

# Parker University

## Undergraduate Catalog

2014 – 2015



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Igniting Passion. Transforming Lives.

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## *Message from the President*



As President of Parker University, I'm thrilled to welcome you to the Parker family.

Since our inception, the foundation of Parker University has been built upon principles established by our founder, Dr. James W. Parker. For more than 30 years, our University has been recognized as an international leader in health care education. Our founding principles continue to drive our success and sharpen our view of the future in regard to both education and the ever-changing health care landscape. As we move forward together, Parker University's commitment to provide an exceptional educational experience will be evident in every aspect of our institution, from our dedicated faculty and staff to our relationship with the communities we serve. Through our varied degree programs, strong support network, and advanced resources on the forefront of health care technology, we're committed to helping you exceed your professional expectations.

Service to others has always been our institution's underlying theme, and I'm a strong believer this focus begins, first and foremost, with the students we serve. Our faculty, alumni, and the entire health and wellness community intend for you to become the best you can be, so you may always serve humanity at the highest possible level going forward. Albert Einstein said, "We cannot solve our problems by the same level of thinking that created them". We're seeking a new approach to health and wellness, and with it a proactive mindset that is equal parts preventative, holistic, and compassionate. We hope you join us in this ongoing effort to bring about and inspire a healthier society.

Thank you for taking time to learn more about Parker University, our philosophy, and our commitment to you.

Respectfully,

A handwritten signature in black ink that reads "BJ McAulay". The signature is written in a cursive, slightly stylized font.

Dr. Brian J. McAulay

President of Parker University

# *Introduction to the University Catalog*

## **Parker University Background and History**

Parker University is named for its late founder, Dr. James William Parker. For five decades, Dr. Parker's professional passion, skills and love were directed totally toward chiropractic – from the day he began recuperating from childhood illnesses following chiropractic adjustments until his death in 1997.

While a senior in Chiropractic College, Dr. Parker opened two successful practices in Illinois and published a book on chiropractic. After graduating from Palmer School of Chiropractic in 1946, he developed, in Fort Worth, Texas, one of the fastest growing chiropractic practices in the history of the profession. In 18 months, he established 18 clinics, one in almost every major city in Texas. From his experience operating these offices, Dr. Parker improved chiropractic care and developed methods for establishing and maintaining successful chiropractic practices.

A foundation was created in 1951, to conduct postgraduate chiropractic seminars. Over the last half century, the seminars evolved into Parker Seminars. Nearly 40,000 chiropractors, or approximately two-thirds of the Doctors of Chiropractic in the world, have attended these seminars.

At the urging of his colleagues, Dr. Jim Parker helped establish and fund Parker College with the goal of benefiting student's with Dr. Parker's principles and teaching to become successful healers and practitioners. In founding the college Dr. Parker wrote, "The principles of a chiropractic education at Parker College of Chiropractic are to instill in our students the science, philosophy and art of chiropractic so that they fulfill a lifetime of service to the sick, with a drugless, non-surgical, natural, holistic system of healing."

Dr. Parker believed that Parker College has a duty to teach students the necessary knowledge to not only become good doctors of chiropractic but also healers. "We seek students from every country on earth whose primary intent, motives and principles are to relieve pain, restore health and prolong lives through chiropractic, the leading profession in natural healing," Dr. Parker said when founding the college.

Parker College was chartered by the State of Texas on March 8, 1978, and received its non-profit IRS status in October 1978. The original campus, located in Irving, Texas, a suburb of Dallas, officially opened on September 12, 1982, which was Dr. Parker's 62nd birthday. The first class of 27 students graduated in September 1985.

After the opening of the Irving campus, enrollment increased dramatically and the college moved to the larger main campus in Dallas in September 1989. In September 1993, enrollment had reached 1,000 students, making it the third largest chiropractic college in the world. The original Irving campus was converted to a chiropractic wellness clinic where patients continue to receive chiropractic care.

In 2011, Parker College of Chiropractic became Parker University to enter an age grounded in a vision that sees Parker becoming an even larger part of the health care revolution in the local community. This change is the realization of a dream for many working at Parker, and lays the foundation to take Parker and the chiropractic profession into the next 50 years. With its enhanced status and stronger university partnerships, more resources, and advanced degree offerings, Parker University will pave the way for students to reach their full potential in the healthcare environment.

With students, graduates and applicants from every state, all Canadian Provinces and approximately 100 foreign countries, Parker University is a truly diversified, international institution of higher learning. The University continually seeks qualified men and women of all ages, races, religions, creeds, and national origins who aspire to the high honor of becoming health care providers.

With its modern learning facilities, outstanding faculty and beautifully constructed and maintained campus, Parker University offers excellent educational opportunities. Preparing professionals in the healing arts and for success in business make Parker University an exceptional institution of higher learning.

### **Parker Philosophy**

Parker's philosophy is rooted in the principles and beliefs established by our founder, Dr. James W. Parker. Dr. Parker created a set of principles, later known as the Parker Principles that still serve as the foundation of our university and the relationships our graduates establish with patients and clients around the world. Service to others is the underlying theme for the Parker Principles and our institution believes that this focus begins with the students we serve.

This attitude of service can be seen in every interaction with Parker University. Our admissions department strives to answer any and all prospective student questions. Faculty members work one-on-one with students to ensure key concepts are learned. The alumni association works to support our alumni by providing patient referrals, while Student Affairs provides on-campus support and activities for students.

At Parker, students quickly learn the true meaning of one key Parker Principle: Loving service is my first technique. Parker students don't learn about this principle in a textbook; they experience it every day as a Parker student and, subsequently, as a Parker alumnus.

### **Parker Principles**

- Loving service is my first technique
- Develop a compassion to serve that is greater than the compulsion to survive
- "It if is to be, it is up tom me"
- Do not let the negative few overrule the positive many
- To be in harmony with my success, health, and happiness goals, I must act with love based upon free will and react with faith based upon God's will

- My ultimate purpose is to live in harmony with the universe, I can do so only when my Mission is accomplished, my Talents are developed and my Destination is fulfilled
- Thought plus action equals feeling. My feelings attract my life to me.
- Seeing is not believing...believing is seeing
- What I see in the universe sees me
- Success is predetermined by my Faith, Confidence and Belief (FCB) in my Products, Services and Ideas (PSI). Briefly stated: FCB in PSI
- To eliminate fear, worry, and anxiety, I must live in the present and let go and let God
- Love is the magic bullet of healing
- I cannot communicate successfully what I do not own. Develop certainty in who I am and what I do
- To attract my Success, Health and Happiness, I will eliminate fear of the future, worry over the past and anxiety for the present
- We see things as we are, not necessarily as they are
- There is no philosophy by which I can do a thing if I think I cannot
- The heal remove "doubt" in both doctor and patient and instill "belief" in both doctor and patient
- Nature will give me what I act like I already have

### **Vision**

Parker University, a world class comprehensive institution offering certificate, associate, bachelors, masters, and doctorate degrees, is the leading health and wellness education resource in the world. The student-centered university supports a diverse population through its commitment to excellence in teaching, research, and service.

***"Our uppermost consideration:***

***Never allow the quantity of students to endanger  
the quality of their education.***

***We are not the oldest college, and do not look to be the largest.***

***We only want to be the best."***

***– Dr. James W. Parker***

### **Mission of Parker University**

*Leadership in Education, Research, and Service*

Parker University is committed to providing the students, patients, and wellness professionals we serve with the knowledge and healthcare experiences to realize their full potential through a dedicated focus on education, research, and service.

### ***Empowering Education***

Parker University equips leaders in the following: allied health, technology, business, and education communities to establish trends in health and wellness through its certificate, associates, bachelors, and master's degree programs and doctor of chiropractic degree. Parker University is committed to providing

an innovative, patient-centered learning experience for students through a comprehensive curriculum, highly respected faculty, family-oriented campus environment, and utilization of the latest advancements in education technology.

#### *Evidence-Based Research*

Parker University understands the importance of evidence-based research to our profession, a dedication reinforced by our support for campus and abroad world-renowned research initiatives, funding of profession-wide collaborative efforts, and a commitment to sharing findings across the field.

#### *Leadership Through Service*

For knowledge beyond the degree, Parker University offers opportunities for continual education and peer networking, affording industry professionals exposure to renowned leaders in their fields and the latest developments and advancements in our profession. These opportunities provide our graduates with the knowledge, skills, and attitudes to impact their communities and flourish in their respective careers. From prospective student to retirement, Parker is there.

#### **Accreditation**

Parker University is a coeducational institution chartered by the State of Texas. It holds non-profit 501(c)(3) status with the Internal Revenue Service, so donations to Parker may be tax deductible.

Parker University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Certificate, Associate of Applied Science, Bachelor of Science, Master degrees, and the Doctor of Chiropractic degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Parker University.

The Doctor of Chiropractic degree program of Parker University is accredited by the Commission on Accreditation of the Council on Chiropractic Education. The Commission on Accreditation of the Council on Chiropractic Education is located at 8049 North 85<sup>th</sup> Way, Scottsdale, AZ 85258-4321 and can be reached by phone at 480.443.8877.

Accreditation agencies are listed with the United States Department of Education and the Council for Higher Education Accreditation (CHEA). Parker University is also recognized by the National Board of Chiropractic Examiners, by the Veterans Administration, and by the Texas Higher Education Coordinating Board.

The Parker University School of Massage Therapy is accredited by the Commission on Massage Therapy Accreditation (COMTA) to award the Certificate of Massage Therapy. The Commission on Massage Therapy Accreditation is located at 5335 Wisconsin Avenue, NW, Suite 440, Washington, D.C. 20015 and can be reached by phone at 202.895.1518.

The Massage Therapy program is recognized by the Texas Department of State Health Services.



