



Cleveland University
KANSAS CITY

Chiropractic and Health Sciences

Student Handbook
Fall 2018–Summer 2019

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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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WELCOME!

The administration, faculty, and staff welcome you to Cleveland University-Kansas City (CUKC). 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 new CUKC students, 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!

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

COLLEGE OF CHIROPRACTIC MISSION

The mission of the Cleveland College of Chiropractic 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 mission of the Cleveland College of Health Sciences 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. Cheryl Carpenter-Davis, VP of Academic Affairs, ext. 1665

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

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

Mr. David Foose, Dean of Student Affairs, ext. 1650

Dr. Jon Wilson, Dean of the College of Chiropractic, ext. 1815

II. DEPARTMENTAL INFORMATION

ACADEMIC SUPPORT AND ACCESS SERVICES: Ms. Megan Kissel, Learning Specialist, ext. 1805

Academic Support and Access Services can assist students with the following:

- Tutoring Services
- Accommodations for students with disabilities
- Individual support activities (study skills, test-taking strategies, time management, procrastination)
- Identify and assist at-risk student population
- Learning Styles assessment
- Lunch'N Learn seminars
- Accommodated exams in the Testing Center
- Exemplify support
- Accessible media to students with disabilities

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
- 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 www.cleveland.ecampus.com to buy/sell textbooks, CUKC apparel, and other supplies.

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

The Business Office manages the financial information, including 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
- Student satisfaction surveys
- Doctor referral information to both patients and fellow doctors
- Assistance in locating alumni
- Homecoming events with class reunion activities
- News about alumni
- 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
- Postgraduate education

COLLEGE OF CHIROPRACTIC: *Dr. Steve Agocs, Assistant Dean of Chiropractic Education, ext. 1836*

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

- Undergraduate schedules

OCCUPATIONAL THERAPY ASSISTANT PROGRAM: *Ms. Rachel Eisfelder, 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 of 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. Jason Qualls, Assistant Dean of Clinical Education, ext. 1795*

The Cleveland University-Kansas City Chiropractic Health Center is staffed with upper trimester interns who assist patients with their health care needs while supervised by licensed doctors of chiropractic. All treatments in the outpatient 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. The IT help desk may be contacted 24/7/365 by calling 855-582-3593 for immediate assistance or emailing helpdesk@cleveland.edu with any non-urgent issues. 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 and chiropractic practice. The library provides unlimited access to a select list of e-books that support the education 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 offcampus 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 interlibrary loan and document delivery services provide 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 publications.

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

- Digital signage
- Branded materials
- Promotional and recruitment advertising or direct-mail pieces
- Business cards, letterhead and envelopes
- Campus signage (doorplates, building/parking signs, banners, etc.)
- Commencement programs
- Special event 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

REGISTRAR'S OFFICE: *Ms. Kathy Hale, Registrar, ext. 1649*

The goal of the Registrar's Office is to provide students with 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

III. 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 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 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 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 preprofessional 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 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 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 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 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

A professional education requires a full-time commitment by the student, and thus Cleveland University-Kansas City considers attendance at all scheduled courses and laboratories to be mandatory. We hold high academic standards and expect students to spend a significant part of each day in and out of class to successfully complete their degree program. Students are expected to attend, be attentive, and participate in all classroom, laboratory, or degree specific activities.

ATTENDANCE AND FINANCIAL AID

It is the policy of CUKC to monitor student attendance for all courses in accordance with the Department of Education requirements to monitor academic attendance, attendance at an academically related activity and withdrawal.

Federal regulations require that students earn their financial aid funds by attending and actively participating in courses. To verify financial aid eligibility, the Office of Student Affairs collects attendance information. If notification of non-attendance in any course is received, the determination of federal financial aid eligibility will be re-evaluated and may result in financial aid forfeiture and/or a balance due to the University. If a student is not attending classes, the student is expected to complete the official withdrawal process of the University.

ATTENDANCE AND LICENSURE

Some state licensing boards require a specific number of classroom hours in order to grant a license to practice in your chosen profession. Students are encouraged to familiarize themselves with the requirements for eligibility for licensure in the states in which they plan to practice. It is the student's responsibility to fulfill and document the requirements of the state(s) to which (s)he plans to apply for licensure.

