



Cleveland University
KANSAS CITY

Chiropractic and Health Sciences

Student Handbook

Fall 2017–Summer 2018

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Please refer to your *University Catalog* for additional information, policies and procedures. The University reserves the right to make changes without prior notice should it be necessary.

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August/September 2017

<p style="text-align: right;">Monday</p> <p style="text-align: right;">28</p> <p>First day of Module I term (coursework begins) Registration and tuition/fee payment for Module I</p>	
<p style="text-align: right;">Tuesday</p> <p style="text-align: right;">29</p> <p>Last day to resolve "I" grades (Module I)</p>	
<p style="text-align: right;">Wednesday</p> <p style="text-align: right;">30</p> <p>Last day to pay tuition/fees without penalty (Module I) Last day to add Module I courses Late registration period ends (Module I)</p>	
<p style="text-align: right;">Thursday</p> <p style="text-align: right;">31</p> <p>Late fee assessment begins</p>	
<p style="text-align: right;">Friday</p> <p style="text-align: right;">1</p> <p>Last day for students to submit grade appeals (CHS)</p>	
<p>Saturday</p> <p>2</p>	<p>Sunday</p> <p>3</p>

WELCOME!

The administration, faculty and staff welcome you to Cleveland University-Kansas City. This handbook is provided to help you learn about Cleveland. It may not contain answers to all of your questions, but it will serve to orient you to the available services, activities and individual responsibilities while at the University.

Statements in this handbook are applicable during the current academic year. As entering students of Cleveland University-Kansas City, you should familiarize yourselves with the information, requirements and descriptions provided here and in the University Catalog.

While every effort is made to keep the student body informed, the policies, procedures, academic and non-academic requirements and fees of the University are subject to change without advance notice. The information contained herein is accurate at the time of printing, but may change as deemed appropriate by the requirements of state boards, federal or state governing bodies, or other regulatory agencies. These changes may also be implemented without prior notice or obligation, and unless specified otherwise, are effective when made. Changes will be communicated to students via digital signage, on-campus publications, email messages delivered to University-provided email addresses or verbal announcements at all-school assemblies. It is the student's responsibility to be well acquainted with the rules, regulations, requirements and responsibilities provided in this handbook, in the University Catalog and in the student portal, as well as various updates posted throughout the year by the University. Verbal communications that may have an impact on students, faculty or staff will be verified in writing.

In addition to the University Student Handbook, your program may have a separate handbook outlining additional information and requirements for students. The program handbooks are located in Joule. Please refer to your dean or program director should you need assistance.

We look forward to working with you throughout your education!

September 2017

Monday	
Labor Day recess—University closed	
4	
Tuesday	
First day of the Trimester (coursework begins DC) Registration and tuition fee payment Withdrawal for tuition nonpayment (Module I)	
5	
Wednesday	
6	
Thursday	
7	
Friday	
Last day of eligibility for tuition refund (module I)	
8	
Saturday	Sunday
9	10

VISION, MISSION & CORE VALUES

INSTITUTIONAL VISION

The Cleveland vision is to be recognized and respected as a leader in health promotion.

INSTITUTIONAL MISSION

The Cleveland mission is to provide strong student-centered academic and professional education with a focus in the areas of life sciences and health promotion through education, scholarship and service.

INSTITUTIONAL CORE VALUES

Integrity/Accountability

- Responsible and ethical behavior
- Honest and open communication
- Responsibility for our individual actions

Excellence/Service

- Highest quality in teaching, scholarship and service
- Embrace compassion

Diversity/Respect

- Treat all individuals with dignity and respect
- Encourage an environment that attracts, nurtures and supports diversity
- Sensitivity to differences in learning styles, ideas and beliefs

Collaboration/Teamwork

- Partnerships, interaction and relationships
- Cooperative efforts to achieve our common goals

Health/Well-being

- Encourage activities and behaviors that contribute to a healthy lifestyle
- Chiropractic care is essential for optimizing health and well-being

Innovation/Creativity

- Intellectual curiosity
- Enthusiastic pursuit of new ideas

September 2017

Monday	
Last day to pay tuition/fees without penalty (DC) Last day to resolve "I" grades (DC) Last day to submit grade appeals (DC) Late registration period ends (DC) Last day to add courses (DC)	
11	
Tuesday	
Late fee assessment begins (DC)	
12	
Wednesday	
13	
Thursday	
14	
Friday	
Last day for University to resolve grade appeals Last day to appeal academic status Withdrawal for tuition nonpayment (DC)	
15	
Saturday	Sunday
16	17

COLLEGE OF CHIROPRACTIC PROGRAM MISSION

The Cleveland College of Chiropractic program mission lies in the areas of education, scholarship and service and in the advancement of chiropractic.

- The education mission of the institution is to prepare competent, entry level doctors of chiropractic as primary health care providers and to offer continuing education for doctors of chiropractic.
- The scholarship mission of the institution is to conduct research and scholarly activities in areas related to chiropractic education and health care, and to collaborate with other institutions and health care providers in scholarly activities.
- The service mission of the institution is to provide health care and outreach services to the community, support services to alumni and other health care providers, and volunteer services to civic and professional organizations.

COLLEGE OF HEALTH SCIENCES MISSION

The Cleveland College of Health Sciences mission is to provide a respected and recognized undergraduate studies program specializing in life sciences and health promotion preparing graduates to continue in health-related education programs.

I. EXECUTIVE OFFICER INFORMATION

Mr. Alex Bach, VP of Enrollment Management, ext. 1610

Dr. Clark Beckley, VP of Campus and Alumni Relations, ext. 1609

Dr. Gery Hochanadel, VP of Academic Affairs, ext. 1648

Mr. Jeff Karp, Chief Finance and Operations Officer, ext. 1634

Mr. Dale Marrant, VP of Human Resources and Organizational Development, ext. 1612

Ms. Amy Piersol, VP of Advancement, ext. 1617

II. DEPARTMENTAL INFORMATION

ADMISSIONS: *Ms. Melissa Denton, Director, ext. 1750*

The Admissions Office is the initial contact for all prospective students. Admissions representatives are available to answer questions regarding the programs offered at Cleveland University-Kansas City. The Admissions Office also assists students in the following areas:

- Entrance requirements and application processes for College of Health Sciences and College of Chiropractic

September 2017

Monday

18

Tuesday

19

Wednesday

20

Thursday

21

Friday

22

Saturday

23

Sunday

24

- Campus tours and open house events
- Housing list
- International student applications and entrance requirements
- Initial requests for transfer and advanced standing credit

BOOKSTORE: The University's online bookstore can be accessed at cleveland.ecampus.com to buy/sell textbooks and other supplies.

BUSINESS OFFICE: *Ms. Marla Cope, Controller, ext. 1687*

The Business Office manages the financial information, finances, purchasing, cashiering, billing, collection and student account functions of the University. In addition, the responsibilities of the Business Office include:

- Assisting students with questions about their accounts
- Assessment and collection of tuition and fees
- Collection of fines
- Imposition and release of financial holds on student accounts
- Management of student payment plans
- Refunding and disbursement of excess financial aid or credit associated with dropped courses
- Application for and disbursement of emergency loans
- Disbursement of payroll checks
- Purchasing and accounting services for student clubs

CAMPUS AND ALUMNI RELATIONS: *Ms. Jalonna Bowie, Director, ext. 1681*

The Office of Campus and Alumni Relations is a multifaceted department assisting students and alumni in a variety of areas such as:

- New student orientation
- Student clubs
- Student Council
- Fitness center access
- Graduation ceremony
- Social events
- Counseling services
- University-sponsored student activities
- Intramural sports
- Student IDs
- Student health insurance options
- Day-care facility information
- Locker assignments

September/October 2017

<p>Monday</p> <p>25</p>	
<p>Tuesday</p> <p>26</p>	
<p>Wednesday</p> <p>27</p>	
<p>Thursday</p> <p>28</p>	
<p>Friday</p> <p>29</p>	
<p>Saturday</p> <p>30</p>	<p>Sunday</p> <p>1</p>

- Doctor referral information to both patients and fellow doctors
- Assistance in locating alumni
- Homecoming events with class reunion activities
- Recognition for major significant graduation anniversaries
- News about alumni and the University via the *Cleveland alumni magazine* and quarterly *Cleveland Alumni Matters* newsletters
- Sponsorship of regional alumni activities
- Exhibitions and activities at national and state conventions, conferences and special events
- Practice development assistance
- Field doctor office visits
- Student mentorship opportunities

COLLEGE OF CHIROPRACTIC: *Dr. Julia Bartlett, Dean, ext. 1758*

Dr. Jon Wilson, Assistant Dean of Chiropractic Education, ext. 1815

The Doctor of Chiropractic program is both challenging and rewarding. Students are encouraged to utilize the resources on campus directed toward academic success. Students may also make appointments with the dean or assistant dean to discuss the following:

- Prerequisites
- Transfer credits
- National Board exams
- Course and final exam scheduling

For course concerns, the student must first try to resolve the concern with the course instructor. If no acceptable resolution can be agreed upon, the student can make an appointment to meet with the assistant dean for the course as indicated on the course syllabus. At that point, if the student is not satisfied with the resolution, the concern can be discussed with the dean. Students are also welcome to discuss their successes and plans with the dean.