Massage Therapy Licensing Program  
Texas Department of State Health Services MC-1982  
1100 West 49th Street  
Austin, Texas 78756-3183, USA  
E-mail: [massage@dshs.state.tx.us](mailto:massage@dshs.state.tx.us)  
Telephone: (512) 834-6616  
Fax: (512) 834-6677

Website: <http://www.dshs.state.tx.us/massage/>

Problems not resolved by internal mechanisms of Parker University may be expressed to the above entities. Inquiries or general questions about Parker University should be directed to the University main operator at the following phone number 972.438.6932.

# **Administration**

## **Board of Trustees**

### ***Executive Committee***

Wright Lassiter, Jr., Ed.D., Chairman – Texas  
Stacey Olson, D.C., Vice Chairman – Arizona  
Edward M. DesPlas, Treasurer – Texas  
Gilbert Gerst, Assistant Treasurer – Texas  
Vincent Scheffler, D.C., Secretary – Michigan

### ***Trustees***

Steven Brooks, D.C. – Texas  
Thom D. Chesney, Ph.D. - Texas  
Philip Cook, D.C. – Texas  
John Carpenter Dealey, D. Hum. (Hon.) – Texas  
J. Michael Flynn, D.C., F.I.C.C. - Louisiana  
Raymund C. King MD, JD, FICS – Texas  
Robert Longenecker, D.C. – Colorado  
Jonathan Morgan, D.C. – Texas  
Francis Murphy, D.C. – Texas  
Jayne Moschella, D.C. – Florida  
David A. Neumann – Texas  
Oliver “Bud” Smith, Jr., D.C. – Texas

## **President’s Cabinet**

Brian McAulay, B.A., Ph.D, *President*  
Gery Hochanadel, B.A., M.S., Ph.D, *Provost*  
David Garafola, B.S., M.B.A., *Vice President of Business Affairs*  
Ashley Cleveland, M.A., D.C., *Vice President, College of Chiropractic*  
Randy Jones, *Vice President of Enrollment*  
Amanda Rainey, B.S., M.S., *Vice President of Institutional Advancement*  
Sandra McLean, B.A., SPRH Certified, *Chief Human Resources Officer*

## **Administration**

Richmond Adebaye, B.S., M.S., Ph.D, *Director of BS with a major in Computer Information System*  
Brandi Berger, B.A., M.S., *Registrar*  
Patrick Bodnar, B.S., D.C., *Director of Chiropractic Wellness Clinics*  
Reggie Brazzle, A.A., B.S., M.Ed, Ph.D, *Director of Financial Aid*  
Philip Cervantes, *Director of Business Services*  
Charlene Conner, DBA, *Dean of the College of Business and Information Technology*  
Dustin Dollar, B.B.A., *Director of Auxiliary Services*  
Angela Duell, A.A.S., A.A., B.S., M.S., *Director of AAS with a major in Occupational Therapy Assistant*  
Wes Duval, D.C., *Faculty, Faculty Senate President*  
Roxanne Elliott, M.S., *Director of Online Education*

Trevor Foshang, H. B. Kin., D.C., DACBR., *Chair, Department of Clinical Sciences*  
Janell Gibson, M.S., *Associate Provost and Vice President of Allied Health Programs*  
Grant Godfrey, *Director of Admissions*  
SuChuan Rita He, B.A., M.S., Ed.D., *Director of Institutional Effectiveness and Planning*  
Tierra Henderson, *Director of Parker Seminars*  
Jason Jones, A.F.S., *Director of the Anatomical Gift Program*  
Julie Joslin-Winn, B.B.A., M.B. A., *Director of Budgeting and Resource Planning*  
Lonnie R. Knight, B.A., D.C., *Director of Academic Advising*  
Joe Lintz, B.S., M.S., *Director of BS with a major in Health Care Management and Health Info. Mgt.*  
Regina B. Logan, B.B.A., C.P.A., *Controller*  
Celia Plattner Maguire, D.C, DACBR., *Interim Vice President, College of Chiropractic*  
Mark Mandell, B.S., M.B.A., D.C., *Executive Director of Parker Professional Services*  
Donnie McNutt, B.B.A., M.B.A., *Chief Information Officer*  
Harrison Ndetan, B.Sc., M.Sc., M.P.H., Dr. Ph., *Director of Research*  
Janet Owen, B.A., M.A., *Director of Continuing Education and Professional Studies*  
Gregory Page, B.A., D.C., *Director of Community Based Internship*  
Georgina Pearson, B.S.c, M.D., M.P.H., *Chair, Department of Basic Sciences*  
Drew Riffe, D.C., LMT, MTI, *Director, School of Massage Therapy*  
Eric G. Russell, D.C., LCP, DPhCS, FICA, *Chair, Department of Chiropractic Sciences*  
Juan Sanchez, B.A., B.B.A., D.C., *Director of External Affairs*  
Douglas Sanford, B.A., D.C., *Director of Clinic Compliance and Operations*  
Michael Scott, *Director of Production and Audio Visual*  
Paula Shaff, *Assistant Director of External Clinic Programs*  
Larry Stamps, *Director of Security*  
Ken Starzer, B.A., M.A., M.F.A., *Director of e-marketing*  
Rick Stokes, B.A., *Interim Chief Marketing Officer*  
Angela Smith, B.S., *Director of AAS with a major in Diagnostic Sonography*  
Becky Sullivan, B.S., M.L.S., *Director of Library Resources*  
Trenda Sweeney, AS/RT, B.S., M.B.A., *Director of AAS with a major in Radiologic Technology*  
Kenneth Thomas, B.S., M.S., D.C., *Vice President of External Programs*  
Leon Tom, B.S., D.C., CCSP, DAAPM, *Director of the Irving Chiropractic Wellness Clinic*  
Donna L. Wald, B.S., M.A., *Director of Alumni Affairs*  
Bill Watson, B.A., M.A., *Director of the Center of Teaching and Learning*  
Steve Weller, B.S., *Director of Athletics and Recreation*

### **Faculty**

Carrie Crosbie, *Massage School Instructor*  
Certificate, Massage Therapy, 1998, Texas Massage Institute  
Certificate, Massage Therapy Instructor, 2007, Texas Dept. of Health

Jay Ferguson, *Massage School Instructor, Adjunct Professor*  
D.C., 2006, Parker College of Chiropractic

Jill Gibson, *Massage School Instructor*  
Massage School Clinic Supervisor

Certificate, Massage Therapy, 2005, Hands on Therapy School of Massage  
Certificate, Massage Therapy Instructor, 2010, Texas Dept of Health

Antoinette Gonzales, *Massage School Instructor*  
A.A., Nursing, 1994, El Centro College  
Certificate, Massage Therapy, 2004, Texas Massage Institute

John Jemison, *Adjunct Faculty Computer Science*  
B.S., 1985, University of Maryland  
M.S., 1987, University of Southern California

Lindsey Joyce, *Adjunct Faculty English Composition and Literature*  
B.A., 2008, West Virginia University  
M.A., 2010, West Virginia University

Patricia Manderville, *Adjunct Faculty Algebra*  
A.A., 1988, South Florida State College  
B.A., 1995, University of Southern Florida  
M.A., 1999, University of South Florida

Carissa Manrique, *Assistant Professor of Undergraduate Program*  
B.A., 2006, Texas A&M University  
M.A., 2009, Rice University  
Ph.D., 2010, University of North Texas

John Marth, *Associate Professor of Chiropractic Wellness Clinics*  
D.C., 1985, Palmer College of Chiropractic  
B.S., 2010, Excelsior College

Cemetria Hayes-McMullen, *Massage School Instructor*  
Certificate, Massage Therapy, 2000, Academy of Healing Arts, Inc.  
Certificate, Small Business, 2007, SMU Cox School of Business  
Certificate, Massage Therapy Instructor, 2010, Texas Dept. of Health

Rick Merriam, *Massage School Instructor*  
Certificate, Massage Therapy, 1994, Connecticut Center for Massage Therapy

Harrison Ndetan, *Adjunct Faculty Statistics*  
B.S., 1997, University of Buea  
M.S., 1999, University of Buea  
M.P.H., 2007, University of North Texas Health Science  
Ph.D., 2010, University of North Texas Health Science

Georgina M. Pearson, *Professor of Basic Sciences*  
Chair, Basic Sciences  
Director, Undergraduate Program

B.Sc., 1975, University of London  
M.B., B.S., 1979, University of London  
M.P.H., 2012, A. T. Still University

J. Michael Perryman, *Professor of Basic Sciences*  
B.S., 1977, Southwestern Union College  
M.D., 1986, Spartan Health Sciences University

Frank Pishva, *Adjunct Faculty, Undergraduate*  
B.Sc., 1980, University of Shiraz, Iran  
M.S., 1991, East Texas State University

Tom Redenbaugh, *Adjunct Faculty Anatomy & Physiology*  
A.S., 1976, Danville Junior College  
B.S., 1983, University of the State of New York  
B.A., 1984, University of Maryland  
D.C., 1997, Parker College of Chiropractic  
B.S., 2000, Parker College of Chiropractic  
Certified Chiropractic Sports Physician  
Fellow, International Chiropractic Pediatrics Association

Johnny Richardson, *Adjunct Faculty Speech Communications*  
B.S., 1975, University of North Texas  
M.S., 1977, Texas Christian University

Drew Riffe, *Massage School Director*  
B.S., 1997, Community Health, Liberty University  
Certificate, Massage Therapy, 1999, Wellness Skills Massage School  
M.S., 2000, Theology, Dallas Theological Seminary  
D.C., 2005, Parker College of Chiropractic  
Certificate, Massage Therapy Instructor, 2007, Texas Dept. of Health

Rick Robinette, *Massage School Instructor*  
Certificate, Massage Therapy, 1984, Asten Center of Natural Therapeutics  
Certificate, Massage Therapy Instructor, 1989, Texas Dept. of Health  
A.A., 2009, Richland College

Tara Ross, *Adjunct Faculty Political Science*  
B.A., 1990, University of Florida  
M.A., 1997, Ohio University  
Ph.D., 2012, Keiser University

Rick Salazar, *Massage School Instructor*  
Certificate, Massage Therapy, 2002, Texas Massage Institute  
A.A., 1975, Computer Information Systems

Trenda Sweeney, *Program Director Radiologic Technology*

A.S., 1992 Clovis New Mexico—Clovis Community College, AS Degree Radiologic Technology 1992

B.S., 2004 Clovis New Mexico –Wayland Baptist University, BS Occupational Education 2004

M.B.A., 2008 Clinton Iowa –Ashford University, MBA/HR 2008

James Tison, *Adjunct Faculty, Undergraduate Program*

B.S., 1963, Northern Illinois University

M.S., 1965, Northern Illinois University

PhD, 1970, The Ohio University

Daniel Walzer, *Adjunct Faculty Music Appreciation*

B.A., 2000, Bowling Green University

M.A., 2005, University of Cincinnati

Bill Watson, *Adjunct Faculty History*

B.A., 1996, University of Florida

M.A., 1999, University of South Florida

### **Faculty Senate**

The Faculty Senate works closely with the University administration on matters relating to curriculum, admissions, faculty employment, working conditions, contracts, discipline and development. The Senate meets in regular session during each trimester and considers matters of academic and professional content. The constitution and bylaws of the Faculty Senate govern the activities and responsibilities of the Senate membership and officers.