ATTENDANCE PROCEDURE

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

ONLINE ATTENDANCE

Distance Education course attendance will be monitored for compliance through the following mechanism(s):

- Student submission of an academic assignment,
- Student submission of an exam,
- Documented student participation in an interactive tutorial or computer-assisted instruction,
- A posting by the student showing the student's participation in an online study group that is assigned by the institution,
- A posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters, and
- An email from the student or other documentation showing that the student initiated contact with a faculty member to ask questions about the academic subject studied in the course.

ATTENDANCE POLICY

Course credit will be given only if the student is present at least 85 percent of the time and completes the course with a passing grade. Some CUKC programs have a more stringent attendance requirement. Please refer to the handbook for your program for specific attendance requirements. In addition, instructors may enforce a stricter attendance policy for the lab portion of their course. In such cases, the course syllabus will detail the lab attendance requirement.

Should absences exceed 15 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 extenuating circumstances*, a written appeal may be submitted to the Dean of Student Affairs, requesting reinstatement into the course. The appeal must be submitted within (five) days of receipt of the XF grade. The written appeal must include documentation that verifies the nature of the extenuating circumstances necessitating the student's excessive absences. The student should continue to attend class until the final decision regarding their appeal is made. The decision of the administrator reviewing the appeal is final. **Should a student's absences exceed 20 percent, the XF may not be appealed.**

***Extenuating Circumstances**

Extenuating circumstances are circumstances beyond a student's control that may impact his/her attendance and/or academic performance. Extenuating circumstances are generally considered rare, uncontrollable, and/or unpredictable. When possible, students who experience an extenuating circumstance are urged to meet with the Dean of Student Affairs to discuss all options prior to exceeding the 15 percent allowance. Typical extenuating circumstances can include the following:

- Jury Duty
- Pregnancy, childbirth, and related conditions
- Significant medical conditions
- Bereavement
- Emergency health needs of a dependent
- Religious holidays**

Military Leave

Leave will be granted for required military duty for up to a maximum of two weeks annually and will be considered an excused absence. Documentation of required military leave must be submitted to the Dean of Student Affairs prior to the leave date, and will be retained in the student's file. Communication will be sent to the student's faculty regarding the timeframe of the leave.

****Absences for Religious Holidays**

When a student elects to be absent to observe a major religious holiday other than those also observed as national holidays in the United States, he/she should notify the Dean of Student Affairs at least three weeks in advance. Instructors will be notified and requested to allow the student to make other arrangements for missed educational information and examinations scheduled on the holiday or the day immediately following the holiday. Such arrangements must be made in advance and may include either anticipating or making up the examination. At their discretion, instructors may respond by changing a scheduled date for an examination. Such absences count toward the 15 percent absence allowance, but will be considered as an "extenuating circumstance" in the case of an XF appeal, should the student exceed the 15 percent allowance.

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 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

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

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 charge 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 Office by the first Friday of the month will be distributed on the second Friday of the month.

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 mean 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 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. retractable desktops, 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.

VI. 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 others to do the same. I will meet my responsibilities to the community by reporting incidents of honor offenses.

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 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 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 during the first week of each academic term. This form can be found in the Registrar's Office. Upon receipt of such requests, 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 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 University's 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 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 an 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 Campus and Alumni Relations.

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 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.

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 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.

PHOTOCOPY 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 2018-19, this charge is \$.05 per page.

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 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 fundraising 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 the 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 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. 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. Access current tutor schedules through Joule.

