LCCW, for instance by participating in the ongoing research of LCCW faculty or staff. Students who want to engage their own ideas for research, are also allowed the opportunity to propose and conduct a semi-independent Student Research Project. Meritorious Student Research Project work may also qualify the student to be considered for Research Honors, conferred at graduation.

**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 judgment, and other skills to promote excellence in patient care.

The department 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 collaborates with state and regional chiropractic associations to sanction their conventions for continuing education credits.

The department sponsors nearly 200 postgraduate and continuing education seminars on campus and at various locations throughout the world. Students have the opportunity to expand their training beyond the classroom by attending the offerings, often at significantly discounted registration prices. Participating students are able to network with field doctors and gain a greater understanding of how classroom learning is applied in everyday practice.

For further information contact the Department of Postgraduate and Continuing Education.
**Academic Planning Group**

The Academic Planning Group is an advisory committee to the Vice President of Academic Affairs, comprised of the Deans of the Health Center, Director of Academic Effectiveness and department chairs. This group meets weekly to consider issues around curriculum, scheduling, staffing, special student needs, and other considerations pertaining to the academic program.

**The 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 monthly.

**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 – 9.

**Student Judiciary Committee**

The Director of Student Life serves as chair of the Committee. When appropriate, the chair will prepare the college for a Student Disciplinary Hearing. The chair will select Committee membership as follows: one faculty member, one college administrator and the President of the Student Council or at his/her discretion a member of the Executive Council. A copy of the Student Disciplinary Manual outlining the detailed policies and procedures is available from the Director of Student Life or at https://lifewest.edu/wp-content/uploads/2018/04/2018-Disc-Manual.Final-3.3018-2.pdf

**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.

**Board of Regents**

**Jimmy Nanda, DC**  
Oakville, Ontario, Canada

**Kristen Giles, DC**  
Salinas, California

**Cameron Hastings, AASME, AASEM**  
Toronto, Ontario, Canada

**Mark Kimes, DC**  
Salina, California

**Angel Ochoa-Rea, DC**  
San Diego, California

**Jeanne Ohm, DC**  
Media, Pennsylvania

**Steven Silk, DC**  
Wiarton, 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.
Administrative Officers
Ron Oberstein, D.C., President
Anatole Bogatski, B.A., Ph.D., Executive Vice President
Scott Donaldson, B.S., D.C., Vice President of Academic Affairs
Mark Zeigler, D.C., Vice President of Institutional Advancement
Angelito Tolentino, M.B.A., Chief Financial Officer
Mary Lucus-Flannery, B.A., D.C., Dean of Enrollment
Tamara MacIntyre, M.Sc., D.C., D.N.M, Dean of Clinical Education
Jack Bourla, D.C., A.C.P., Dean of Clinics
Monique Andrews, M.Sc., D.C., D.N.M., Department Chair, Basic Sciences
Deborah Lindemann, R.N., B.S., D.C. Department Chair, Clinical Sciences
Ankur Tayal, B.S., D.C., A.C.P., M.B.A. Candidate, Department Chair, Philosophy
Ramneek Bhogal, B.S., D.C., D.A.B.C.I., Department Chair, Technique
Annette Osenga, B.A., M.L.S., Director, Library
Jackie Biron, Director of Student Life
Dale Johnson, B.S., M.S., Ph.D. Director of Institutional Research
Monica Smith, B.S, D.C., Ph.D., Director of Research
George Casey, D.C., Director of Special Projects
Adriaan Ferris, Director of Athletics
Palmer Peet, D.C., Interim Director of Alumni Relations
Bruce Chester, B.S., D.C., Director of Clinical Competency
Dawne Bost, M.A., Director of Assessment & Educational Effectiveness
Marc Martin, B.A., Director, Enrollment
Brenda Johnson, B.A., M.Ed., Director, Financial Aid
Sunita Ranadive, M.P.A., P.H.R., Director of Human Resources & Organizational Culture
Jon Nichols, D.C., Director of Imaging
Maria Lopez, B.A., Registrar