### **University Committees**

Open communications, liberal exchange of ideas, creative planning and efficient execution for both short and long range goals, make the workings of Parker University committees a viable part of the institution's delivery of a superior education. The President is ex officio member of all standing committees.

## *Campus*

Parker University is located in the mainstream of the Dallas/Fort Worth metroplex, a community of about five million people (providing an adequate base of patients for interns). The University's convenient location in North Dallas and near Irving/Las Colinas makes it accessible from all of the city's major highways. And it is close to the finest living, shopping, entertainment, recreational, cultural and business areas for which the Dallas/Fort Worth area is famous. Dallas offers a pleasant climate year round. The cost of living is moderate to low and housing is inexpensive when compared to other metropolitan areas.

Urban DFW is one of the fastest growing areas in the nation, attracting major corporate, government, research, health care and educational interests that keep the unemployment rate one of the lowest in America. For students at Parker University, this means a wide range of job opportunities, part-time or full-time, for spouses who wish to relocate.

Nearby Dallas/Fort Worth International Airport is one of the largest and busiest in the world, making the metroplex accessible to any other city or country on the globe.

The Parker University campus is centrally located close to every conceivable convenience. Several major restaurants are within walking distance of the campus. Service stations, bus stops, hotels, a church, a bank, and a post office substation are close to campus. Shopping areas are located within blocks.

Numerous apartment complexes and thousands of suburban homes are spread throughout North Dallas. Within 15 to 20 minutes driving time, the suburbs of Carrollton, Farmer's Branch, Addison, Richardson, Plano, Irving and Las Colinas provide ample student and faculty housing. The University web site, [www.parkercc.edu](http://www.parkercc.edu), has Internet links to apartment locator web sites.

### **Campus Qualities**

#### *A Safe, Well-Lit Campus*

Parker University provides security for its students, faculty and staff. Uniformed security guards, on patrol 24 hours a day, seven days a week, carefully monitor all areas of the campus. Most of the campus is also monitored by a number of interior and exterior video cameras to discourage inappropriate activities, to alert the security guards and to help identify the persons involved.

Floodlights illuminate parking areas on campus while footpath lights surround buildings and walkways. All lights along the walkways, gardens, canals, buildings and parking areas turn on automatically at dusk. Motion detectors turn lights on inside buildings so that hallways are always safely lit.

The University has augmented these safety measures with a six-foot-high ornamental fence around the main campus. All entrances, except the front and back gates, are locked from dusk to dawn. The front and back gates are locked after the campus officially closes each day. All buildings on campus were constructed

with exterior reflective floor-to-ceiling glass windows on both floors. These mirrored windows are also an added safety feature since they reflect motion and light.

Parker utilizes an electronic campus alert system to contact students, faculty, and staff in the event of weather related school closings or other emergency related communications. The campus alert system will send information on school closures or emergency's to all provided contact devices including text messages, emails, and phone numbers. Current emergency contact information is requested of all students on the Registrar's webpage:

[https://my.parker.edu/ICS/Student\\_Services/Registrar/Student\\_Contact\\_Information.jnz](https://my.parker.edu/ICS/Student_Services/Registrar/Student_Contact_Information.jnz)

Code Blue Emergency phones are blue towers with blue flashing strobe lights when activated and are to be used for emergency purposes only. Examples include: if a crime in is progress or witnessed; if emergency assistance is needed; if you are being harassed or feel threatened; or if you need medical attention. The Code Blue Phones are activated by pressing the red button which will call the security phone. Upon receiving a call from any of the units, the Security Officer will immediately proceed to the caller's location.

## CODE BLUE PHONE LOCATIONS

**There are (6) emergency phone located on the main campus.**

- CB North
- CB Northwest
- CB West
- CB Southwest
- CB Southeast
- CB South

**PARKER UNIVERSITY**  
2500 WALNUT HILL LANE

Parker University  
2500 Walnut Hill Lane  
Dallas Texas, 75229



### *Non-Smoking Campus*

Parker University implemented an important policy change to protect faculty, staff, students, and patient's safety and enhance our image. To make our campus a place where anyone may come without being exposed to cigarette smoke, all indoor and outdoor areas of the Parker University campus and grounds were designated as smoke-free effective January 1, 2007. Employees and others who work at or visit Parker University must comply with the new policy by not smoking on the Parker University property.

### *Campus Landmark*

The 40-foot high Parker Tower was a distinctive addition to the campus in 1991. The tower was designed as a decorative insignia to reinforce the Parker name along the main entrance at Walnut Hill Lane in North Dallas.

### *Standard Process Student Activity Center*

The 30,000-square-foot, two-story Standard Process Student Activity Center is not only considered the "social hub" of the campus, but is equipped for a wide range of sports, recreational, exercise and social activities. When converted to an auditorium, the facility accommodates over 1,300 people for assemblies and special programs.

The facility's first level includes a regulation hardwood floor for basketball and volleyball; a newly-designed, state-of-the-art weight room offering strength and conditioning options for every age, gender and body shape; and a fully-equipped aerobics area with treadmills, rowing machines, elliptical trainers and exercise bicycles. The Activity Center's main floor also includes a student computer center, a lounge and five strategically placed flat-screen televisions.

The second level of the Activity Center is designed for the best in socializing as well as exercise. A huge game room with four ping-pong tables, two foosball tables and a trio of pool tables is placed between two wide-screen televisions and a lounge area. In addition, the second floor includes a computer-generated game room with X-Box 360 and Nintendo Wii units. Those interested in participating in group or individual exercise sessions can take advantage of an exercise room that includes an overhead projector for a wide variety of available videos, including P90X and Insanity. Finally, the second level features complete locker room facilities for both men and women, with showers, lockers, sauna and towel service.

The Activity Center is open from 5 a.m. until 9 p.m. weekdays; 10 a.m. until 5 p.m. on Saturday and noon until 5 p.m. each Sunday. Students, faculty, staff, alumni and immediate family members are encouraged to utilize the center.

### *Chapel/Meditation Room*

The Parker University Chapel serves the interdenominational needs of students, staff and faculty from the diverse backgrounds represented at Parker University. Designated the Douglas White Memorial Chapel, it commemorates the memory of a devoted member of the Parker staff and provides an area set apart

for spiritual reflection and meditation. The Chapel is located on the second floor of the Standard Process Student Activity Center. The Chapel is available, upon request, for weddings and other special occasions.

### ***Laboratories***

#### ***Anatomy***

Parker University is extremely proud of the Anatomy Dissection Lab portion of the curriculum. The principles of procedure are based on three important beliefs:

- that the deceased should be treated with the same dignity as the living;
- that as doctors, a thorough knowledge of the human body is critical; and
- that study and education are amplified in bright, clean surroundings.

This dissection lab was created with these concepts in mind. To accomplish these goals, the college purchased 40 cadaver immersion tables. These tables hold the preserved cadavers so, when elevated, fluids drain back into the tank, making the cadaver exceptionally easy to work on. Because of the heavy insulation and master crafting of these tanks, there is virtually no unpleasant odor in the lab when the tanks are closed. Special study bookracks are located on each table, making it convenient for students to participate in the lab and still have notes readily visible. Usually no more than six students will ever be assigned to any one cadaver. This policy provides for an optimal educational experience. When the lab is in session, several instructors or lab assistants are present to answer questions students may have.

To understand the body, it must be seen clearly and in detail. Lab lighting is intensely bright to facilitate maximum viewing. In addition, ceiling-mounted retractable lights can throw an intensified beam of light onto any potential area of study.

The Anatomy Lab has three separate osteologic study areas. The lab contains a preparation area where newly received cadavers are examined by the staff of the willed body program for suitability. A separate refrigeration area allows for storage of an additional 60 cadavers.

Plans are underway to bring dissection demonstrations on-line in the Gross Anatomy gallery using digitized curriculum capabilities. Students can then view procedures on multiple screens, close at hand, for more detailed observation.

Thanks, in part, to facilities such as the Anatomy Lab, Parker University is able to offer a Bachelor of Science degree with a major in Anatomy. This allows students to pursue advanced degree offerings at other institutions, if they choose.

#### ***Cells and Tissues***

The Cells and Tissues Lab was custom designed for the specific educational needs of Parker University. Each student uses a modern binocular microscope having three dry objectives, mechanical stage and

descriptive markers in the eyepiece. All students are provided with a variety of slides that serve as the basis for their microscopic work.

The instructor has a similar microscope, but it is capable of producing computerized images and transmitting them to television monitors in the lab. Thus, all students in the class can see a particular slide that the instructor wants viewed. This eliminates gathering around a single microscope and waiting in line to view a slide. Computers for student use further optimize educational opportunities.