August/September 2018

Monday

First day of Module I term (coursework begins)
Registration and tuition/fee payment for Module I

27

Tuesday

Last day to resolve "I" grades (Module I)

28

Wednesday

Last day to pay tuition/fees without penalty (Module I)
Last day to add Module I courses
Late registration period ends (Module I)

29

Thursday

Late fee assessment begins

30

Friday

Last day for students to submit grade appeals (CHS)

31

Saturday

1

Sunday

2

September 2018

<p style="text-align: right;">Monday</p> <p style="text-align: center;">Labor Day recess—University closed Withdrawal for tuition nonpayment (Module I)</p> <p style="text-align: right;">3</p>	
<p style="text-align: right;">Tuesday</p> <p style="text-align: center;">First day of the Trimester (coursework begins DC) Registration and tuition fee payment</p> <p style="text-align: right;">4</p>	
<p style="text-align: right;">Wednesday</p> <p style="text-align: right;">5</p>	
<p style="text-align: right;">Thursday</p> <p style="text-align: right;">6</p>	
<p style="text-align: right;">Friday</p> <p style="text-align: center;">Last day of eligibility for tuition refund (module I)</p> <p style="text-align: right;">7</p>	
<p>Saturday</p> <p>8</p>	<p>Sunday</p> <p>9</p>

September 2018

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)

10

Tuesday

Late fee assessment begins (DC)

11

Wednesday

12

Thursday

13

Friday

Last day for University to resolve grade appeals
Last day to appeal academic status
Withdrawal for tuition nonpayment (DC)

14

Saturday

15

Sunday

16

September 2018

Monday

17

Tuesday

18

Wednesday

19

Thursday

20

Friday

21

Saturday

22

Sunday

23

September 2018

Monday

24

Tuesday

25

Wednesday

26

Thursday

27

Friday

28

Saturday

29

Sunday

30

October 2018

Monday

1

Last day of eligibility for tuition refund (DC)

Tuesday

2

Wednesday

3

Thursday

4

Friday

5

Last day to withdraw from a Module I class

Saturday

6

Sunday

7

October 2018

Monday

8

Tuesday

9

Wednesday

10

Thursday

11

Friday

12

Saturday

13

Sunday

14

October 2018

<p>Monday</p> <p>15</p>	
<p>Tuesday</p> <p>Module I final exams begin</p> <p>16</p>	
<p>Wednesday</p> <p>17</p>	
<p>Thursday</p> <p>18</p>	
<p>Friday</p> <p>Last Day of Module I</p> <p>19</p>	
<p>Saturday</p> <p>20</p>	<p>Sunday</p> <p>21</p>

October 2018

Monday

First day of Module II term (coursework begins)
Registration and tuition/fee payment for Module II

22

Tuesday

Last day to resolve "I" grades (Module II)

23

Wednesday

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)

24

Thursday

Late fee assessment begins (Module II)

25

Friday

Last day for students to submit grade appeals (Module II)

26

Saturday

27

Sunday

28

October/November 2018

Monday

Withdrawal for tuition nonpayment (Module II)

29

Tuesday

30

Wednesday

31

Thursday

Last day of eligibility for tuition refund (Module II)

1

Friday

2

Saturday

3

Sunday

4

November 2018

Monday

5

Tuesday

6

Wednesday

7

Thursday

8

Friday

9

Saturday

10

Sunday

11

November 2018

Monday

Veterans Day observed—University closed
Registration begins for next term

12

Tuesday

13

Wednesday

14

Thursday

15

Friday

16

Saturday

17

Sunday

Registration ends for next term

18

November 2018

Monday

19

Tuesday

20

Wednesday

21

Thursday

Thanksgiving recess—University closed

22

Friday

Thanksgiving recess—University closed

23

Saturday

24

Sunday

25

November/December 2018

Monday	
26	
<small>Last day to withdraw from courses (DC)</small>	
Tuesday	
27	
Wednesday	
28	
Thursday	
29	
Friday	
30	
<small>Last day to withdraw from Module II courses</small>	
Saturday	Sunday
1	2

December 2018

Monday

3

Tuesday

4

Wednesday

5

Thursday

6

Friday

7

Coursework ends (DC)