COLLEGE OF HEALTH SCIENCES: *Dr. Cheryl Carpenter-Davis, Dean, ext. 1665*

The College of Health Sciences Office assists students with undergraduate classes as well as any questions regarding the Associate of Arts in Biological Sciences, Associate of Applied Science in Occupational Therapy Assistant, Associate of Applied Science in Radiologic Technology or Bachelor of Science in Human Biology degrees. The College of Health Sciences can also help with:

- Registration of undergraduate courses

October 2017

Monday	
2	
Last day of eligibility for tuition refund (DC)	
Tuesday	
3	
Wednesday	
4	
Thursday	
5	
Friday	
6	
Last day to withdraw from a Module I class	
Saturday	Sunday
7	8

- Adding/dropping undergraduate courses
- Undergraduate events and programs
- Undergraduate curriculum
- Undergraduate schedules

Master of Science in Health Education and Promotion: *Dr. Karen Doyle, Director, ext. 1646*

The Master of Science in Health Education and Promotion Program Director assists students with application to the program and answers any questions students may have regarding the degree.

Occupational Therapy Assistant Program: *Dr. Andy Wu, Director, ext. 1613*

The Occupational Therapy Assistant Program Director assists students with application to the program and answers any questions students may have regarding the degree.

Radiologic Technology Program: *Mr. Jason Elliott, Director, ext. 1622*

The Radiologic Technology Program Director assists students with application to the program and answers any questions students may have regarding the degree.

FINANCIAL AID: *Ms. Caprice Calamaio, Director, ext. 1733*

Cleveland University-Kansas City believes all individuals should have the opportunity to pursue a college education regardless of economic background. Therefore, financial aid programs are designed to assist students who need financial support in pursuit of a degree. We are here to help you with all your financial aid needs. Some of the services the Financial Aid Office can assist you with are:

- Free Application for Federal Student Aid (FAFSA)
- Federal work study program
- Federal student loans
- Federal grants
- Private loans
- Loan counseling
- In-school loan deferments

HEALTH CENTER: *Dr. Andrew Slavik, Assistant Dean of Clinical Education, ext. 1724*

The Cleveland University-Kansas City Chiropractic Health Center is staffed with upper trimester interns who assist patients with their health

October 2017

Monday

9

Tuesday

10

Wednesday

11

Thursday

12

Friday

13

Saturday

14

Sunday

15

care needs while supervised by licensed doctors of chiropractic. All treatments in the outpatient Chiropractic Health Center are offered for a reasonable fee. In the Student Clinic, students, their spouses and children are treated for a small fee or for no charge depending upon the service. The Student Clinic and Health Center offer the following services:

- Physical examinations
- Chiropractic adjustments using a variety of techniques
- Ancillary therapy and rehabilitation
- Orthotics
- Additional diagnostic procedures including laboratory and X-ray
- Sports physical exams
- Spinal screenings

INFORMATION TECHNOLOGY: *Mr. Stirling Howell, Director, ext. 1707*

The Cleveland University-Kansas City IT department manages and supports a wide range of technology needs. IT is here to serve the University and ensure that technology is appropriately applied to the daily operation of the University. IT strives to not only meet the current needs of our University community but to also anticipate the future needs as well. IT believes in an “open door” policy and welcomes direct communication from the student body.

The IT department is available to assist students with the following items:

- Email accounts
- Web access
- Computer labs
- Printers and copiers
- Student portal
- Joule
- Student wireless network

LIBRARY: *Ms. Simone Briand, Director, ext. 1810*

The Ruth R. Cleveland Memorial Library, named for one of the founders, was established in 1976. The library is the primary information resource for the campus community and alumni, and provides specialized information to the public.

Library materials support all academic programs offered by the University. The collection includes print and electronic subscriptions in the biological sciences, public health and health promotion, nutrition, radiology, sports medicine, alternative therapies, clinical health sciences

October 2017

<p style="text-align: right;">Monday</p> <p style="text-align: right;">16</p>	
<p style="text-align: right;">Tuesday</p> <p style="text-align: right;">17</p> <p style="text-align: center;">Module I final exams begin</p>	
<p style="text-align: right;">Wednesday</p> <p style="text-align: right;">18</p>	
<p style="text-align: right;">Thursday</p> <p style="text-align: right;">19</p>	
<p style="text-align: right;">Friday</p> <p style="text-align: right;">20</p> <p style="text-align: center;">Last Day of Module I</p>	
<p>Saturday</p> <p>21</p>	<p>Sunday</p> <p>22</p>

and chiropractic practice. The library provides unlimited access to a select list of e-books that support the educational programs, and subscribes to more than 700 peer-reviewed e-journals. Research tools such as PubMed@Cleveland, the ICL and Cochrane provide article-level subject searches and links to full text. The library's E-Journal Finder and BrowZine tool allow users to browse and link to journal content. The library also subscribes to a digital 3D human anatomy model that includes MRI, clinical and dissection images.

Most electronic resources are available both on-campus and off-campus through a link on the library's web page (<http://www.cleveland.edu/academics/library>) Joule page, and inside the library on dedicated workstations. Off-campus access requires logging in with a Library Remote Access username and password that is sent to users via e-mail at the start of their first term.

Library staff provide training in using research tools and instruct users on constructing search strategies, evaluating search results and retrieving full text.

The inter-library loan and document delivery service provides free, easy access to print and non-print materials located in chiropractic, university, and health science libraries throughout the U.S. and Canada. This service is in cooperation with local, regional and national library consortia, including the Mid-America Library Alliance, the Health Science Library Network of Kansas City, the Chiropractic Library Consortium, the National Library of Medicine and the MidContinental Regional Medical Library Group.

MARKETING AND COMMUNICATIONS: *Ms. Jennifer Matascik, Director, ext. 1719*

The Office of Marketing and Communications (MARCOM) creates, edits, maintains and distributes all printed and electronic communication for the University. This includes the production of advertising, editorial, marketing and public relations materials, as well as the daily maintenance of the University's website.

MARCOM staff members are responsible for writing, editing, photography and design in the production of all the University's regular publications. These are:
Clevelander alumni magazine

October 2017

<p style="text-align: right;">Monday</p> <p style="text-align: center;">23</p> <p style="text-align: center;">First day of Module II term (coursework begins) Registration and tuition/fee payment for Module II</p>	
<p style="text-align: right;">Tuesday</p> <p style="text-align: center;">24</p> <p style="text-align: center;">Last day to resolve "I" grades (Module II)</p>	
<p style="text-align: right;">Wednesday</p> <p style="text-align: center;">25</p> <p style="text-align: center;">Last day to pay tuition/fees without penalty (Module II) Last day to add Module II courses Late registration period ends (Module II) Exit OSCE Exam (DC)</p>	
<p style="text-align: right;">Thursday</p> <p style="text-align: center;">26</p> <p style="text-align: center;">Late fee assessment begins (Module II)</p>	
<p style="text-align: right;">Friday</p> <p style="text-align: center;">27</p> <p style="text-align: center;">Last day for students to submit grade appeals (Module II)</p>	
<p>Saturday</p> <p style="text-align: center;">28</p>	<p>Sunday</p> <p style="text-align: center;">29</p>

Cleveland Alumni Matters newsletter
In Touch campus newsletter

Other projects and materials either produced, coordinated or distributed by MARCOM include, but are not limited to, the following:

- Digital signage
- Promotional and recruitment advertising or direct-mail pieces
- Business cards, letterhead and envelopes
- Campus signage (doorplates, building/parking signs, banners, etc.)
- Commencement programs
- Special events programs and flyers
- Press releases
- Website page design
- Social media

PROFESSIONAL CHIROPRACTIC DEVELOPMENT: *Dr. James C. Anderson, ext. 1619*

The Office of Chiropractic Professional Development provides Success Strategies in the areas of career resources, practice development and business training. Success Strategies are provided in the following areas:

- Professional practice counseling (mentorships, goal setting, resumé and curriculum vitae writing, interviewing techniques, etc.)
- Demographic studies
- Business and marketing plans
- Practice management resources
- Business success skills
- New doctor seminars
- Information exchange with recent graduates
- Identifying chiropractic practice opportunities (associateships, partnerships, practices for sale, space for rent, equipment for sale, etc.)
- Networking opportunities with alumni and other field practitioners
- Gaining state licensure

STUDENT AFFAIRS: *Mr. David Foose, Dean, ext. 1650*

The Student Affairs department gives oversight to the Registrar's Office as well as the Learning Center. In addition, the department oversees all student grievance proceedings related to any reporting of academic misconduct and student misconduct.