#### *Neuroscience*

The gross structure and internal configuration of the nervous system is comprehensively studied using human neurological specimens, models, customized laboratory videotapes for each lab session, and numerous computer programs. Access to ten personal computers, plus video-camera presentations and demonstrations, enhance the overall understanding of the course material. Normal anatomical and neurological circuitry are emphasized and applied to the identification, diagnosis and localization of neural lesions.

#### *Developmental and Applied Anatomy, Anatomy Lab*

These labs meet weekly to study models that illustrate the anatomical structures discussed in lectures. Open labs are held weekly for additional study time. Emphasis is placed on the neurological, muscular and osseous structures of the body. Lab support personnel are available in all labs to answer student questions and discuss pertinent topics.

#### *Developmental and Applied Anatomy, Palpation Lab*

The student's first palpation lab is also part of their study of Developmental and Applied Anatomy. An intentional connection is made between the studied materials for anatomy and the practical clinical skill of palpation. Students meet in lab weekly and are guided through processes of identifying structures and learning basic spinal analysis skills that carry over into their chiropractic technique courses and the development of clinical assessment skills.

#### *Microbiology and Physiology*

The Microbiology Lab has been designed to provide a spacious environment for student experiments and demonstrations. The Physiology labs are equipped with computers and use the Biopac system for data acquisition and analysis. The Physiology labs also contain a variety of equipment to provide extensive investigation of physiological principles. The Microbiology, Physiology I and Physiology II labs all provide a safe and suitable work environment.

#### *Radiology*

The highlight of the Radiology Department is the modern x-ray equipment. The Chiropractic Wellness Clinic has equipment to take and view digital x-rays. Digital equipment will eliminate the need for film and darkrooms, will reduce the need to retake x-rays, and will make it faster and easier to share x-rays with radiologists, other health care providers, and instructors. The x-ray machine is equipped with a full-spine

wall Bucky, as well as an automatic laydown flow table Bucky to enable future doctors to learn every aspect of x-ray procedure more efficiently. A spacious darkroom connected to the x-ray room is equipped with two automatic film processors, an XMA unit (a revolving door that always keeps the darkroom dark) and one hand-dip tank.

The x-ray viewing room is equipped with 30 full-spine or sectional view boxes for interpreting x-ray film. This particular room is used solely for radiology labs. Similar viewing rooms are located in the Library and Resource Center.

#### *X-Ray Physics*

The x-ray/Physics Lab teaches students the skill of positioning, preparing and aligning the x-ray machine for optimum results. This lab is equipped with two additional wall Buckys and two “dummy” units, both stationary and portable, for student training. In addition, the latest in special upper cervical x-ray equipment is available for student training.

#### *Diagnostic and Physiotherapy*

Using the most up-to-date equipment in a lab facility designed to simulate actual practice conditions, Parker University students learn correct ancillary procedures and adjunctive therapies such as low-volt galvanic, interferential, high-volt, electrical muscle stimulation and short wave diathermy. “Thorough” is the key word that describes the instruction students receive in patient examination procedures, including the use of the ophthalmoscope, otoscope, cranial nerve examination, Upper Cervical, Extra Spinal Analysis Technique, and other physical examination techniques or emergency procedures.

#### *Emergency Care*

In the Emergency Care lab students learn current standards and skills in the performance of CPR, the application and use of automated external defibrillators, oxygen administration, suctioning and insertion and use of oral and nasal airways. Students experience hands-on training in simulated accident trauma scenarios for bandaging and splinting techniques.

#### *Chiropractic Animal Clinic*

The Animal Clinic provides routine health care and chiropractic care for companion animals of students, employees, and alumni of Parker University. The 1,400 square foot Animal Clinic is conveniently located across the street from the main campus. The hours of operation are available by calling (214) 902-3456.

#### *Other Laboratories*

Parker University provides core techniques that include Diversified, Extra-Spinal (Extremity), Activator, Thompson, and Gonstead. Electives currently offered include Sacro-Occipital Technique (SOT), Upper Cervical, Flexion/Distractioin, Applied Kinesiology, and Chiropractic BioPhysics (CBP). Every technique has a corresponding lab where clinical skills are developed and . . .

### ***Bookstore***

The Campus Bookstore welcomes students and visitors during regular business hours Monday through Friday. It is located on the first floor of the South Building.

The Parker University Bookstore carries all textbooks and manuals required for classes as well as laboratory instruments, lab coats and clinic jackets. The bookstore carries the latest in scientific and chiropractic reference materials. Office supplies, physical diagnosis instruments and equipment, replicas of the spine and other anatomical models, charts, posters, and many types of study aids are also available. Apparel displaying the Parker University logo may also be purchased, including sweaters, jackets, T-shirts and caps. Snack items and personal grooming aids are also available.

### ***Library and Resource Center***

The Parker University Library Resource Center located in the North building of the University creates a comfortable and pleasant environment conducive for study. The library is a 13,500 square foot facility that houses casual seating areas, 17 study rooms, two computer rooms, media projection room, anatomical model room, and copy room. Library resources include 17,000 books, 33,000 eBooks, 50 computers, iPads, Apple TV, AV materials, anatomical models, printers, and copiers.

Parker Library resources may be searched through the Web-based Sirsi online catalog. Library information is available on the library webpage and Facebook. A-to-Z Electronic Resources (<https://www.parker.edu/journals>) provides access to full-text journals and eBooks. Resources are available remotely using the Parker ID and password.

### ***Computer Lab***

Computers in the library have Internet/Intranet access, and each workstation has the latest office programs and e-mail capabilities. Headsets and additional media are available at the circulation desk for check-out. The labs are equipped with four HP9050 printers, wireless capabilities, a Computer Lab Supervisor, and student workers who are available for technical support.

### ***Database Access***

Databases include Academic Search Premier, Alt Health Watch, Cinahl Plus with Full Text, SportDiscus with Full Text, Index to Chiropractic Literature, Mantis, Natural Standard, and PubMed. Additional databases are available through Ebscohost and TexShare.

### ***Research Capability***

The Parker University Library Resource Center has nation-wide borrowing and computer research capabilities. Interlibrary loan is available to faculty and students. The library participates in cooperative agreements through OCLC (Online Computer Library Center), the Chiropractic Listserv, Healthline, and TexShare Library Consortium. TexShare allows Parker employees, staff, and students to borrow from other participating academic and public libraries. The Library maintains memberships in the American Library Association, Medical Library Association (MLA), Southern Chapter of MLA, Texas Library

Association, and Association of Chiropractic Colleges Educational Conference and Research Agenda Conference.

#### *Library Hours*

Monday	6:30 a.m. to 10:00 p.m.
Tuesday	6:30 a.m. to 10:00 p.m.
Wednesday	6:30 a.m. to 9:00 p.m.
Thursday	6:30 a.m. to 10:00 p.m.
Friday	6:30 a.m. to 4:00 p.m.
Saturday	12:00 p.m. to 4:00 p.m.
Sunday	12:00 p.m. to 4:00 p.m.

\*Library Hours are abbreviated during academic breaks and holidays.

#### *Electronic Technology for Students and Faculty*

Parker University utilizes technology in every aspect of the curriculum. Course materials and class notes are available on <https://my.parker.edu> and computer usage has been incorporated into most labs. Podcasting is available for lectures through iTunes University. Spacious amphitheater classrooms feature Ethernet and wireless network connections. Multimedia presentations and instant access to the Parker computer network ensures an interactive and significant educational experience.

#### ***Parker Wellness Clinics***

The Dallas Chiropractic Wellness Clinic is a 32,000-square-foot complex outpatient facility located on the campus of Parker University. The Dallas Chiropractic Wellness Center has 52 treatment/adjustment and physical modality rooms, two open adjusting and low tech rehab areas, six (6) report of findings rooms, six examination rooms with a sink and dressing room in each, and one-way mirrored walls for doctor observation of patient examinations. The Parker Chiropractic Wellness Center is an excellent teaching and learning facility. The facility also houses a laboratory for blood tests and urinalysis, as well as digital X-ray facilities.

The second Chiropractic Wellness Center is located at the original campus in Irving. The Irving Chiropractic Wellness Center houses 13 treatment/adjusting rooms, three individual physical modality bays, four private examination rooms, a report-of-findings room, a fully equipped laboratory, a digital x-ray room, as well as an intern lounge/working space.

Patients can reach either the Dallas or the Irving Chiropractic Wellness Centers by simply dialing one convenient phone number (972) 438-9355 or (972) GET-WELL and following the menu options.

The outpatient Chiropractic Wellness Centers are designed to provide continuing and increasing service to patients seeking chiropractic and wellness care and to assist interns in developing, refining and perfecting the expected skills needed as primary health care providers. Because of the success of the Chiropractic Wellness Centers, student interns receive practical instruction in diagnosis, examination

procedures, correlation of lab findings, adjusting techniques, x-ray, and case management in preparation for actual practice. Interns are also instructed in ethical procedures for patient recruitment, public speaking, and health screening programs.

### ***Research Institute***

The mission of the Parker Research Institute is to conduct, support, and coordinate research studies to improve scientific knowledge related to chiropractic wellness, including the identification of the most effective procedures for prevention, diagnosis, and management. That support begins at the University with encouragement, expertise and help extended to students, faculty and staff who have an interest in research. The Institute helps other faculty and students design, administer and guide the research project, lending available scientific expertise, physical facilities and equipment. The ultimate goal is providing evidence to help chiropractors and other healthcare professionals provide high quality health care at low cost.

Students play a major role in the Parker research program. The curriculum includes a core course in research. Students have opportunities to earn income and develop research skills while attending classes. Several students have aided research faculty or have produced meaningful research on their own. Student research has been accepted for presentation at major research conferences and for publication in scientific journals. Students who make an outstanding contribution to research may receive recognition and awards.