Saturday

8

Sunday

9

December 2018

<p style="text-align: right;">Monday</p> <p style="text-align: right;">10</p> <p style="text-align: center;">Final exams begin (DC)</p>	
<p style="text-align: right;">Tuesday</p> <p style="text-align: right;">11</p> <p style="text-align: center;">Final exams begin (module II)</p>	
<p style="text-align: right;">Wednesday</p> <p style="text-align: right;">12</p>	
<p style="text-align: right;">Thursday</p> <p style="text-align: right;">13</p> <p style="text-align: center;">President's Banquet</p>	
<p style="text-align: right;">Friday</p> <p style="text-align: right;">14</p> <p style="text-align: center;">Last day of trimester and Module II term Commencement</p>	
<p>Saturday</p> <p>15</p>	<p>Sunday</p> <p>16</p>

December 2018

Monday

17

Tuesday

18

Wednesday

19

Thursday

20

Friday

21

Saturday

22

Sunday

23

December 2018

<p style="text-align: right;">Monday</p> <p style="text-align: right;">24</p> <p style="text-align: center;">Christmas Eve-University closed</p>	
<p style="text-align: right;">Tuesday</p> <p style="text-align: right;">25</p> <p style="text-align: center;">Christmas Day-University closed</p>	
<p style="text-align: right;">Wednesday</p> <p style="text-align: right;">26</p> <p style="text-align: center;">University closed</p>	
<p style="text-align: right;">Thursday</p> <p style="text-align: right;">27</p> <p style="text-align: center;">University closed</p>	
<p style="text-align: right;">Friday</p> <p style="text-align: right;">28</p> <p style="text-align: center;">University closed</p>	
<p>Saturday</p> <p>29</p>	<p>Sunday</p> <p>30</p>

December 2018/January 2019

Monday

31

New Year's Eve-University closed

Tuesday

1

New Year's Day-University closed

Wednesday

2

Thursday

3

Friday

4

Saturday

5

Sunday

6

January 2019

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

January 2019

Monday

Withdrawal for tuition nonpayment (Module I)
Late fee assessment begins (DC)

14

Tuesday

15

Wednesday

16

Thursday

Last day of eligibility for tuition refund (Module I)

17

Friday

Last day for college to resolve grade appeals (DC)
Last day to appeal academic status (DC)
Withdrawal for tuition nonpayment (DC)

18

Saturday

19

Sunday

20

January 2019

Monday

21

Martin Luther King, Jr. Day- University Closed

Tuesday

22

Wednesday

23

Thursday

24

Friday

25

Saturday

26

Sunday

27

January/February 2019

Monday

28

Tuesday

29

Wednesday

30

Thursday

31

Friday

1

Last day of eligibility for tuition refund (DC)

Saturday

2

Sunday

3

February 2019

Monday

4

Tuesday

5

Wednesday

6

Thursday

7

Friday

8

Saturday

9

Sunday

10

February 2019

Monday

11

Tuesday

12

Wednesday

13

Thursday

14

Friday

15

Last day to withdraw from Module I courses

Saturday

16

Sunday

17

February 2019

Monday

Presidents Day observed- University Closed

18

Tuesday

19

Wednesday

20

Thursday

21

Friday

22

Saturday

23

Sunday

24

February/March 2019

Monday

25

Tuesday

Module I final examinations begin

26

Wednesday

Exit OSCE exam (DC)

27

Thursday

28

Friday

Last day of Module I term

1

Saturday

2

Sunday

3

March 2019

Monday	
4	
First day of Module II term	
Tuesday	
5	
Last day to resolve "I" grades (Module II)	
Wednesday	
6	
Last day to pay tuition/fees without penalty (Module II) Last day to add courses (Module II) Late registration period ends (Module II)	
Thursday	
7	
Late fee assessment begins (Module II)	
Friday	
8	
Last day for students to submit grade appeals (Module II)	
Saturday	Sunday
9	10

March 2019

Monday

11

Withdrawal for tuition nonpayment (Module II)

Tuesday

12

Wednesday

13

Thursday

14

Last day of eligibility for tuition refund (Module II)

Friday

15

Saturday

16

Sunday

17

March 2019

Monday

Spring Break (DC & BS Upper Division)

18

Tuesday

Spring Break (DC & BS Upper Division)

19

Wednesday

Spring Break (DC & BS Upper Division)

20

Thursday

Spring Break (DC & BS Upper Division)