Faculty
Monique Andrews, M.Sc., D.C., D.N.M.
James Beadle, D.C.
Douglas Bell, D.C.
Herbert Bell, D.C.
Ramneek Bhogal, B.S., D.C., D.A.B.C.I.
Stephanie Bhogal, B.S., D.C., D.I.C.C.P
Richard Bollen, D.C.
Jack Bourla, D.C., A.C.P
Dennis Campbell, D.C.
Khalid Chaney, B.S., D.C., M.S.A.C.W.
George Casey, D.C.
Bruce Chester, B.S., D.C.
Wayne Coleman, D.C.
David Currie, D.C.
Barbara Delli Gatti, B.A., M.A.
Gregg Diamond, B.S., D.C.
Nanilea Diamond, D.C.
Philip Dieter, B.S, D.C.
Elizabeth Dobbins, D.C.
Patrick Dobbins, D.C.
Kerri Duggins-Rames, B.A., D.C.
Jeana Edwards, D.C.
Steven Edwards, D.C.
Sergio Fernando, B.S., D.C.
Steven Forest, D.C.
Bryan Gatterman, B.S., D.C., D.A.C.B.R.
Susan Goodwin, D.C.
James Hawkins, B.A., M.A., H.C.D. (Hon.)
Jennifer Hawes, D.C.
Michael Hickey, B.S., D.C.
Jerry Hightower, D.C.
Susan Hilliker, B.S., D.C.
Ramona Houston, B.A., D.C.
Stephen James, D.C.
Christopher John, D.C., M.A., B.S.
Aditi Joshi, B.A.M.S., M.D., Ph.D.
Koen Kallop, B.A., D.C.
Shakati Khalsa, B.A., D.C.
Kathleen Kinney, D.C.
Aidan Kinsella, D.C.
Clorinda Lau, D.C.
Scott Lessard, B.S., D.C.
Scott Levin, D.C., M.A.
Keri Linane, D.C.
Deborah Lindemann, R.N., B.S., D.C.
Robert Logan, D.C.
Tamara MacIntyre, M.Sc., D.C., D.N.M.
Michelle Massa, D.C.
Julia Mason, D.C.
Pamela McBride, B.A., M.S.
James McCallister, D.C., B.S., A.A.
Michael McDowell, B.S., M.S., Ph.D.
Peter McDuff, D.C.
Eric McKillican, D.C., F.I.C.P.A., L.C.P.
Mandy McManis, D.C.
Sarah Merritt, D.C., B.S.
Andreana Mevoli, D.C.
Michael Mortensen, B.A., 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.
Jon Nichols, D.C.
Loretta O'Brien, B.A., D.C.
Donna Odierna, B.A., M.S., D.P.H.
Annette Osenga, B.A., M.L.S.
Rhina Patania, D.C.
Palmer Peet, D.C.
George Pierce, D.C.
Lori Pino, B.A., M.A.
Derrell Pratt-Blackburn, D.C.
Suzanne Ray, B.A., M.S.
Loren Roberts, D.C., I.H.S.
William Ruch, B.S., D.C.
Jennifer Santos, D.C.
Linda Savage, B.A., D.C.
Beverly Scott, B.A., D.C.
Savannah Shortz, D.C., D.A.C.B.R.
James Sievers, B.A., D.C.
Mitchell Sill, D.C., C.C.S.P.
Jeremy Steel, D.C.
David Straub, B.S., M.S.
Norman B. Strutin, B.A., D.C., D.A.C.N.B.
Ankur Tayal, B.S., D.C, A.C.P., M.B.A. Candidate
Mark Thompson, B.F.A., M.A., D.C., C.C.S.P.
Manita Verma, D.C.
Paul Walton, B.S., D.C., C.C.S.P.
Krista Ward, D.C., M.P.H.
Jennifer Warnock, B.A., D.C.
Mary Whalen, D.C.

Ricky Wong, B.S., D.C.
Christopher Woolf, B.S, D.C.
Michael Zabelin, B.A., D.C.
### 2018 Academic Calendar

#### WINTER QUARTER 2018
- January 5: Orientation
- January 8: First day of classes
- January 10: Health Center exams
- January 12: Last day to add classes
- January 15: Martin Luther King Jr. Day
- February 19: President’s Day
- February 19-23: Registration Week
- February 23: Last day to withdraw from classes
- March 12-16: Practical exams
- March 19-23: Final exams
- March 26-30: Spring Break

#### SPRING QUARTER 2018
- March 30: Orientation
- April 2: First day of classes
- April 4: Health Center exams
- April 6: Last day to add classes
- May 14-18: Registration Week
- May 18: Last day to withdraw from classes
- May 28: Memorial Day
- June 4-8: Practical exams
- June 8: Graduation Ceremony
- June 11-15: Final exams
- June 18 - July 6: Summer Break

#### SUMMER QUARTER 2018
- July 6: Orientation
- July 9: First day of classes
- July 11: Health Center exams
- July 13: Last day to add classes
- August 10-12: The WAVE
- August 20-24: Registration Week
- August 24: Last day to withdraw from classes
- September 3: Labor Day
- September 10-14: Practical exams
- September 17-21: Final exams
- September 24-28: Fall Break

#### FALL QUARTER 2018
- September 28: Orientation
- October 1: First day of classes
- October 3: Health Center exams
- October 5: Last day to add classes
- November 12-16: Registration Week
- November 16: Last day to withdraw from classes
- November 22-23: Thanksgiving Holiday
- December 3-7: Practical exams
- December 7: Graduation Ceremony
- December 10-14: Final exams
- Dec 17 - Jan 4: Winter Break