Parker University has been very prolific in its production of research and the quality has been exceptionally high as well. A paper submitted by Parker University received the award for the best research paper at the World Federation of Chiropractic conference in Sydney, Australia.

Research Institute faculty members are very involved in collaborative research with other health organizations, Universities and institutions. This includes several joint publications with other medical and chiropractic school research programs. The collaboration extends to institutions in Canada, Mexico, Australia, and countries in Europe and Asia.

In an effort to gain greater public exposure and establish a positive rapport with the community, researchers at the Research Institute devote a significant portion of their time to community health events/projects and organizations. Patients are presented with the opportunity to participate in research that may be of importance to them and at the same time become educated about the benefits of chiropractic care to their overall health and well-being.

Chiropractic manipulation research examines the clinical effectiveness of a variety of well-recognized chiropractic manipulative therapies. The Research Institute believes that it is essential for the chiropractic profession to provide sound, scientifically based research to substantiate claims of the therapeutic effectiveness of its treatments.

Wellness and prevention are also key interests of the Parker research program. This includes nutrition research, exploring the basis for good nutrition as a part of maintaining health and as possible treatment for disease. Research includes clinical trials involving diet, nutritional supplements and dietary aids, and basic science research to explore the mechanisms involving the efficacy of these treatments in health and disease.

Faculty members may receive release time for serving as principal and associate investigators on research projects. Information about publications and presentations by the Research Institute can be viewed on the internet at [www.parker.edu/research](http://www.parker.edu/research).

### ***Continuing Education***

The Continuing Education department of Parker University is committed to the development and presentation of continuing education courses. These courses are designed to keep the healthcare professional abreast of current practices, ideas and techniques in the science, philosophy and art of wellness. The programs, which are offered both on and off campus, are designed to update general practice expertise and to allow for clinical specialty advancement. Programs are presented by the faculty of the University, as well as by qualified outside professionals who meet the high standards established by the University.

Due to the number of course offerings and the high quality instruction, the Continuing Education department is respected throughout the profession. The Continuing Education Department at Parker University follows the standards of those agencies approving programs or accrediting the University as a whole. Programs of the Continuing Education department are submitted for license renewal credit and for specialty status approval whenever applicable.

Current students are permitted to take continuing education offerings if eligibility requirements are met. Eligibility requirements can be found on the continuing education webpage at:

<https://www.parker.edu/ce-policies/>. The teaching agenda covers diverse subjects – chiropractic analysis, nutrition, diagnostic imaging, clinical diagnosis, animal chiropractic, chiropractic techniques, orthopedics, neurology, sports injuries, physiotherapy, acupuncture, insurance reporting, massage therapy, and ethics. For a current listing of all programs being offered please visit the Parker University website at [www.parker.edu](http://www.parker.edu).

### **Campus Map**

#### **A. South Building**

Office of the President, Office of the Provost, Enrollment, Student Affairs, Vice President of Academic Affairs, Registrar, Financial Aid, Business Office, Human Resources, Sage Café, Campus Bookstore, Institutional Advancement, Strategic Marketing, Parker Museum, Donovan Lounge, classrooms, faculty offices, and labs



- B. North Building**  
Learning Resource Center, Institutional Effectiveness, classrooms and labs
- C. East Building**  
Center for Academics, classrooms, labs, Information Services, and JWP Conference Room
- D. Courtyard**
- E. Standard Process Student Activity Center**  
Gymnasium/Auditorium/Chapel
- F. Dallas Chiropractic Wellness Clinic**
- G. Chiropractic Clinic (formerly Student Clinic)**
- H. Continuing Education, Parker Seminars, and Purchasing**
- I. School of Massage Therapy**
- J. Warehouse & Receiving**
- K. Research Institute**
- L. Security, Computer Training Center, Audio-Visual**
- N. ANNEX Parking Lot**
- Q. Main Gate**
- R. Parker Tower**



**Directions to Campus**

Parker University is located north and slightly west of downtown Dallas and is just 3 blocks east of the Walnut Hill Lane exit off I-35E North (with ramp signs). The I-35E thoroughfare connects with all other major highways linking Dallas to the surrounding communities, as well as DFW Airport, making the college easy to reach from anywhere in the metroplex.

# *Enrollment and Financial Policies*

Policies apply to all Parker University students in undergraduate degree programs.

All charges, including tuition and fees, are due and payable on or before the first day of class.

## **University General Admissions Requirements**

Requirements for admission to undergraduate degree and certificate programs:

1. Applicants must be at least 18 years of age at the time of admission
2. Applicants must provide proof of high school graduation or GED or an official transcript of undergraduate level study
3. Complete an online or print application
4. Compliance with Meningitis (Meningococcal) Law
5. Must submit a properly completed application to the Office of Enrollment prior to the start. Applications may be picked up in the Office of Enrollment or located on the Parker website at: [https://my.parker.edu/ICS/Future\\_Students/Apply\\_to\\_Parker/](https://my.parker.edu/ICS/Future_Students/Apply_to_Parker/)
6. Request official transcripts to be sent from high school and all higher education institutions where credits were earned and mailed from that institution directly to the Office of the Registrar at Parker University.

Students also have the option to fill out a transcript authorization/release form available from the Office of Enrollment to allow Parker to request transcripts on a student's behalf. Transcript fees will be added to a student's first trimester of enrollment costs. Students who completed the GED for high school credit fill out the transcript authorization/release form and the Office of the Registrar will verify credit.

\*Transcripts that accompany the student's application form will be considered official if sealed by the institution, unopened by the student and not stamped issued to student on transcript.

7. If the student is a veteran of the United States armed forces, the student must provide the University with a copy of their DD 214 and a letter of eligibility from the U.S. Department of Veterans Affairs.

Note: Applicants who do not hold legal residency status in the US are eligible for entry but will be subject to citizenship status of state licensing boards and employers in the US.

## **Application Procedures**

Procedures for applying for admission to Parker University's undergraduate programs:

1. Submit a properly completed application to the Office of Enrollment. Applications may be picked up in the Office of Enrollment or located on the Parker website at: [https://my.parker.edu/ICS/Future\\_Students/Apply\\_to\\_Parker](https://my.parker.edu/ICS/Future_Students/Apply_to_Parker)
2. Request official transcripts to be sent from high school and all higher education institutions where credits were earned and mailed from that institution directly to the Office of the Registrar

at Parker University.

- Please note - Transcripts that accompany the student's application form will be considered official if sealed by the institution, unopened by the student and not stamped issued to student on transcript.
3. Students also have the option to fill out a transcript authorization/release form available from the Office of Enrollment to allow Parker to request transcripts on a student's behalf. Transcript fees will be added to a student's first trimester of enrollment costs.
  4. Students who completed the GED for high school credit fill out the transcript authorization/release form and the Office of the Registrar will verify credit.
  5. Students who are veterans of the United States armed forces must provide the University with a copy of their DD 214 and a letter of eligibility from the U.S. Department of Veterans Affairs.

### **Acceptance and Reservation Deposit**

After the Office of Enrollment processes the required materials, candidates are notified in writing regarding decisions of the Office of the Registrar. An applicant who is accepted must remit a non-refundable, non-transferrable reservation deposit of \$50. This fee is applied toward the first day of your program's tuition.

### **Rules for Processing Applications through Final Enrollment**

To accurately and promptly process each application, Parker University has established certain limitations on enrollment and other rules that each applicant must follow to hold his or her place in a class. If any of these time limits or deadlines pass, the place originally reserved becomes available to other applicants.

### **Deadlines for Program Applications**

Applications for admissions must be received by the deadlines for the desired trimester. All admissions documents and reservation deposits must be received prior to admission into the program, with the exception of the final official transcript from the school that the student is currently attending. All final transcripts must be received within a student's first trimester. Incoming students will not receive financial aid disbursements until their admissions file is complete and they are fully matriculated.

### **Meningitis Vaccination Policy and Procedures**

Texas Legislature approved Senate Bill 1107 **REQUIRING** all entering University students, under the age of 30, to submit evidence of being immunized against meningococcal meningitis. The meningitis vaccination (MV) requirement applies to:

- All first-time students
- All new transfer students
- All returning Parker University students who have experienced a break in Parker University enrollment of at least one fall or spring term

- New and returning continuing education students enrolled in programs that have at least 360 contact hours

#### *Deadlines*

An MV record administered within the five-year period immediately preceding and at least 10 days prior to the first semester enrolled or re-enrolled must be submitted to Parker University's Office of the Registrar.

#### *Required MV Documentation*

At least one of the following must be faxed, mailed, or submitted to the Office of the Registrar:

1. Certification from a physician or clinic that the student has been vaccinated during the five-year period immediately preceding and at least 10 days prior to the first day of class.
2. An immunization record from a state or local health authority or an official record received from school officials (must be within 5 years).
3. A completed, signed and dated copy of Parker University's Bacterial Meningitis Vaccination Verification Form (forms are available in the Office of the Registrar or online at [www.parker.edu](http://www.parker.edu) under the MyParker/Student Services/Registrar/Forms tab).

This information will be maintained in the Office of the Registrar in accordance with the Family Education Rights and Privacy Act (FERPA) regulations and the Health and Insurance Portability and Accountability Act. ***Students who fail to submit the required MV documents will be restricted from registering for classes!***

#### *Extensions*

Under justifiable circumstances, the Registrar may grant an individual student an extension to extend the compliance date to no more than 10 days after the first day of the semester.

#### *Limited Exceptions/Exemptions*

Exceptions and Exemption forms are available in the Office of the Registrar or online at [https://my.parker.edu/ICS/Student\\_Services/Registrar/Forms/](https://my.parker.edu/ICS/Student_Services/Registrar/Forms/)

A student may submit an exception/exemption MV form for the following reasons:

- Students who are 30 years old or older.
- Students taking only Distance Learning (DL) courses.
- Continuing education students enrolled in a course or program that is less than 360 contact hours or in continuing education corporate training.
- Students with a signed affidavit or certificate from a physician that states the vaccination would be injurious to the health to the student (**Parker's Bacterial Meningitis Vaccination Exemption Form may be attached to this document**).
- Students who sign an affidavit stating that the student declines the MV for reasons of conscience, including a religious belief. This exemption is only valid for two years and must

be renewed. A conscientious exemption form from the Texas Department of State Health Services must be used. This form is available at <https://webds.dshs.state.tx.us/immco/>.