Registrar's Office: The goal of the Registrar's Office is to provide

October/November 2017

<p style="text-align: right;">Monday</p> <p style="text-align: center;">30</p> <p style="text-align: center;">Withdrawal for tuition nonpayment (Module II)</p>	
<p style="text-align: right;">Tuesday</p> <p style="text-align: center;">31</p>	
<p style="text-align: right;">Wednesday</p> <p style="text-align: center;">1</p>	
<p style="text-align: right;">Thursday</p> <p style="text-align: center;">2</p> <p style="text-align: center;">Last day of eligibility for tuition refund (Module II)</p>	
<p style="text-align: right;">Friday</p> <p style="text-align: center;">3</p>	
<p>Saturday</p> <p style="text-align: center;">4</p>	<p>Sunday</p> <p style="text-align: center;">5</p>

students accurate academic records and support services to aid in academic success.

- Course registration
- Academic transcript maintenance
- Grade and academic status reporting
- Transcript and other academic record requests
- International student paperwork
- Degree progress tracking toward graduation
- Enrollment/Graduation verification
- Withdrawal and re-enrollment
- Address/phone number/name changes
- National Board of Chiropractic Examiners exam authorization
- Commencement and diploma issuance
- Manage the University's Family Educational Rights and Privacy Act (FERPA) training and compliance
- Notary Public

Learning Center:

- Accommodations for students with physical or learning disabilities
- Tutoring
- Study skills and time management development

II. GENERAL STANDARDS OF STUDENT CONDUCT

All students are expected to conduct themselves in a professional manner on all occasions, displaying respect and consideration for fellow students, faculty members, staff and administrators, patients and the public.

CLINICAL SUPERVISION COMPLIANCE

Students may not deliver health care via technique, treatment or modality without the authorization from and under the supervision of authorized faculty. More specific regulations can be found in the program-specific handbooks.

COPYRIGHT INFRINGEMENT POLICY

The University strictly prohibits any and all of the following: copyright, trademark, patent, trade secret or other intellectual property infringement, including but not limited to using any copyrighted names, text or images, offering pirated computer programs or links to such programs, serial or

November 2017

<p>Monday</p> <p>6</p>	
<p>Tuesday</p> <p>7</p>	
<p>Wednesday</p> <p>8</p>	
<p>Thursday</p> <p>9</p>	
<p>Friday</p> <p>10</p> <p>Veterans Day observed—University closed</p>	
<p>Saturday</p> <p>11</p>	<p>Sunday</p> <p>12</p>

registration numbers for software programs, copyrighted music, etc., as policy on the use of copyrighted material on the institution's computer systems and networks.

The University respects the copyrights of those involved in creating and distributing copyrighted material, including music, movies, software, and other literary and artistic works. It is the policy of the University to comply with copyright law.

If users utilize copyrighted materials for educational, instructional, research, scholarship and like arenas, the University will follow the legal doctrine of fair use currently a part of the copyright law.

The University's users will not make unauthorized copies of copyrighted material on or using University computer systems, networks or storage media. The University's users will not store unauthorized copies of copyrighted works using the University's systems, networks and/or storage media.

The University's users should not download, upload, transmit, make available or otherwise distribute copyrighted material without authorization using University computer systems, networks, Internet access or storage media. This is inclusive of utilizing unlicensed/unauthorized peer-to-peer file services that would promote copyright infringement.

The University reserves the right to monitor its computer systems, networks and storage media for compliance with this policy, at any time, without notice, and with or without cause. Additionally, the University reserves the right to delete from its computer systems and storage media, or restrict access to, any seemingly unauthorized copies of copyrighted materials it may find, at any time and without notice.

Users who violate this policy are subject to disciplinary action as appropriate under the circumstances. Such disciplinary action may include termination, expulsion and other legal actions.

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the students to civil and criminal liabilities.

SUMMARY OF CIVIL AND CRIMINAL PENALTIES

November 2017

<p style="text-align: right;">Monday</p> <p style="text-align: center;">Registration begins for next term</p> <p style="text-align: right;">13</p>	
<p style="text-align: right;">Tuesday</p> <p style="text-align: right;">14</p>	
<p style="text-align: right;">Wednesday</p> <p style="text-align: right;">15</p>	
<p style="text-align: right;">Thursday</p> <p style="text-align: right;">16</p>	
<p style="text-align: right;">Friday</p> <p style="text-align: center;">Registration ends for next term</p> <p style="text-align: right;">17</p>	
<p>Saturday</p> <p>18</p>	<p>Sunday</p> <p>19</p>

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.

For more information, please see the website of the U.S. Copyright Office at www.copyright.gov, especially their FAQs at www.copyright.gov/help/faq.

PROCEDURES—Notice of Claimed Copyright Infringement

If there is belief that any faculty, staff, or student of the University has infringed rights of a copyright owner, please contact the designated agent via written notification. A written notice of the claimed copyright infringement, in accordance with the specifications of the Digital Millennium Copyright Act, must include the following information:

1. Contact Information: Complete name, mailing address, email address, phone and fax numbers
2. Identification of the copyrighted work claimed to have been infringed and/or representative listing of copyrighted works claimed to have been infringed
3. Statement that the information in the notice is accurate with electronic or physical signature of the copyright owner or authorized person acting on the behalf of the owner of work claimed to be infringed
4. Additional information supporting claim

The Designated Agent to receive notification of Claimed Copyright

November 2017

<p>Monday</p> <p>20</p>	
<p>Tuesday</p> <p>21</p>	
<p>Wednesday</p> <p>22</p>	
<p>Thursday</p> <p>23</p> <p>Thanksgiving recess—University closed</p>	
<p>Friday</p> <p>24</p> <p>Thanksgiving recess—University closed</p>	
<p>Saturday</p> <p>25</p>	<p>Sunday</p> <p>26</p>

Infringement & Guidelines for Use of Copyrighted Materials on the Internet is Cleveland University-Kansas City's Chief Operating Officer.

DRESS CODE

Students must remember that the University offers pre-professional and professional degree programs and as such, it is expected that all students will display an appropriate level of judgment with regard to personal hygiene, grooming and dress. Students who are assigned to the University's Health Center will adhere to the dress code outlined in the Clinic Manual. Additional dress code requirements may be found in the program-specific handbooks.

If for religious, medical or cultural reasons there is a need to deviate from this policy, the student must make a written request to the dean and receive written approval.

ELECTRONIC RECORDING

Clinical courses

Students are prohibited from using any electronic device to take photographs, record audio, or record video of any activity, person, or physical material during a hospital clinical, field internship, or health clinic shift while involved in patient care or on a call for service. Furthermore, the posting of patient or staff comments, photos, videos, or audio in any form including sharing, or posting on any platform (Facebook, Twitter, Snapchat, Instagram, etc...) is strictly prohibited. Any violation of this policy will result in immediate dismissal from the program and could be punishable by state and federal laws.

Campus courses

Students are prohibited from using any electronic device to take photographs, record audio or record video of any activity, person, or physical material on campus or at any University activity or event, whether such activity or event is located on campus or off campus.

Campus social events and ceremonies, including graduation, alumni events, reunions, and receptions, are exempt from this policy as long as the photographs or recordings are for personal use only.

FOOD AND BEVERAGE

Food service is available on campus 24/7 and a full-service cafeteria is

November/December 2017

Monday	
27	
<small>Last day to withdraw from courses (DC)</small>	
Tuesday	
28	
Wednesday	
29	
Thursday	
30	
Friday	
1	
<small>Last day to withdraw from Module II courses</small>	
Saturday	Sunday
2	3

available to students Monday through Friday from 11 a.m. until 1:30 p.m. The cafeteria is located on the west end of the second floor. Vending machines and microwaves are also available for student use. Students are not to eat or drink in the patient care areas of the Health Center, laboratory and technique classrooms, or the library.

PRESENCE OF CHILDREN ON CAMPUS

Children and anyone other than registered students are normally not permitted to be present for classroom and laboratory activities. The University does not provide day-care facilities; therefore, students should plan ahead for off-campus care for their children. A student nursing a newborn baby (6 weeks old or younger) may request an exception to this policy from the dean or director of her academic program. If granted, such an exception allows her to bring her nursing baby on campus for up to six weeks. The student will be expected to nurse the baby in an appropriate area outside of the classroom setting as well as remove the baby from the classroom should it cry or otherwise distract from learning activities. If a location has been specifically designated for nursing, then the student would be expected to utilize this area. Nursing infants may not be present in classrooms during examinations and are not allowed in laboratories (including adjusting and X-ray labs) or in the treatment areas of the University's health centers. There have been instances of students bringing small children (not newborns) with them when a sitter was unavailable. While the University understands that students with small children will occasionally find themselves in a situation when there is a temporary interruption in their day-care arrangements, students are neither permitted to bring their children on campus nor ask employees or other students to watch their children on campus while the student is in class.

SMOKING

Cleveland University-Kansas City is a tobacco-free environment. Smoking, smokeless tobacco products and e-cigarettes are strictly prohibited in all University buildings and on all University grounds.