### 2019 Academic Calendar

#### WINTER QUARTER 2019
- January 4: Orientation
- January 7: First day of classes
- January 9: Health Center exams
- January 11: Last day to add classes
- January 21: Martin Luther King Jr. Day
- February 18: President’s Day
- February 18-22: Registration Week
- February 22: Last day to withdraw from classes
- March 11-15: Practical exams
- March 18-22: Final exams
- March 25-29: Spring Break

#### SPRING QUARTER 2019
- March 29: Orientation
- April 1: First day of classes
- April 3: Health Center exams
- April 5: Last day to add classes
- May 13-17: Registration Week
- May 17: Last day to withdraw from classes
- May 27: Memorial Day
- June 3-7: Practical exams
- June 7: Graduation Ceremony
- June 10-14: Final exams
- June 17 - July 5: Summer Break

#### SUMMER QUARTER 2019
- July 8: Orientation
- July 8: First day of classes
- July 10: Health Center exams
- July 12: Last day to add classes
- August 9-11: The WAVE
- August 19-23: Registration Week
- August 23: Last day to withdraw from classes
- September 2: Labor Day
- September 9-13: Practical exams
- September 16-20: Final exams
- September 23-27: Fall Break

#### FALL QUARTER 2019
- September 27: Orientation
- September 30: First day of classes
- October 2: Health Center exams
- October 4: Last day to add classes
- November 11-15: Registration Week
- November 15: Last day to withdraw from classes
- November 28-29: Thanksgiving Holiday
- December 2-6: Practical exams
- December 6: Graduation Ceremony
- December 9-13: Final exams
- Dec 16 - Jan 3: Winter Break
## COLLEGE ORGANIZATION & LEADERSHIP

### 2020 Academic Calendar

#### WINTER QUARTER 2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>January 3</td>
<td>Orientation</td>
</tr>
<tr>
<td>January 6</td>
<td>First day of classes</td>
</tr>
<tr>
<td>January 8</td>
<td>Health Center exams</td>
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<tr>
<td>January 10</td>
<td>Last day to add classes</td>
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<tr>
<td>January 20</td>
<td>Martin Luther King Jr. Day</td>
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<tr>
<td>February 17</td>
<td>President's Day</td>
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<tr>
<td>February 17-21</td>
<td>Registration Week</td>
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<tr>
<td>February 21</td>
<td>Last day to withdraw from classes</td>
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<tr>
<td>March 9-13</td>
<td>Practical exams</td>
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<td>March 16-20</td>
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<td>March 23-27</td>
<td>Spring Break</td>
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#### SPRING QUARTER 2020

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<td>March 27</td>
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<td>March 30</td>
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<td>April 1</td>
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<tr>
<td>May 11-15</td>
<td>Registration Week</td>
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<tr>
<td>May 15</td>
<td>Last day to withdraw from classes</td>
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<tr>
<td>May 25</td>
<td>Memorial Day</td>
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<tr>
<td>June 1-5</td>
<td>Practical exams</td>
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<tr>
<td>June 5</td>
<td>Graduation Ceremony</td>
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<td>June 8-12</td>
<td>Final exams</td>
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<td>June 15 - July 3</td>
<td>Summer Break</td>
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#### SUMMER QUARTER 2020

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<tbody>
<tr>
<td>July 6</td>
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<td>July 6</td>
<td>First day of classes</td>
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<tr>
<td>July 8</td>
<td>Health Center exams</td>
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<td>August 17-21</td>
<td>Registration Week</td>
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<td>August 21</td>
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<td>September 7</td>
<td>Labor Day</td>
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<td>Fall Break</td>
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#### FALL QUARTER 2020

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<tbody>
<tr>
<td>September 25</td>
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</tr>
<tr>
<td>September 28</td>
<td>First day of classes</td>
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<tr>
<td>November 13</td>
<td>Last day to withdraw from classes</td>
</tr>
<tr>
<td>November 26-27</td>
<td>Thanksgiving Holiday</td>
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<tr>
<td>Nov 11 - Dec 4</td>
<td>Practical exams</td>
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<tr>
<td>December 4</td>
<td>Graduation Ceremony</td>
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<tr>
<td>December 7-11</td>
<td>Final exams</td>
</tr>
<tr>
<td>Dec 14 - Jan 4</td>
<td>Winter Break</td>
</tr>
</tbody>
</table>

A more detailed academic calendar can be found online at [www.lifewest.edu/calendars/](http://www.lifewest.edu/calendars/)

*All dates are subject to change.*