#### *Vaccination Location Options*

- Primary care physicians normally offer the meningitis vaccine. The price of the vaccine depends on your insurance coverage and your physician's practice. Some insurance plans require a co-payment for preventative vaccinations; others may cover the full cost.
- Dallas County Public Health Department offers meningitis vaccinations for patients when their supplied allow: [www.dallascounty.org/department/hhs](http://www.dallascounty.org/department/hhs)
- Health care clinics and pharmacies may also offer the vaccine.

#### *More Information about Meningococcal Meningitis*

Meningitis is an inflammation of the covering of the brain and spinal cord – also called the meninges. More information about the causes, symptoms, types, risks, and seriousness as well as ways to prevent meningococcal meningitis are available through the following websites:

- Center for Disease Control – [www.cdc.gov/meningitis/vaccine-info.html](http://www.cdc.gov/meningitis/vaccine-info.html)
- Dallas County Health Department – [www.dallascounty.org/department/hhs](http://www.dallascounty.org/department/hhs)
- U.S. Department of Health and Human Services – [www.hhs.gov](http://www.hhs.gov)

### **Program Specific Application Procedures**

#### ***Massage Therapy Certificate Program***

1. Request official transcripts to be sent from high school if less than 12 hours of college credit has been earned and all higher education institutions where credits were earned. Students with less than 12 hours of earned college credit who completed the GED for high school credit should fill out the transcript authorization/release form and the Office of the Registrar will verify credit.
2. Applications for admissions must be received prior to the start.
3. All admissions documents and reservation deposits must be received prior to admission into the program, with the exception of the final official transcript from the school that the student is currently attending. All final transcripts must be received within a student's first trimester. Incoming students will not receive financial aid disbursements until their admissions file is complete and they are fully matriculated.
4. Acceptance and Reservation Deposit is required.

#### ***Associate of Applied Science with a major in Diagnostic Sonography***

##### **Admission to Parker University does not guarantee admission to a Health Sciences program**

All applicants applying for admission into the Diagnostic Sonography Program must complete and meet the following requirements:

- Students applying for acceptance into the Diagnostic Sonography, Associate of Applied Science (A.A.S) Degree Program are required to successfully complete all general education courses. This consists of 8 general education courses in the first 8 months considered to be the "pre-

professional phase” of our A.A.S program. A grade of “C” or better in all courses and a minimum cumulative GPA of 3.0 (on a 4.0 scale) must be earned in order to be eligible to progress to the professional phase of the program.

- Prerequisite Anatomy & Physiology courses must have been taken within five years prior to admission. Proof of recent significant experience in the applications of these sciences may be considered in waiving this 5-year requirement provided the original prerequisites were completed.
- An acceptable drug screen and Level-3 criminal background screening will be required for all students beginning the program. **Students with felony charges and/or convictions may not be eligible for admission into this Allied Health Program.**
- Completion of any health discipline (ex RT, RN, LPN/LVN, PA, DC, MD) which requires licensure must submit proof of good standing.
- A personal essay stating why you chose a career in Diagnostic Sonography outlining your specific career goals in medical imaging.

### **Step 1**

Enroll in Parker University and begin taking relevant Diagnostic Sonography program pre-professional phase requirements. **Admission to Parker University does not guarantee admission to a Health Sciences program.**

- The DS program considers applicants on their eligibility and completion of admission requirements. Students completing prerequisite coursework at Parker University and meeting all admission requirements may receive first consideration for acceptance into the DS program.
- At the time of submission of the application for the DS program perspective students must have completed a minimum of **15 of the required 27 pre-professional credit hours (general education and prerequisite coursework)** with a grade of “C” or better and a have minimum cumulative GPA of **3.0** (on a 4.0 scale).

***Please note:*** Students who do not meet the coursework will not be allowed to progress to the core DS curriculum. Students must earn a grade of “C” or better in all required pre-professional courses. If a student earns a grade of a “D” or “F”, he or she **must** repeat the pre-professional course to be eligible for admission into the professional sequence of the DS program. If the student wishes to repeat a course to continue his/her program of study, he/she will be required to go through the re-entry process as outlined in the Parker University catalog.

### **Step 2**

Collect proof of all immunization requirements before applying for DS program admission.

A completed immunization form is due at the time you apply for Diagnostic Sonography program (professional phase) admission. **Students enrolling in the DS program must have completed the immunization series. Students without proof of completed immunizations will not be allowed to continue into the program. No exceptions.**

- Completed Hepatitis B Series
  - The Texas Department of State Health Services requires that all students enrolled in health profession programs that are exposed to blood and body fluid must have

completed the Hepatitis B series prior to direct patient care. The Hepatitis B series includes three injections. The Hepatitis B is a **3 stage series** that will take at least 6 months to administer. *It is suggested that students begin immunization series during Pre DS coursework to ensure timely completion.*

- Meningitis (MV) - **Texas Legislature approved Senate Bill 1107 requiring all entering University students, under the age of 30, to submit evidence of being immunized against meningococcal meningitis.**
- Mumps, Measles, Rubella (MMR)
- Varicella
- Tetanus and Diphtheria
- Tuberculosis test, within the last **12 months** - **(If the TB test comes back positive, then results from a current annual chest x-ray will need to be provided.)**

Information on vaccination requirements and exemptions can be located on the Registrar's webpage of the Parker University website at: [https://my.parker.edu/ICS/Student\\_Services/Registrar/Forms/](https://my.parker.edu/ICS/Student_Services/Registrar/Forms/)

**Note: Clinical Fieldwork sites have the right to refuse students who have asked for exemptions from immunizations for personal or religious reasons. These cases will be handled individually.**

### **Step 3**

Write a personal essay stating why you chose a career in Diagnostic Sonography outlining your specific career goals in medical imaging.

### **Step 4**

Complete and submit the online DS program Application which can be found on [www.Parker.edu](http://www.Parker.edu).

**Include** all supporting documents required from **Step1, Step 2 and Step 3**

Diagnostic Sonography program online application and all required documentation must be submitted by the designated due date. Due dates are two months before the cohort begins. **Incomplete applications and/or requirements, in addition to applications received after the application due date will NOT be accepted. NO EXCEPTIONS**

**All students applying for admission into the Diagnostics Sonography Program (Professional Phase) must complete and meet the program admission requirements.**

### **Step 5**

Read and sign all program acknowledgment and disclosure forms found on [www.Parker.edu](http://www.Parker.edu)

### **Selection:**

The number of students accepted into Diagnostic Sonography is determined by the number of appropriate clinical sites available for clinical placements throughout the length of the program. The number of students accepted may vary from year to year.

***\*Application to the program does not constitute admission.***

***\*The Selection Committee reserves the right request interviews before the final report is generated***

### **Acceptance:**

Students will be notified of provisional program acceptance approximately one month before the core. Acceptance into the DS program is conditional pending submission of final grades from remaining prerequisite coursework.

If accepted into the Diagnostic Sonography program the student must submit: proof of health insurance, completion of CPR/BLS certification, a drug screen and evidence of a Level-3 criminal background check.

**\* If an applicant has been convicted of a misdemeanor or felony, the applicant may be denied acceptance to the University without further reason. If the applicant should be granted acceptance, the applicant acknowledges that he/she may not be able to obtain clinical experience, licensure in a/any state upon graduation; based on his/her criminal record, and agrees that the University will not be held liable in the case of failure to progress in clinical rotation and/or achieve licensure. Failure to disclose a misdemeanor or felony to the University is grounds for dismissal.**

- Once accepted into the program, it is the student's responsibility to notify the DS Program Director in writing immediately of any subsequent changes in criminal history that occur after the admission background check has been completed. Failure to disclose changes in criminal history will result in dismissal from the program.

- Drug screenings are performed as a condition of acceptance into the Diagnostic Medical Sonography Program.

Note: Criminal Background checks/drug screens. Students will need to sign a waiver acknowledging that they may be dismissed from the program if they fail to meet the requirements to be placed in a clinical setting.

- Students must possess a current CPR for BLS Healthcare Provider Card. The student's card must not expire while participating in the Diagnostic Sonography program. If your CPR for BLS Healthcare Provider Card expires during your time in the DS program, you will be dismissed from the program.

### ***ATTENTION!!!***

All students offered admission will be required to provide a written acceptance to the offer.

### **Environmental Requirements**

Interactions with patients in health care carries inherent risks to both the patient and health care provider. Students participating in the Diagnostic Sonography Program may be exposed to blood, body tissues or fluids and communicable diseases. All students are expected to provide appropriate care to all assigned patients regardless of their medical diagnosis. Some of the medical diagnoses patients may have include tuberculosis, MRSA, hepatitis A, B, or C, HIV/AIDS or other transmittable diseases. Students may also care for patients who are unidentified carriers of infectious disease. As in many health professions and programs, students may occasionally be exposed to bodily injuries and environmental hazards.