IV. STUDENT RESPONSIBILITIES

ADDRESS/PHONE NUMBER/NAME CHANGES

Address or information change forms are available in the Registrar's Office or on the student portal. Complete the form and turn it in to the

December 2017

Monday 4	
Tuesday 5	
Wednesday 6	
Thursday 7	
Friday 8 Coursework ends (DC) Commencement	
Saturday 9	Sunday 10

Registrar's Office. If the student is changing his/her name, appropriate legal documentation is required.

ALCOHOL AND DRUG POLICY

Pursuant to the Drug-Free Schools and Communities Act Amendments of 1989, Cleveland University-Kansas City established a drug and alcohol abuse prevention program for its students and employees. The program is described below. In compliance with the Act Amendments, the University must distribute written copies of this policy to all students and employees annually. The University must also conduct a biennial review of its program to determine its effectiveness, to implement program changes if they are needed, and to ensure that the disciplinary sanctions described below are consistently enforced. Compliance with the Act Amendments is necessary to ensure the health and well-being of the University community and the continuance of campus-based funding of student financial aid programs.

Cleveland University-Kansas City prohibits the unlawful manufacture, distribution, dispensing, sale, possession and use of alcohol and illicit drugs by University students and employees on University owned or controlled property and at University-sponsored or supervised activities.

ATTENDANCE

Successful completion of the educational programs at Cleveland University-Kansas City requires a significant commitment of time for class work and outside study each day. Attendance is required at all times, as only complete attendance in all coursework will enable a student to benefit fully from instructors' identification of subject matter relevance, classroom information and discussion extending beyond the scope of course texts, laboratory exercises and practical clinical experiences.

Each faculty member will take attendance, and will establish his/her own policies and procedures for dealing with tardiness and absenteeism, and will publish these policies and procedures in course syllabi.

A student enrolled in a course is responsible for all course assignments or requirements that are due or given from the beginning of the course, regardless of whether the student is present or absent from scheduled

December 2017

Monday	
11	
Final exams begin (DC)	
Tuesday	
12	
Final exams begin (module II)	
Wednesday	
13	
Thursday	
14	
Friday	
15	
Last day of trimester and Module II term	
Saturday	Sunday
16	17

course meetings. Students are responsible for being aware of their own attendance for each course in which they are enrolled in order not to exceed the maximum absences allowed.

Leave will be granted for required military duty for up to a maximum of two weeks annually, and it will be considered an excused absence.

Course credit will be given only if the student is present at least 90 percent of the time and completes the course with a passing grade. Should absences exceed 10 percent of scheduled class time, the student will be dismissed from the course with a grade of XF. In cases where a student is awarded an XF due to absences resulting from significant extenuating circumstances, the grade should first be appealed to the instructor who awarded it. Such appeal must be made to the instructor within five (5) working days of the date of the communication from the instructor indicating the XF has been awarded. If the instructor does not remove the XF, the student may make one written appeal to the appropriate assistant dean in the case of the College of Chiropractic, dean in the case of the College of Health Sciences, or director in the case of the Health Education and Promotion program, requesting reinstatement into the course. The written appeal should include documentation that verifies the nature of the extenuating circumstances necessitating the student's excessive absences. The decision of the administrator reviewing the appeal is final. Should a student's absences exceed 15%, the XF may not be appealed.

CELL PHONES

All cell phones must be turned off or placed on silent mode during classes. Between classes, cell phones can be used as long as the conversation does not distract other students or faculty in class.

COMPUTER LABS

Students have access to on-campus computer laboratories. Word processing, database and spreadsheet programs are available for use. Printers are also available for printing hard copies of documents.

Students also have access to web browsing and electronic mail capabilities. This policy statement details the Acceptable Use and Ethics Policy covering the proper utilization of the computers, networks and related services at the University. This policy has been developed to

December 2017

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ensure a quality computing environment that furthers the academic, research and service missions of the University. Providing this environment requires equitable resource distribution, computer and network availability, personal privacy and data integrity. Achieving this goal requires that everyone in the University community cooperate with and adhere to this policy.

Users must comply with all federal, state and other applicable laws. Examples of such laws, rules and policies include: libel, privacy, copyright, trademark, sexual harassment, obscenity and pornography laws; the Electronic Communications Privacy Act; and the Computer Fraud and Abuse Act, which prohibits “hacking,” “cracking,” and similar activities.

If you believe that any violations regarding these laws and policies have occurred, contact the Office of Campus and Alumni Relations.

Under no circumstances are student computer laboratory users to download or install software of any kind. Sites visited and time spent by browsers are kept on a server log and monitored. No games may be played if all computers are occupied. For further information regarding student computer use, contact the IT Help Desk at 913-234-0710.

FINANCIAL AID GUIDELINES

The Department of Education defines financial aid as any form of assistance to help meet the gap between family and student financial contribution and cost of attendance at the institution. The U.S. Department of Education has approved Cleveland University-Kansas City for participation in the following federal Student Financial Aid programs:

- Direct Loan
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- Federal Work Study
- Direct PLUS Loan
- Federal Perkins Loan

There are various state grants/loans and alternative credit-based loans available also.

December 2017

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Saturday

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Sunday

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To apply for financial assistance and to obtain specific financial aid policies and procedures, please contact the Office of Financial Aid.

SCHOLARSHIPS

Contact the Office of Financial Aid or consult the website (www.cleveland.edu) for details and deadlines of all active scholarships.

ELIGIBILITY CRITERIA AND APPLICATION PROCESS

In general, students must meet the following requirements to be eligible for most aid programs:

1. Demonstrate financial need
2. Be a United States citizen or eligible non-citizen resident; and
3. Have a record of satisfactory academic progress

Additional criteria may be required for specific programs. Students interested in applying for financial aid can access the online links at www.cleveland.edu. The deadlines for completing the application for financial aid are as follows:

Fall Entry – July 1

Spring Entry – Nov. 1

Summer Entry – March 1

ILLEGAL ACTIVITIES

As a condition of enrollment and employment, students and employees shall notify the University of any criminal drug statute conviction for a violation no later than five days after such conviction. Failure to do so will subject the student or employee to disciplinary review.

Legal Sanctions

Local, state and federal laws also prohibit the unlawful manufacture, distribution, dispensing, sale, possession and use of alcohol and illicit drugs. Criminal penalties for violation of such laws range from fines up to \$20,000 and/or imprisonment for terms up to and including life.

Institutional Sanctions

Commission of any of the offenses listed under this policy may result in imposition of one of the following actions:

1. Mandatory formal or informal counseling;
2. Oral or written reprimand;

January 2018

Monday	
1	
Tuesday	
2	
First day of Module I term and DC trimester (Module I and DC coursework begins) Registration and tuition/fee payment	
Wednesday	
3	
Last day to resolve "I" grades (Module I)	
Thursday	
4	
Last day to pay tuition/fees without penalty (Module I) Last day to add courses (Module I) Late registration period ends (Module I)	
Friday	
5	
Last day for students to submit grade appeals (Module I) Late fee assessment begins (Module I)	
Saturday	Sunday
6	7

3. Disciplinary probation; or
4. Suspension or dismissal from the University.

Health Risks

Beyond legal sanctions that may be imposed for the use and abuse of controlled substances, the University has a concern for the well-being of the individual. Therefore, the University has a commitment to ensure that everyone is aware of the potential health risks associated with drug use, which may have a wide range of effects, up to, and including, death. As health care professionals, students should take special care in informing themselves of these risks, both for themselves and for their future patients. Some of the major risks include:

Alcohol and other depressants (barbiturates, sedatives and tranquilizers): Addiction, accidents as a result of impaired ability and judgment, overdose when used with other depressants, damage to a developing fetus, heart and liver damage.

Marijuana: Addiction, panic reaction, impaired short-term memory, increased risk of lung cancer and emphysema (particularly in cigarette smokers), impairment of driving ability.

Cocaine: Addiction, heart attack, seizures, lung damage, severe depression, paranoia, psychosis. Similar risks are associated with other stimulants, such as speed and uppers.

Hallucinogens (acid, LSD, PCP, MDMA, etc.): Unpredictable behavior, emotional instability, violent behavior, organic brain damage in heavy users, convulsions, coma.

Narcotics (heroin, Demerol, morphine, codeine, etc.): Addiction, accidental overdose, risk of hepatitis and AIDS from contaminated needles.

Inhalants (gas, aerosols, glue, nitrates, etc.): Loss of consciousness, suffocation, damage to brain and central nervous system, sudden death, nausea and vomiting, nosebleeds, impaired judgment.

PARKING REGULATIONS

The University does not assume care, custody or control of vehicles or their contents and is not responsible for fire, theft, damage or loss.