21

Friday

Spring Break (DC & BS Upper Division)

22

Saturday

23

Sunday

24

March 2019

Monday

Registration begins for next term

25

Tuesday

26

Wednesday

27

Thursday

28

Friday

29

Saturday

30

Sunday

Registration ends for next term

31

April 2019

Monday

1

Tuesday

2

Wednesday

3

Thursday

4

Friday

5

Last day to withdraw from courses (DC)

Saturday

6

Sunday

7

April 2019

Monday

8

Tuesday

9

Wednesday

10

Thursday

11

Friday

12

Last day to withdraw from Module II courses

Saturday

13

Sunday

14

April 2019

Monday

15

Tuesday

16

Wednesday

17

Thursday

18

Friday

19

Coursework ends (DC)

Saturday

20

Sunday

21

April 2019

Monday

DC finals begin

22

Tuesday

Module II final examinations begin

23

Wednesday

24

Thursday

President's Banquet

25

Friday

Last day of the trimester (DC)
Last day of term (Module II)
Commencement

26

Saturday

27

Sunday

28

April/ May 2019

Monday

29

Tuesday

30

Wednesday

1

Thursday

2

Friday

3

Saturday

4

Sunday

5

May 2019

Monday

6

First day of the trimester (Module I coursework begins)

Tuesday

7

Last day to resolve "I" grades (Module I)

Wednesday

8

Last day to pay tuition/fees without penalty (Module I)
Late registration period ends (Module I)
Last day to add courses (Module I)

Thursday

9

Last fee assessment begins (Module I)

Friday

10

Last day for students to submit grade appeals (Module I)

Saturday

11

Sunday

12

May 2019

<p style="text-align: right;">Monday</p> <p style="text-align: center;">13</p> <p style="text-align: center;">First day of trimester (DC) Withdrawal for tuition nonpayment (Module I) Registration and tuition/fee payment (DC)</p>	
<p style="text-align: right;">Tuesday</p> <p style="text-align: center;">14</p>	
<p style="text-align: right;">Wednesday</p> <p style="text-align: center;">15</p>	
<p style="text-align: right;">Thursday</p> <p style="text-align: center;">16</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;">17</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;">18</p>	<p>Sunday</p> <p style="text-align: center;">19</p>

May 2019

Monday

20

Late fee assessment begins (DC)

Tuesday

21

Wednesday

22

Thursday

23

Friday

24

Last day for University to resolve grade appeals (DC)
Last day to appeal academic status (DC)
Withdrawal for tuition nonpayment (DC)

Saturday

25

Sunday

26

May/June 2019

<p style="text-align: right;">Monday</p> <p style="text-align: right;">27</p> <p style="text-align: center;">Memorial Day observed—University closed</p>	
<p style="text-align: right;">Tuesday</p> <p style="text-align: right;">28</p>	
<p style="text-align: right;">Wednesday</p> <p style="text-align: right;">29</p>	
<p style="text-align: right;">Thursday</p> <p style="text-align: right;">30</p>	
<p style="text-align: right;">Friday</p> <p style="text-align: right;">31</p>	
<p>Saturday</p> <p>1</p>	<p>Sunday</p> <p>2</p>

June 2019

Monday

3

Tuesday

4

Wednesday

5

Thursday

6

Friday

7

Last day of eligibility for tuition refund (DC)

Saturday

8

Sunday

9

June 2019

Monday

10

Tuesday

11

Wednesday

12

Thursday

13

Friday

14

Last day to withdraw from classes (Module I)

Saturday

15

Sunday

16

June 2019

Monday

17

Tuesday

18

Wednesday

19

Thursday

20

Friday

21

Saturday

22

Sunday

23

June 2019

<p>Monday</p> <p>24</p>	
<p>Tuesday</p> <p>25</p> <p>Module I final examinations begin</p>	
<p>Wednesday</p> <p>26</p> <p>Exit OSCE exam (DC)</p>	
<p>Thursday</p> <p>27</p>	
<p>Friday</p> <p>28</p> <p>Last day of Module I term</p>	
<p>Saturday</p> <p>29</p>	<p>Sunday</p> <p>30</p>