### ***Associate of Applied Science with a major in Radiologic Technology***



1. Students apply for admission to the University and once the required General Education Curriculum have been completed, students may apply for admission to Radiologic Technology programs.
2. Admission to the Radiologic Program are based on the student's required cumulative grade point average of a 3.0 on a 4.0 scale with a grade of "C" or higher in General Education courses and bonus points earned.
3. Bonus points are awarded based on the following criteria:
  - Completion of degree-specific general education courses prior to applying, with a C or higher. For students transferring credit, science courses must have been completed within five years of program admissions deadline date
  - Completion of transferable college level courses from an accredited college or university, with a C or higher. Points are awarded proportionately to the number of semester hours completed
  - Bachelor's Degree

\*Note: Applicants who do not hold legal residency status in the US are eligible for entry but will be subject to citizenship status of state licensing boards and employers in the US. In addition applicants must:

- Satisfy reading, writing and math through an institutionally approved placement exam
  - Have met immunization requirements
  - Be CPR certified at time of applying for the Radiologic Technology program
  - Be able to pass a criminal background check/drug screening.
4. Request official transcripts to be sent from high school if less than 12 hours of college credit has been earned and all higher education institutions where credits were earned. Students with less than 12 hours of earned college credit who completed the GED for high school credit should fill out the transcript authorization/release form and the Office of the Registrar will verify credit.
  5. Hepatitis B Series: The Texas Department of State Health Services requires that all students enrolled in health profession programs that are exposed to blood and body fluid must have completed the Hepatitis B series prior to direct patient care. The Hepatitis B series includes three injections. The Hepatitis B is a 3 stage series that will take at least 6 months to administer.
    - Mumps, Measles, Rubella (MMR)
    - Varicella
    - Tetanus and Diphtheria
    - Tuberculosis test, within the last 12 months - (If the TB test comes back positive, then results from a current annual chest x-ray will need to be provided.)

Information on vaccination requirements and exemptions can be located on the Registrar's webpage of the Parker University website at:

[https://my.parker.edu/ICS/Student\\_Services/Registrar/Forms/](https://my.parker.edu/ICS/Student_Services/Registrar/Forms/)

Hospitals/Clinics have the right to refuse students who have asked for exemptions from immunizations for personal or religious reasons. These cases will be handled individually.

6. CPR Certification: The Associate of Applied Science in Radiologic Technology program requires students to have a current Texas Healthcare Provider CPR Certification.  
CPR for BLS Healthcare Provider Card— must not expire while attending the RT program. Core classes are 16 months in duration if, CPR for BLS Healthcare Provider Card expires you will be dismissed from the program, it is vital that the CPR for BLS Healthcare Provider Card stay current. Students must submit proof of certification when applying to the Radiologic Technology program. The following locations provide this certification training:
  - American Red Cross - 817-336-8710
  - Presbyterian Hospital of Dallas - 214-345-6055
  - Harris Methodist HEB Hospital - 817-355-7870
  - Arlington Memorial Hospital - 817-548-6400
7. Criminal Background Check/ Drug Screening: After being accepted to the program, but before classes begin, students must undergo and pass a criminal background check and drug screening. These screenings will be administered through the College and will be at the student's expense. There are no exceptions.
8. Applications for admissions must be received prior to the start.
9. All admissions documents and reservation deposits must be received prior to admission into the program, with the exception of the final official transcript from the school that the student is currently attending. All final transcripts must be received within a student's first trimester. Incoming students will not receive financial aid disbursements until their admissions file is complete and they are fully matriculated.
10. Acceptance and Reservation Deposit is required.

***Bachelor of Science with a major in Health Information Management***

Students apply for admission to the University and once the required General Education Curriculum have been completed: students may apply for admission to Health Information Management programs.

1. Students must have a cumulative grade point average of 2.5 on a 4.0 scale on all college credit coursework.
2. Complete an online program application.
3. Students are strongly encouraged to complete the following courses: Biology 2301 and Biology lab 2101, Biology 2302 and Biology lab 2102.  
\*Note: Applicants who do not hold legal residency status in the US are eligible for entry but will be subject to citizenship status of state licensing boards and employers in the US. In addition applicants must be able to pass a criminal background check/drug screening.
4. Request official transcripts to be sent from high school if less than 12 hours of college credit has been earned and all higher education institutions where credits were earned. Students with less than 12 hours of earned college credit who completed the GED for high school credit should fill out the transcript authorization/release form and the Office of the Registrar will verify credit.
5. Hepatitis B Series: The Texas Department of State Health Services requires that all students

enrolled in health profession programs that are exposed to blood and body fluid must have completed the Hepatitis B series prior to direct patient care. The Hepatitis B series includes three injections. The Hepatitis B is a 3 stage series that will take at least 6 months to administer.

- Mumps, Measles, Rubella (MMR)
- Varicella
- Tetanus and Diphtheria
- Tuberculosis test, within the last 12 months - (If the TB test comes back positive, then results from a current annual chest x-ray will need to be provided.)

Information on vaccination requirements and exemptions can be located on the Registrar's webpage of the Parker University website at:

[https://my.parker.edu/ICS/Student\\_Services/Registrar/Forms/Hospitals/Clinics](https://my.parker.edu/ICS/Student_Services/Registrar/Forms/Hospitals/Clinics)

Hospitals/Clinics have the right to refuse students who have asked for exemptions from immunizations for personal or religious reasons. These cases will be handled individually.

6. Criminal Background Check/ Drug Screening: After being accepted to the program, but before classes begin, students must undergo and pass a criminal background check and drug screening. These screenings will be administered through the College and will be at the student's expense. There are no exceptions.
7. All admissions documents and reservation deposits must be received prior to admission into the program, with the exception of the final official transcript from the school that the student is currently attending. All final transcripts must be received within a student's first trimester. Incoming students will not receive financial aid disbursements until their admissions file is complete and they are fully matriculated.
8. Acceptance and Reservation Deposit is required.

### **Registration**

Registration is validated when all tuition and fees have been paid and no outstanding indebtedness to the University exists. A student will not be allowed to register for classes until all indebtedness to the University is paid. An incoming student must be fully matriculated to receive financial aid disbursements.

### **Transcript of Record**

Students may request in writing that an official transcript of grades be sent to any State Board or institution. Transcript Request Form can be found on the Parker website:

[https://my.parker.edu/ics/Student\\_Services/Registrar/Student\\_Transcripts.jnz](https://my.parker.edu/ics/Student_Services/Registrar/Student_Transcripts.jnz)

Transcripts will not be provided when students have any outstanding indebtedness to the University. Official transcripts will not be provided directly to students or graduates, but they may obtain an unofficial transcript. Upon receipt of a properly authorized request and after payment of the transcript fee to the Registrar, the graduate's transcript will be sent by return mail within three working days.

### **Policy on Tuition Increase**

The Board of Trustees at Parker University reserves the right to increase tuition and fees whenever deemed necessary without prior notice.

### **Financial Responsibility**

All indebtedness to Parker University must be cleared promptly. Student account balances must be paid before transcripts or diplomas are issued or before any future registration can be completed. A \$25 service charge is imposed on any check submitted to the University that is not honored by the bank upon which it was drawn.

### **Meeting Deadlines**

Parker University is dedicated to the success of its graduates. Procrastination is a “failure concept” and is looked upon with strong disfavor. Not meeting deadlines for admissions or financial aid are significant examples of the “failure concept.”

### **Transfer of Credit**

Parker will transfer course work that is equivalent in credit hours, content, duration, and course objectives. The policy for determining equivalency or transfer credit between educational institutions in Texas has been set by the Texas Higher Education Coordinating Board (THECB). By the use of a Texas Common Course Numbering System (TCCNS), a uniform set of course designations, for lower-division academic courses, has been cooperatively agreed upon by institutions of higher education in Texas. The use of the TCCNS aids determines course equivalencies and promotes consistency in the evaluation process.

#### *Maximum Credit Hour Accepted:*

- For Associate degree programs 24 semester credit hours of lower division coursework are eligible for transfer.
- For Bachelor degree programs 66 semester credit hours of lower division coursework are eligible for transfer.

### **Transfer of Credit Policies and Procedures**

For students enrolling at Parker University, credit for courses or degrees completed at another institution is subject to approval by the Registrar. Each course will be evaluated by the Office of the Registrar and subsequently matched to specific courses outlined in the student’s desired program. If the naming conventions of the courses completed at the prior institutions do not match the course at Parker University, further investigation is conducted. In this case, course descriptions are retrieved from the prior institution’s academic catalog. Based on the description of the course content, the course where credit was earned will be accepted as transferrable credit if it meets the course content at Parker University. Parker recognizes transfer credit from institutions that have approved articulation agreements with the University.

The Registrar makes a temporary evaluation from unofficial transcripts. However, only courses listed on

official transcripts receive permanent official transfer credit. Official transcripts must be received directly from the former institution within a student's first semester or no transfer credits are officially granted.

It is the students' responsibility to request that official transcripts be sent from all prior institutions where credits were earned and mailed from that institution directly to the Office of the Registrar at Parker University. Students also have the option to fill out a transcript authorization/release form available from the Office of Enrollment to allow Parker to request transcripts on a student's behalf. Transcript fees will be added to a student's first trimester of enrollment costs. *A transcript stamped "Issued to Student" or hand-carried into the Office of the Registrar is not considered to be an official transcript.*

Students are informed in writing of any credits accepted as transferable. Preliminary notification is presented, in most cases, prior to enrollment but in no case later than the end of a transfer student's first semester.

Parker University makes no guarantees or promises of acceptance of credits from any other institution. Credit value accepted by Parker University follows program requirements even though more time may have been devoted and more credit awarded in covering the material at the institution from which a student is transferring the credits from. It may be necessary for students to forfeit previously earned credit in the transfer process since college philosophies, objectives and programs may vary and change from year to year. Decisions are made so that a student's academic program provides the most professional training.

### **Transfer of Credit Guidelines**

The following guidelines are used in evaluating transcripts for transfer credit received from other accredited institutions:

#### **Transfer from Regionally Accredited Institutions**

Parker University accepts transfer credits applicable to an applicant's program of study from regionally accredited institutions. Transfer credit is granted only for courses in which a letter grade of "C" or higher was earned (2.0 on a 4.0 scale). Parker University accepts transfer of associate degrees that, upon evaluation, include the appropriate major course distribution without time limitations. Prior to granting transfer of credit for any course, the University reserves the right to test applicants or request that they successfully pass an examination administered by a Parker University faculty member.