January 2018

<p style="text-align: right;">Monday</p> <p>Last day to pay tuition /fees without penalty (DC) Last day to resolve "I" grades (DC) Last day for students to submit grade appeals Late registration period ends (DC) Last day to add courses (DC)</p> <p style="text-align: right;">8</p>	
<p style="text-align: right;">Tuesday</p> <p>Late fee assessment begins (DC) Withdrawal for tuition nonpayment (Module I)</p> <p style="text-align: right;">9</p>	
<p style="text-align: right;">Wednesday</p> <p style="text-align: right;">10</p>	
<p style="text-align: right;">Thursday</p> <p style="text-align: right;">11</p>	
<p style="text-align: right;">Friday</p> <p>Last day to appeal academic status (DC) Withdrawal for tuition nonpayment (DC) Last day of eligibility for tuition refund (Module I)</p> <p style="text-align: right;">12</p>	
<p>Saturday</p> <p style="text-align: center;">13</p>	<p>Sunday</p> <p style="text-align: center;">14</p>

All students and employees must register their vehicle with the security officer and obtain a valid parking tag (students must update vehicle information during the normal registration process held each trimester). The tag must be placed on the rearview mirror of the vehicle driven to campus.

On-campus parking in non-reserved areas is free to all students and employees as space is available. Parking is restricted to passenger vehicles only; school buses or large trucks are not permitted on campus without prior approval from the director of facilities. Spots marked "reserved" are for specific University employees. Students will park in the south parking lot reserving the north parking lot for patients and visitors.

SCHEDULE CHANGES

College of Health Science students should visit the College of Health Science Office to request any schedule changes. College of Chiropractic students should visit the Registrar's Office to request any schedule changes.

TUITION

Students in the College of Health Sciences are charged by the credit hour. Students in the College of Chiropractic are charged by the clock hour (total number of hours for lecture and lab).

Financial Aid is arranged through the Financial Aid department. For those students not receiving Financial Aid, a tuition payment plan is available. Please contact the Business Office for more details.

For Financial Aid loans starting at the beginning of a term, stipends for the College of Chiropractic are distributed on the fifth business day after the Course Add/Drop date. Stipends for the College of Health Sciences are distributed on the third business day after the Course Add/Drop date for 8-week courses, and distributed five business days after the Course Add/Drop date for all other courses.

For Financial Aid loans starting after the start of a term, loan requests submitted in the Financial Aid department by the first Friday of the month will be distributed on the third Friday of the month.

January 2018

<p style="text-align: right;">Monday</p> <p style="text-align: center;">15</p> <p style="text-align: center;">Martin Luther King Jr. Day observed—University closed</p>	
<p style="text-align: right;">Tuesday</p> <p style="text-align: center;">16</p>	
<p style="text-align: right;">Wednesday</p> <p style="text-align: center;">17</p>	
<p style="text-align: right;">Thursday</p> <p style="text-align: center;">18</p>	
<p style="text-align: right;">Friday</p> <p style="text-align: center;">19</p>	
<p>Saturday</p> <p style="text-align: center;">20</p>	<p>Sunday</p> <p style="text-align: center;">21</p>

Students are strongly encouraged to have a bank account that accepts Automated Clearing House transactions (most consumer banks). The University's policy is to distribute funds via Automated Clearing House (ACH) transactions. Distribution of funds, including stipends, may take longer than stated above if distribution by printed check, or means other than ACH, is requested.

Please check the student portal or watch for an email regarding the status of your Financial Aid funds. A photo ID is required to inquire about your account at the Business Office window or to pick up a check.

V. COMMUNITY GUIDELINES

Outside

- Observe the 5 mph speed limit in the parking lot and on campus roadways.
- Be mindful of pedestrians at the crosswalks.
- Plentiful parking has been allotted for all members of the campus community—the south parking lot has designated spots for staff, faculty and administration (labeled as STAFF or RESERVED). Students are welcome to park in all other parking stalls in the south parking lot. (Not on the grass, please!)
- The north parking lot is reserved for visitors and Health Center patients.
- Use the sidewalks and paths to avoid tracking mud onto the carpeted hallways.
- Enjoy the tobacco-free environment—smoking and tobacco products are prohibited on campus.

Inside

- Take advantage of the lounge areas, Dining Hall, and outside areas for breaks between classes.
- Put trash in the proper receptacles.
- Recycling receptacles are available throughout the campus.
- Please refrain from bringing food or drinks other than bottled water into the classrooms or hallways – food and beverages may be enjoyed in the Dining Hall.
- Please properly use chairs, classroom seating, and stools, and refrain from sitting on anything that is not designed for seating – i.e.

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retractable desk tops, end tables, countertops, or the headrests on adjusting tables.

- Classroom phones have been installed for emergency use and to contact assistance in the case of equipment issues, and have been programmed for internal and emergency calls accordingly.
- The public elevator adjacent to the north central stairway is designed for use by students, faculty and staff. Overland Park City Code requires that the elevator at the south entrance be designated as a freight elevator for deliveries only.

There are two computer labs on campus along with computer kiosks. A student printer is also available on the second floor near the computer lab. Please contact Information Technology (IT) at ext. 1710 for any issues related to these machines.

V. STUDENT COMPLIANCE CODE OF HONOR AND INTEGRITY

Honesty, integrity and high ethical standards are essential features of Cleveland University-Kansas City. The honor code helps to build trust within the University community and instills common values and principles that will extend into all facets of personal and professional life. Entering students sign the honor code statement as they enroll. Faculty, administrators and the Cleveland board of trustees have signed statements on file. The statement is as follows:

As members of the Cleveland University-Kansas City community all faculty, staff and students are bound by honor to uphold professional standards of respect, honesty, integrity and social responsibility. We are responsible for promoting ethical behaviors and endeavors both in and out of the classroom and will act in a manner that demonstrates concern for the personal dignity, rights and freedoms of all members of the community. We pledge that we will not take unfair advantage of any other member of the University community either by lying, cheating, stealing or plagiarizing. We are respectful of University property and the property of others.

I will uphold the Honor Code at all times and I will encourage other to do the same. I will meet my responsibilities to the community by reporting incidents of honor offenses.

January/February 2018

<p style="text-align: right;">Monday</p> <p style="text-align: right;">29</p> <p style="text-align: center;">Last day of eligibility for tuition refund (DC)</p>	
<p style="text-align: right;">Tuesday</p> <p style="text-align: right;">30</p>	
<p style="text-align: right;">Wednesday</p> <p style="text-align: right;">31</p>	
<p style="text-align: right;">Thursday</p> <p style="text-align: right;">1</p>	
<p style="text-align: right;">Friday</p> <p style="text-align: right;">2</p>	
<p>Saturday</p> <p>3</p>	<p>Sunday</p> <p>4</p>

DISCRIMINATION AND HARASSMENT

All students are encouraged to report alleged discrimination based on race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status. Students may make a report of alleged discrimination or harassment to the Dean of Student Affairs, or his/her designee.

Students may submit reports of harassment or discrimination orally or in writing. The University strongly encourages written reports to minimize chances of miscommunication and to allow a more thorough investigation of complaints. Incident Report forms may be found in the Office of the Dean or Director of the degree program, the Office of Student Affairs, the Office of Campus and Alumni Relations, the Office of Human Resources or on the Student & Faculty page of the Cleveland website. For more information on reporting policies and formal/informal resolutions please see the University *Catalog*.

STUDENT RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the Registrar's Office ("University Official") a written request that identifies the record(s) they wish to inspect. The University Official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University Official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- (2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or in violation of the student's right to privacy. Students desiring an amendment to their education record should write the University Official responsible for maintaining the record, clearly identify the part of the record they want changed, and specify why it is

February 2018

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<p>Tuesday</p> <p>6</p>	
<p>Wednesday</p> <p>7</p>	
<p>Thursday</p> <p>8</p>	
<p>Friday</p> <p>9</p> <p>Last day to withdraw from Module I courses</p>	
<p>Saturday</p> <p>10</p>	<p>Sunday</p> <p>11</p>

inaccurate, misleading, or in violation of the student's privacy.

- (3) The right to a hearing regarding the request for an amendment of the student's education records. If the University decides not to amend the record as requested by the student, the University must notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- (4) The right to prevent the University's disclosure of the student's personally identifiable information from the student's education records in most circumstances. The University must obtain the written consent of a student before disclosing that student's personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Where required, a student's consent must specify the records to be disclosed, the purpose of the disclosure, and the party or class of parties to whom disclosure may be made. FERPA contains the following exceptions allowing a college to disclose a student's personally identifiable information:
 - a. Disclosure to school officials with legitimate educational interests is permitted without a student's written consent. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent) institutional services or functions that the University would otherwise use employees to perform; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. A school official must be under the direct control of the institution with respect to the use and maintenance of information from education records.
 - b. Disclosures to parents are permitted in three situations. First, disclosure of a student's personally identifiable information to parents is permitted absent a student's written consent in

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the event of a health or safety emergency. The University may disclose education records in an emergency if the University determines that there is an articulable and significant threat to the health or safety of the student or other individuals. Second, disclosure of a student's personally identifiable information is permitted to parents of the student if the student is a dependent pursuant to Section 152 of the Internal Revenue Code of 1986 and notice is given to the student that a parent has requested such information. Third, disclosure of a student's personally identifiable information to parents is permitted without the student's written consent if the student is under 21 and has violated a law or University rule or policy governing alcohol or controlled substance consumption.