July 2019

Monday

1

First day of term (Module II)

Tuesday

2

Last day to resolve "I" grades (Module II)

Wednesday

3

Last day to pay tuition/fees without penalty (Module II)
Last day to add courses (Module II)
Late registration period ends (Module II)

Thursday

4

Independence Day- University Closed

Friday

5

Late fee assessment begins (Module II)
Last day for students to submit grade appeals (Module II)

Saturday

6

Sunday

7

July 2019

<p style="text-align: right;">Monday</p> <p style="text-align: center;">8</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;">9</p>	
<p style="text-align: right;">Wednesday</p> <p style="text-align: center;">10</p>	
<p style="text-align: right;">Thursday</p> <p style="text-align: center;">11</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;">12</p>	
<p>Saturday</p> <p style="text-align: center;">13</p>	<p>Sunday</p> <p style="text-align: center;">14</p>

July 2019

Monday

15

Tuesday

16

Wednesday

17

Thursday

18

Friday

19

Saturday

20

Sunday

21

July 2019

Monday

22

Registration for next term begins

Tuesday

23

Wednesday

24

Thursday

25

Friday

26

Saturday

27

Sunday

Registration for next term ends

28

July/August 2019

Monday

29

Tuesday

30

Wednesday

31

Thursday

1

Friday

2

Last day to withdraw from courses (DC)

Saturday

3

Sunday

4

August 2019

Monday

5

Tuesday

6

Wednesday

7

Thursday

8

Friday

9

Last day to withdraw from courses (Module II)

Saturday

10

Sunday

11

August 2019

Monday

12

Tuesday

13

Wednesday

14

Thursday

15

Friday

16

Coursework ends (DC)

Saturday

17

Sunday

18

August 2019

Monday

DC finals begin

19

Tuesday

Final examinations begin (Module II)

20

Wednesday

21

Thursday

President's Banquet

22

Friday

Last day of term (Module II)
Last day of trimester (DC)
Commencement

23

Saturday

24

Sunday

25

Academic Calendar

Fall 2018

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

First Day of Trimester/New Student Orientation	September 4
Coursework Begins	September 4
Veterans Day Observed	November 12
Thanksgiving Day Holiday	November 22–23
Commencement	December 14
Final Exams	December 10–14
Last Day of Trimester	December 14
Trimester Break	December 14–January 7

College of Health Sciences

Module I

First Day of the Module/New Student Orientation	August 27
Coursework Begins	August 27
Last Day of the Module	October 19

Module II

First Day of the Module/New Student Orientation	October 22
Coursework Begins	October 22
Thanksgiving Holiday	November 22-23
Last Day of the Module	December 14
Term Break	December 14–January 7

Academic Calendar

Spring 2019

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

First Day of Trimester/New Student Orientation	January 7
Coursework Begins	January 7
Martin Luther King Day Observed	January 21
Presidents Day Observed	February 18
Spring Break (no classes).	March 18–22
Commencement	April 26
Final Exams	April 22–26
Last Day of Trimester	April 26
Trimester Break	April 26–May 13

College of Health Sciences

Module I

First Day of the Module/New Student Orientation	January 7
Coursework Begins	January 7
Last Day of the Module	March 1

Module II

First Day of the Module/New Student Orientation	March 4
Coursework Begins	March 4
Last Day of the Module	April 26
Term Break	April 26–May 6

Academic Calendar

Summer 2019

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

First Day of Trimester/New Student Orientation	May 13
Coursework Begins	May 13
Memorial Day Observed	May 27
Independence Day Observed.	July 4
Commencement	August 23
Final Exams	August 19–23
Last Day of Trimester	August 23
Trimester Break	August 23–September 9

College of Health Sciences

Module I

First Day of the Module/New Student Orientation	May 6
Coursework Begins	May 6
Last Day of the Module	June 8

Module II

First Day of the Module/New Student Orientation	July 1
Coursework Begins	July 1
Independence Day observed	July 4
Last Day of the Module	August 23
Term Break	August 23–September 3

Class Schedule—Fall 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—Spring 2019

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 2019

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