- (5) The right to opt out of the disclosure of directory information. Pursuant to FERPA, the University has classified certain personally identifiable information as directory information. Cleveland defines directory information as the student's name, address, telephone number, email address, photos, date of birth, place of birth, class, major field of study, dates of attendance, full time/part time status, degrees, honors, and awards received, participation in officially recognized activities and sports, physical traits of athletes, and the most recent previous educational institution attended by the student. Students who wish to restrict the release of directory information must submit the appropriate form to the Registrar's Office during the first week of each academic term. This form can be found in the Registrar's Office. Upon receipt of such request the Registrar's Office will designate that the student's directory information is confidential and not to be released outside the University except to individuals, institutions, agencies and organizations authorized in the Act. The University will honor all requests to withhold any of the categories of directory information listed above but cannot assume any responsibility to contact the student for subsequent permission to release information. Nondisclosure will be enforced until the information is subsequently released by the student. A student may not, however, opt-out of disclosure of the student's name, institutional email address, or electronic identifier in the student's classroom. Regardless of the effect on the student, the University assumes no liability for honoring the request of the student to restrict the

February 2018

<p style="text-align: right;">Monday</p> <p style="text-align: center;">19</p> <p style="text-align: center;">President's Day observed- University Closed</p>	
<p style="text-align: right;">Tuesday</p> <p style="text-align: center;">20</p> <p style="text-align: center;">Module I final exams begin</p>	
<p style="text-align: right;">Wednesday</p> <p style="text-align: center;">21</p>	
<p style="text-align: right;">Thursday</p> <p style="text-align: center;">22</p>	
<p style="text-align: right;">Friday</p> <p style="text-align: center;">23</p> <p style="text-align: center;">Last Day of Module I</p>	
<p>Saturday</p> <p style="text-align: center;">24</p>	<p>Sunday</p> <p style="text-align: center;">25</p>

disclosure of directory information.

- (6) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Cleveland University-Kansas City to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

VII. HELPFUL INFORMATION ANNOUNCEMENTS

The following are the primary means of communicating important information, including emergency notifications, to students.

- Cleveland Connect Student Portal
- Cleveland email
- Digital signage throughout the campus
- Text message (for students who have registered for this service)

Students are responsible to check the portal and their e-mail frequently. Students will be held responsible for receipt of important information (i.e. policy changes and paperwork deadlines) that is released/distributed to the campus.

CAMPUS CLOSURES

The University has an emergency alert system via text message when the campus closes due to severe weather or other emergencies. To sign up for this free program visit <http://my.textcaster.com/ServePopup.aspx?id=1036>. Enter your information and you will then receive a personal text message when the campus closes. Emergency alerts are also posted on the homepage of the Cleveland website.

CAMPUS SAFETY AND SECURITY

The Campus Safety Committee assists the University in maintaining a safe environment. This group monitors appropriate safety and security policies, addresses the annual reporting requirements of the Student Right-To-Know and Campus Security Act of 1991, and identifies and promotes

February/March 2018

Monday	
26 First day of Module II term (coursework begins) Registration and tuition/fee payment for Module II	
Tuesday	
27 Last day to resolve "I" grades (Module II) Exit OSCE Exam(DC)	
Wednesday	
28 Last day to pay tuition/fees without penalty (Module II) Last day to add Module II courses Late registration period ends (Module II)	
Thursday	
1 Late fee assessment begins (Module II)	
Friday	
2 Last day for students to submit grade appeals (Module II)	
Saturday 3	Sunday 4

programs encouraging crime prevention and personal safety. Suggestions, recommendations or comments regarding safety or security issues may be directed to the Campus Safety Committee.

Weapons Policy

Possession or use of firearms, including facsimiles which have the capabilities to discharge pellets and/or darts, ammunition, explosives, or dangerous chemicals, or the use or threatened use of knives or any other object as weapons on Cleveland University-Kansas City-owned, controlled or rented property or at University-sponsored or supervised activities is strictly prohibited. Confirmed violation will result in immediate dismissal from Cleveland University-Kansas City.

COMPLAINTS/INCIDENT REPORTS

Incidents not requiring an emergency response will be recorded on an Incident Report Form and filed with the Dean of Student Affairs, who will do the following two things:

1. Determine what, if any, further action is warranted
2. Record the incident as part of the required annual data collection procedures

Action taken on such incidents will normally include: investigation of the incident, report of findings of the investigation which is filed with the dean of the program and internal disciplinary action taken and/or referral made to the outside agency for action.

COUNSELING SERVICES

Cleveland University-Kansas City has entered into an agreement with the University of Missouri-Kansas City (UMKC) to provide free, confidential counseling services to its students. Additional information on UMKC counseling services is available in the Office of Student Services.

CRIME/EMERGENCY REPORTING

All faculty, staff, administrators and students on campus must familiarize themselves with the following procedures through such avenues as the Faculty Handbook, Employee Handbook, Supervisor's Manual, Student Handbook, digital signage and other methods as are effective.

All of the following incidents occurring on campus, or under the jurisdiction of the University, must be reported according to the procedures listed

March 2018

<p style="text-align: right;">Monday</p> <p style="text-align: center;">5</p> <p style="text-align: center;">Withdrawal for tuition nonpayment (Module II)</p>	
<p style="text-align: right;">Tuesday</p> <p style="text-align: center;">6</p>	
<p style="text-align: right;">Wednesday</p> <p style="text-align: center;">7</p>	
<p style="text-align: right;">Thursday</p> <p style="text-align: center;">8</p> <p style="text-align: center;">Last day of eligibility for tuition refund (Module II)</p>	
<p style="text-align: right;">Friday</p> <p style="text-align: center;">9</p>	
<p>Saturday</p> <p style="text-align: center;">10</p>	<p>Sunday</p> <p style="text-align: center;">11</p>

below: violence against persons, theft and vandalism or property damage.

1. All crimes and emergencies should be immediately reported to the main reception desk, which will function as the primary referral source for all types of incidents. Campus Incident Report forms will be distributed, as needed, from the Office of Campus and Alumni Relations and, upon completion, will be returned to the appropriate administrator for action.
2. An Emergency Action Plan can be found on the University's website at www.cleveland.edu. This plan should be followed in the event of emergency situations that require immediate action.

DISABILITY SERVICES

Cleveland University-Kansas City prides itself in the nurturing and support of each individual student throughout his/her educational experience. Accommodations for disabled students are met while ensuring program requirements are maintained. For more information regarding accommodations, contact the Learning Specialist in the Learning Center (third floor, Academic Services area).

FACULTY/STAFF DIRECTORY

An updated directory of Faculty and Staff names, phone numbers and email addresses can be found on the University's website at www.cleveland.edu and on the student portal under Campus Info.

FITNESS FACILITY

Cleveland University-Kansas City offers a fitness facility to its students, faculty and staff. The Cleveland Fitness Center is located on the first floor of the building just west of the main campus.

HEALTH INSURANCE

Although Cleveland University-Kansas City does not require students to have current health insurance coverage, information on health insurance options is available in the Office of Campus and Alumni Relations.

CHIROPRACTIC HEALTH SERVICES

Each student may obtain a complete chiropractic examination including physical exam, spinal adjustments and adjunctive procedures if determined necessary, at no charge in the campus Student Clinic. Each

March 2018

<p style="text-align: right;">Monday</p> <p style="text-align: center;">12</p> <p style="text-align: center;">Spring Break (DC & BS Upper Division)</p>	
<p style="text-align: right;">Tuesday</p> <p style="text-align: center;">13</p> <p style="text-align: center;">Spring Break (DC & BS Upper Division)</p>	
<p style="text-align: right;">Wednesday</p> <p style="text-align: center;">14</p> <p style="text-align: center;">Spring Break (DC & BS Upper Division)</p>	
<p style="text-align: right;">Thursday</p> <p style="text-align: center;">15</p> <p style="text-align: center;">Spring Break (DC & BS Upper Division)</p>	
<p style="text-align: right;">Friday</p> <p style="text-align: center;">16</p> <p style="text-align: center;">Spring Break (DC & BS Upper Division)</p>	
<p>Saturday</p> <p style="text-align: center;">17</p>	<p>Sunday</p> <p style="text-align: center;">18</p>

student must have a physical examination prior to being treated in the Student Health Center and/or participating in technique classes. Similar services for members of the immediate family of a student are available at a reduced rate. These services are provided by a chiropractic intern under the direct supervision of licensed chiropractors.

University faculty will not treat students on campus outside of Student Clinic structure. In certain instances, a student may be treated in the Health Center at the discretion of the licensed clinician.

If you or any member of your immediate family has unusual health care needs due to a previous accident or other health problem, please inform the attending clinician.

HOURS OF OPERATION

The administrative offices of Cleveland University-Kansas City are generally open from 8 a.m. to 5 p.m. Monday through Friday. The Health Center is open 9:30 a.m. to 6:30 p.m. Monday through Thursday and 9:30 a.m. to 4:30 p.m. on Fridays. Hours of operation are subject to change.

Hours of building operation may vary during special University events and activities held on campus. Telephone calls made to the University outside normal business hours are recorded by voicemail.

LOST AND FOUND

The Office of Campus and Alumni Relations serves as the campus lost and found. The University accepts no responsibility for any item that is lost or stolen while on University property by students, staff, faculty or visitors.

NOTARY SERVICES

Notary services are available in several departments. All University-related documents may be notarized at no charge to students or alumni.

PHOTO COPY SERVICE

Every student is allowed 5,000 free copies during his/her enrollment at the University. An individual copier/printer PIN is assigned during initial registration. If a student exceeds the 5,000 copy limit, he/she will be charged an additional per-copy charge. For 2017-2018, this charge is \$.05 per page.

March 2018

<p style="text-align: right;">Monday</p> <p style="text-align: right;">19</p> <p style="text-align: center;">Registration begins for next term</p>	
<p style="text-align: right;">Tuesday</p> <p style="text-align: right;">20</p>	
<p style="text-align: right;">Wednesday</p> <p style="text-align: right;">21</p>	
<p style="text-align: right;">Thursday</p> <p style="text-align: right;">22</p>	
<p style="text-align: right;">Friday</p> <p style="text-align: right;">23</p> <p style="text-align: center;">Registration ends for next term</p>	
<p>Saturday</p> <p>24</p>	<p>Sunday</p> <p>25</p>

REGISTRATION

Students are required to register for classes each term on the day(s) designated for official registration. Anyone registering after official registration will be assessed a late fee. Registration cannot be completed until all outstanding obligations to the University are resolved (i.e., library fines, clinic charges, parking fines, postgraduate debts, tuition and fees). A student must be registered by the registration deadline posted in the academic calendar. Failure to do so will result in forfeiture of registration for that term, and the student must apply for re-admission for the next term of enrollment.

SOLICITATION POLICY

All solicitation activities carried out on University property must be approved by the University. Such activities include, but are not limited to:

1. Student organization fund-raising activities (i.e., raffles, t-shirt sales, donation drives);
2. Company representatives/distributors wishing to give presentations or display products or literature; and/or;
3. Any individual wanting to sell merchandise, take orders, advertise personal services or solicit political/legislative action.

Any person or group requesting permission to engage in such activity must complete and submit an official Campus Activity Request form prior to the activity occurring. This form must be submitted to the director of campus and alumni relations, who will route the request for approvals. Once a decision has been reached, it will be communicated by the director of campus and alumni relations to the requesting party.

General guidelines related to such activities are as follows:

1. Under no circumstance is any individual (staff, faculty, student or visitor) allowed class time for the purpose of advertising, promoting, or selling any product or service.
2. In most cases, individuals seeking personal gain from selling a product or service will not be allowed to engage in such activities on campus property. A possible justifiable exception to this guideline would be a request to provide a particular service which, in the opinion of the University, would be of great benefit to the student body or the campus community as a whole, and is not currently being offered by the University.
3. The products of faculty work utilized in the educational process are

March/April 2018

Monday

26

Tuesday

27

Wednesday

28

Thursday

29

Friday

30

Saturday

31

Sunday

1

intended for individual academic use by students and may not be reproduced by students or other parties for any purposes without express written permission from the faculty member.

4. Officially recognized student organizations may be allowed to engage in fund-raising activities, as long as they conduct themselves within the guidelines of this policy.
5. No requests will be approved during major University events, such as homecoming, registration, orientation and postgraduate seminars. Requests will also be denied if they conflict or interfere with ongoing daily activities of the University.
6. No requests which conflict with or compromise the University mission statement will be approved.
7. Approval of requests that specify a location, time and day/date must be followed, or the activity will be terminated.

Any student organization that violates this policy may be subject to disciplinary action and/or removal of official University recognition status. Any individual staff, faculty member or student who violates this policy is also subject to disciplinary action.

SPECIAL EVENTS

Organizations present both educational and recreational programs and activities as opportunities and needs arise. Advisement on speakers in various subject areas is available from University faculty and the administration. Such speakers or programs must be approved by the Office of Campus and Alumni Relations prior to announcement of an event. Recreational activities such as parties, dances and picnics should also be cleared with the Office of Campus and Alumni Relations for the purpose of centralized scheduling coordination. The Office of Campus and Alumni Relations can provide programming and publicity resources to student groups that desire such assistance.

In the event that current student organizations cannot or do not provide social or educational programming when a specific need is assessed, the Office of Campus and Alumni Relations will provide such programming as needed. Assessment of need will be the joint responsibility of the Office of Campus and Alumni Relations and Student Council. This may result in a formal written student interest survey or may be an informal survey of Student Council representatives. The Office of Campus and Alumni Relations can provide information on resources in the community and on

April 2018

<p style="text-align: right;">Monday</p> <p style="text-align: center;">2</p> <p style="text-align: center;">Last day to withdraw from courses (DC)</p>	
<p style="text-align: right;">Tuesday</p> <p style="text-align: center;">3</p>	
<p style="text-align: right;">Wednesday</p> <p style="text-align: center;">4</p>	
<p style="text-align: right;">Thursday</p> <p style="text-align: center;">5</p>	
<p style="text-align: right;">Friday</p> <p style="text-align: center;">6</p> <p style="text-align: center;">Last day to withdraw from Module II courses</p>	
<p>Saturday</p> <p style="text-align: center;">7</p>	<p>Sunday</p> <p style="text-align: center;">8</p>

campus, as well as financial assistance.

STUDENT ORGANIZATIONS

Student clubs on campus are an important part of student life at Cleveland University–Kansas City. This is an excellent way for students to get involved in extracurricular activities on behalf of the University and the chiropractic profession. For a detailed list of student clubs, procedures and club guidelines and regulations please stop by the Office of Campus and Alumni Relations for an informational packet.

STUDENT COUNCIL

The Student Council form of student government was instituted in 1977. The Student Council is composed of six officers, who are elected annually, with representatives from all degree programs and from each officially recognized campus organization.

The council meets on a regular basis to conduct business and to plan activities. Representatives are expected to report the action of the council to the students they represent. Records of meetings are filed with the director of campus and alumni relations.

The council's constitution is available for reference through the Student Council secretary, the Office of Campus and Alumni Relations or on the University website. The advisor to this organization is the director of student services. All guidelines and regulations pertaining to general student organizations also apply to the CUKC Student Council.

TELEPHONE MESSAGES

In case of emergency, when possible, emergency messages will be hand-delivered to instructors and given to the appropriate student. To reach the University switchboard please call 913-234-0600.

TUTORING SERVICES

Tutoring services are coordinated through the Learning Center. If you find a course challenging, please feel free to take advantage of this service. All tutoring services are completely free of charge. If the class you need assistance with does not have a tutor or if you would like to sign up to be a tutor please see the learning specialist. Current tutor schedules can be accessed through Joule.

April 2018

Monday

9

Tuesday

10

Wednesday

11

Thursday

12

Friday

Coursework ends (DC)
Commencement

13

Saturday

14

Sunday

15

April 2018

Monday	
16	
Final exams begin (DC)	
Tuesday	
17	
Module II final exams begin	
Wednesday	
18	
Thursday	
19	
Friday	
20	
Last day of trimester Last day of Module II term	
Saturday	Sunday
21	22

April 2018

Monday

23

Tuesday

24

Wednesday

25

Thursday

26

Friday

27

Saturday

28

Sunday

29

April 2018/ May 2018

<p style="text-align: right;">Monday</p> <p style="text-align: right;">30</p> <p>First day of Module I term (coursework begins) Registration and tuition/fee payment for Module I</p>	
<p style="text-align: right;">Tuesday</p> <p style="text-align: right;">1</p> <p>Last day to resolve "I" grades (Module I)</p>	
<p style="text-align: right;">Wednesday</p> <p style="text-align: right;">2</p> <p>Last day to pay tuition/fees without penalty (Module I) Last day to add Module I courses Late registration period ends (Module I)</p>	
<p style="text-align: right;">Thursday</p> <p style="text-align: right;">3</p> <p>Late fee assessment begins (Module I)</p>	
<p style="text-align: right;">Friday</p> <p style="text-align: right;">4</p> <p>Last day to submit grade appeals (Module I)</p>	
<p>Saturday</p> <p style="text-align: center;">5</p>	<p>Sunday</p> <p style="text-align: center;">6</p>

May 2018

<p style="text-align: right;">Monday</p> <p style="text-align: center;">7</p> <p style="text-align: center;">First day of the trimester (coursework begins) Registration and tuition /fee payment (DC) Withdrawal for tuition nonpayment (Module I)</p>	
<p style="text-align: right;">Tuesday</p> <p style="text-align: center;">8</p>	
<p style="text-align: right;">Wednesday</p> <p style="text-align: center;">9</p>	
<p style="text-align: right;">Thursday</p> <p style="text-align: center;">10</p> <p style="text-align: center;">Last day of eligibility for tuition refund (Module I)</p>	
<p style="text-align: right;">Friday</p> <p style="text-align: center;">11</p> <p style="text-align: center;">Last day to pay tuition/fees without penalty (DC) Last day to resolve "I" grades (DC) Last day for students to submit grade appeals (DC) Late registration period ends (DC) Last day to add courses (DC)</p>	
<p>Saturday</p> <p style="text-align: center;">12</p>	<p>Sunday</p> <p style="text-align: center;">13</p>

May 2018

<p style="text-align: right;">Monday</p> <p style="text-align: center;">14</p> <p style="text-align: center;">Late fee assessment begins (DC)</p>	
<p style="text-align: right;">Tuesday</p> <p style="text-align: center;">15</p>	
<p style="text-align: right;">Wednesday</p> <p style="text-align: center;">16</p>	
<p style="text-align: right;">Thursday</p> <p style="text-align: center;">17</p>	
<p style="text-align: right;">Friday</p> <p style="text-align: center;">18</p> <p style="text-align: center;">Last day for University to resolve grade appeals Last day to appeal academic status (DC) Withdrawal for tuition nonpayment (DC)</p>	
<p>Saturday</p> <p style="text-align: center;">19</p>	<p>Sunday</p> <p style="text-align: center;">20</p>

May 2018

Monday

21

Tuesday

22

Wednesday

23

Thursday

24

Friday

25

Saturday

26

Sunday

27

May/June 2018

<p style="text-align: right;">Monday</p> <p style="text-align: center;">28</p> <p style="text-align: center;">Memorial Day observed—University closed</p>	
<p style="text-align: right;">Tuesday</p> <p style="text-align: center;">29</p>	
<p style="text-align: right;">Wednesday</p> <p style="text-align: center;">30</p>	
<p style="text-align: right;">Thursday</p> <p style="text-align: center;">31</p>	
<p style="text-align: right;">Friday</p> <p style="text-align: center;">1</p> <p style="text-align: center;">Last day of eligibility for tuition refund (DC)</p>	
<p>Saturday</p> <p style="text-align: center;">2</p>	<p>Sunday</p> <p style="text-align: center;">3</p>

June 2018

Monday

4

Tuesday

5

Wednesday

6

Thursday

7

Friday

8

Last day to withdraw from Module I courses

Saturday

9

Sunday

10

June 2018

Monday

11

Tuesday

12

Wednesday

13

Thursday

14

Friday

15

Saturday

16

Sunday

17

June 2018

<p>Monday</p> <p>18</p>	
<p>Tuesday</p> <p>Module I final exams begin</p> <p>19</p>	
<p>Wednesday</p> <p>20</p>	
<p>Thursday</p> <p>21</p>	
<p>Friday</p> <p>Last Day of Module I</p> <p>22</p>	
<p>Saturday</p> <p>23</p>	<p>Sunday</p> <p>24</p>

June/July 2018

<p style="text-align: right;">Monday</p> <p style="text-align: center;">25</p> <p style="text-align: center;">First day of Module II term (coursework begins) Registration and tuition/fee payment for Module II</p>	
<p style="text-align: right;">Tuesday</p> <p style="text-align: center;">26</p> <p style="text-align: center;">Last day to resolve "I" grades</p>	
<p style="text-align: right;">Wednesday</p> <p style="text-align: center;">27</p> <p style="text-align: center;">Last day to pay tuition/fees without penalty (Module II) Last day to add Module II courses Late registration period ends (Module II)</p>	
<p style="text-align: right;">Thursday</p> <p style="text-align: center;">28</p> <p style="text-align: center;">Late fee assessment begins (Module I)</p>	
<p style="text-align: right;">Friday</p> <p style="text-align: center;">29</p> <p style="text-align: center;">Last day for students to submit grade appeals (Module I)</p>	
<p>Saturday</p> <p style="text-align: center;">30</p>	<p>Sunday</p> <p style="text-align: center;">1</p>

July 2018

<p style="text-align: right;">Monday</p> <p style="text-align: right;">2</p> <p style="text-align: center;">Withdrawal for tuition nonpayment (Module II)</p>	
<p style="text-align: right;">Tuesday</p> <p style="text-align: right;">3</p>	
<p style="text-align: right;">Wednesday</p> <p style="text-align: right;">4</p> <p style="text-align: center;">Independence Day recess</p>	
<p style="text-align: right;">Thursday</p> <p style="text-align: right;">5</p> <p style="text-align: center;">Last day eligibility for tuition refund (Module II)</p>	
<p style="text-align: right;">Friday</p> <p style="text-align: right;">6</p>	
<p>Saturday</p> <p>7</p>	<p>Sunday</p> <p>8</p>

July 2018

Monday

9

Tuesday

10

Wednesday

11

Thursday

12

Friday

13

Saturday

14

Sunday

15

July 2018

Monday

Registration for next term begins

16

Tuesday

17

Wednesday

18

Thursday

19

Friday

Registration for next term ends

20

Saturday

21

Sunday

22

July 2018

Monday

23

Tuesday

24

Wednesday

25

Thursday

26

Friday

27

Last day to withdraw from courses (DC)

Saturday

28

Sunday

29

July/August 2018

<p>Monday</p> <p>30</p>	
<p>Tuesday</p> <p>31</p>	
<p>Wednesday</p> <p>1</p>	
<p>Thursday</p> <p>2</p>	
<p>Friday</p> <p>3</p> <p>Last day to withdraw from Module II courses</p>	
<p>Saturday</p> <p>4</p>	<p>Sunday</p> <p>5</p>

August 2018

		Monday	6
		Tuesday	7
		Wednesday	8
		Thursday	9
		Friday	10
		Coursework ends (DC) Commencement	
Saturday	Sunday	11	12

August 2018

Monday	
13	
Final exams begin (DC)	
Tuesday	
14	
Module II final exams begin	
Wednesday	
15	
Thursday	
16	
Friday	
17	
Saturday	Sunday
18	19

Academic Calendar

Fall 2017

D.C. and Upper Division B.S. Programs

First Day of Trimester/New Student Orientation	September 5
Coursework Begins	September 5
Veterans Day Observed	November 10
Thanksgiving Day Holiday	November 23–24
Commencement	December 8
Final Exams	December 11–15
Last Day of Trimester	December 15
Trimester Break	December 15–January 2, 2018

College of Health Sciences

Module I

First Day of the Module/New Student Orientation	August 28
Coursework Begins	August 28
Last Day of the Module	October 20

Module II

First Day of the Module/New Student Orientation	October 23
Coursework Begins	October 23
Thanksgiving Holiday	November 23-24
Last Day of the Module	December 15
Term Break	December 15–January 2, 2018

Academic Calendar Spring 2018

D.C. and Upper Division B.S. Programs

First Day of Trimester/New Student Orientation.....	January 2
Coursework Begins.....	January 2
Martin Luther King Day Observed.....	January 15
Presidents Day Observed.....	February 19
Spring Break (no classes).....	March 12–16
Commencement.....	April 13
Final Exams.....	April 16–20
Last Day of Trimester.....	April 20
Trimester Break.....	April 20–May 7

College of Health Sciences

Module I

First Day of the Module/New Student Orientation.....	January 2
Coursework Begins.....	January 2
Last Day of the Module.....	February 23

Module II

First Day of the Module/New Student Orientation.....	February 26
Coursework Begins.....	February 26
Last Day of the Module.....	April 20
Term Break.....	April 20–30

Academic Calendar

Summer 2018

D.C. and Upper Division B.S. Programs

First Day of Trimester/New Student Orientation.....	May 7
Coursework Begins.....	May 7
Memorial Day Observed.....	May 28
Independence Day Observed.....	July 4
Commencement.....	August 10
Final Exams.....	August 13-17
Last Day of Trimester.....	August 17
Trimester Break.....	August 17-September 4

College of Health Sciences

Module I

First Day of the Module/New Student Orientation.....	April 30
Coursework Begins.....	April 30
Last Day of the Module.....	June 22

Module II

First Day of the Module/New Student Orientation.....	June 25
Coursework Begins.....	June 25
Independence Day observed.....	July 4
Last Day of the Module.....	August 17
Term Break.....	August 17-27

Class Schedule—Fall 2017

TIME	Monday	Tuesday	Wednesday	Thursday	Friday
7:30–8:20					
8:30–9:20					
9:30–10:20					
10:30–11:20					
11:30–12:20					
12:30–1:20					
1:30–2:20					
2:30–3:20					
3:30–4:20					
4:30–5:20					
5:30–6:20					

Class Schedule—Spring 2018

TIME	Monday	Tuesday	Wednesday	Thursday	Friday
7:30–8:20					
8:30–9:20					
9:30–10:20					
10:30–11:20					
11:30–12:20					
12:30–1:20					
1:30–2:20					
2:30–3:20					
3:30–4:20					
4:30–5:20					
5:30–6:20					

Class Schedule—Summer 2018

TIME	Monday	Tuesday	Wednesday	Thursday	Friday
7:30–8:20					
8:30–9:20					
9:30–10:20					
10:30–11:20					
11:30–12:20					
12:30–1:20					
1:30–2:20					
2:30–3:20					
3:30–4:20					
4:30–5:20					
5:30–6:20					

Notes