#### **Transfer from Non-Regionally Accredited Institutions**

Credit for courses from non-regionally accredited institutions which are substantially equivalent in content to Parker University courses and are applicable to an applicant's program of study may be granted on a course-by-course basis. The acceptance of courses from non-regionally accredited institutions is contingent upon appropriate faculty credentials and applicable course content of the

course to be transferred. Transfer credits are granted only for courses in which a grade of "C" or higher was earned (2.0 on a 4.0 scale). Prior to granting transfer of credit for any course, the University reserves the right to test applicants or request that they successfully pass an examination administered by a Parker University faculty member.

#### Transfer from International Institutions

Upon receipt of an official transcript, transfer credits from non-U.S. colleges/universities are evaluated and granted on a course equivalency basis. It is the students' responsibility to contact an approved educational evaluator organization to request that a foreign transcript review be prepared and mailed directly to Parker University, Office of the Registrar attesting that the courses are equivalent to courses earned at a regionally accredited institution of higher education in the United States. Transfer credits are granted only for courses in which a grade of "C" or higher was earned (2.0 on a 4.0 scale). Prior to granting transfer of credit for any course, the University reserves the right to test applicants or request that they successfully pass an examination administered by a Parker University faculty member.

#### **Veteran Transfer of Credits**

A Veterans Administration benefit recipient has the responsibility to report all previous education and training to Parker University. The University evaluates the information and grants appropriate credit, with training time and tuition reduced proportionally. The veteran student and the Veterans Administration are notified.

#### **Acceptance of Alternative Credit**

No more than 20 semester hours of credit may have been earned through the College Level Examination Program (CLEP) or other institutional proficiency exams, such as Defense Action for Non-Traditional Educational Support (DANTES), Advanced Placement Program (APP), Program Evaluation Procedure (PEP), New York Board of Regents College Examinations, through challenging a course, or through experience and training in the military. Students cannot CLEP or test out of lab requirements. Such equivalency will be acceptable only if the applicant has certification of the credits by an institution accredited at the college level by an accrediting organization recognized by the U.S. Department of Education.

#### **Transfer of Parker Credit to Other Institutions**

Students who are interested in continuing their education at an institution other than Parker University should first make inquiry at the institution they plan to attend to determine credits and requirements needed for entrance to that institution. Transferability of credits is at the discretion of a receiving institution. Parker University cannot assure transfer of credit. Students should contact the Registrar for specific information.

#### Conversion from Clock Hours to Credit Hours (when applicable)

To convert clock hours to semester credit hours for transfer credit, the following formulas are used:

- 15 lecture clock hours = 1 semester credit hour
- 30 laboratory clock hours = 1 semester credit hour
- 45 externship clock hours = 1 semester credit hour

#### Conversion from Quarter Hours to Credit Hours (when applicable)

To convert quarter hours to semester hours, multiply the quarter hours by a factor of 0.67. To convert semester hours to quarter hours, divide by 0.67.

#### **Withdrawal from Courses**

To successfully finish the program at Parker University, all courses must be completed. If a student is faced with extenuating circumstances beyond his or her control and is facing a problem of time and load, the student may reduce the course load. Student withdrawal forms may be picked up in the Office of the Registrar. Students will receive a grade of W/P (Withdraw/Passing) or W/F (Withdraw/Failing).

All courses failed, or courses from which the student withdraws, must be taken in the following trimester of enrollment. A course may not be taken concurrently with the prerequisite.

A student who withdraws from a course with a “W/F” (withdrawal failing) designation is allowed a second attempt to complete the course. The student must successfully complete and pass the course on the second attempt or be academically dismissed from the University. For the program specific deadline, please contact the Registrar Office.

If a student withdraws from a course with a “W/P” (withdrawal passing) or “W” (institutional withdrawal) designation an additional enrollment will be granted to complete a course, if unsuccessful on a second enrollment. The student must successfully complete and pass the course on the third attempt or be academically dismissed from the University. For the program specific deadline, please contact the Registrar Office.

If a student, of his/her own will, elects to repeat a course to earn a higher grade, the student may drop that course and receive the grade earned initially. Repeated courses in which the original course was completed with a passing grade are not eligible for financial aid funding.

#### **Withdrawal from Parker University**

A student wishing to withdraw from Parker University is required to complete a Student Withdrawal Form prior to departure. This form is used to notify the Office of Financial Aid that the individual is no longer enrolled so that all records will reflect the change in status. The date the form is completed will be used to compute any possible refunds.

The last date for a student to submit an institutional withdrawal from Parker University will be Tuesday of the 12th week of the trimester. After this date there will be no institutional withdrawals unless there

are catastrophic events beyond the student's control and these events must be appealed by the student or student representative to the Vice President of Academics.

Student Withdrawal Forms are available in the Office of the Registrar. Students must obtain signatures from all of the offices indicated on the form to verify the status of all accounts. Failure to complete this process may result in the grade of "F" due to failure to complete course requirements.

A student who withdraws officially from the University will receive the grade of "W". Any student who officially withdraws from the University after the first day of registration will receive a refund of tuition and fees according to a set schedule. For refund policies, see the Office of Financial Aid.

### **Re-enrollment and Withdrawal**

Former students, who are currently not enrolled in Parker University, may submit a "Request for Readmission." The Request for Readmission Form is available in the Office of the Registrar or online at: [https://my.parker.edu/ICS/Student\\_Services/Registrar/Request\\_for\\_Readmission.jnz](https://my.parker.edu/ICS/Student_Services/Registrar/Request_for_Readmission.jnz)

Requests must be received at least three weeks prior to the beginning of the next trimester in the Office of the Registrar.

Any student who has been academically dismissed and is granted readmission will be on academic probation and will not automatically be eligible for financial aid during the first trimester of readmission. Readmitted students will need to contact the Office of Financial Aid to confirm eligibility.

### **Part-time Enrollment**

A student may enroll on a part-time basis depending on program. However, the enrollment is limited to the courses in a single trimester, unless approval is granted by the Vice President of Academics. A student may request a change from full-time to part-time for any given trimester. Part-time students will be charged on a per credit hour basis.

A student is classified as part time when enrolled (per trimester):

- Less than 300 contact hours in the Massage Therapy program
- 6 or less credit hours in undergraduate programs

### **Add/Drop Policy**

The third class day of the trimester is the last day to add a class or drop a class to receive a full refund of tuition and any refundable fees.

### **ADD-DROP/CENSUS PERIOD**

Parker University maintains an add/drop period during which students may change courses without academic penalty. Add/drops may occur only during the **first eight** class days of a **Term, after which enrollment locks and no additional classes can be added**. Students withdrawing from a course, but not



replacing it with another, must be aware of how this affects full-time status, tuition charges and satisfactory academic progress.

### **Refund Policy**

#### ***School of Massage Therapy***

The Parker College Institutional Refund Policy exists for calculating the refund of institutional charges and applies to all full time and part time Massage Therapy students.

Students who officially withdraw from the college after the first day of registration will receive a refund of tuition and fees according to the following schedule:

<b>% of Attendance</b>	<b>% of Tuition Owed</b>	<b>% of Tuition Refunded</b>
<b>0 to 4%</b>	0%	100%
<b>&gt;4 to 8%</b>	25%	75%
<b>&gt;8 to 13%</b>	50%	50%
<b>&gt;13 to 20%</b>	75%	25%
<b>&gt;21%</b>	100%	0%

If a student who received financial aid withdraws or is dismissed from Parker University, then the college or the student may be required to return some or all of the federal funds awarded to the student. Upon withdrawal, the student is required to meet with the Director of Financial Aid or a Financial Aid Coordinator to discuss the process of returning funds and to perform an exit counseling interview. During this time the staff member will verify the address of the student, distribute handouts as to when the loans will go into repayment, the repayment amount, and the process for re-admission.

All refund calculations are based on the current total trimester tuition and fees paid or due. If a student will be withdrawing, then the student should visit the Office of the Registrar to begin the withdrawal process. This procedure will enable Parker University to refund the maximum possible institutional charges.

For students who received federal financial assistance and the student has completed 60% or less of the trimester, the refund shall be based upon the percentage of the trimester that has been completed. The refunds will be returned in this order; unsubsidized loans, subsidized loans and any grants the student received but did not earn for the payment period. The Office of Financial Aid uses the Department of Education's Return of Title IV funds calculator to determine the amount the student has earned and processes a return for the unearned portions. Worksheets to determine the amount of the refund are available in the Office of Financial Aid. Students and or parents will be notified within 30 days from the date of withdrawal of the funds returned. All refunds are processed as soon as possible but no later than 45 days from the date of withdrawal. The National Student Loan Data Service NSLDS is notified of the

students' withdrawal within 30 days. If a student has completed more than 60% of the trimester, no refund shall be made.

***Radiologic Technology, Diagnostic Sonography, Health Information Technology, Health Information Management, Business, and Computer Information Systems Programs***

The Parker University Refund Policy exists for calculating the refund of institutional charges. Students who officially withdraw from the University after the first day of registration will receive a refund of tuition and fees according to the following schedule:

One hundred percent (100%) of tuition and any refundable fees will be refunded if withdrawal is made before the third day of class. 75% of tuition and fees will be refunded if withdrawal is made on or before the last day of the first week of the trimester. 50% of tuition and fees will be refunded if withdrawal is made on or before the last day of the second week of the trimester. 25% of tuition and fees will be refunded if withdrawal is made on or before the last day of the third week of the trimester. No refunds will be made if withdrawal occurs after the third week of the trimester.

If a student withdraws or is dismissed from Parker University, then the University or the student may be required to return some or all of the federal funds awarded to the student. The student is required upon withdrawal to meet with the Director of Financial Aid or Financial Aid Coordinator to discuss the process of returning funds and to perform an exit counseling interview. During this time the staff member will verify the address of the student, distribute handouts as to when the loans will go into repayment, the repayment amount, and the process for re-admission.

All refund calculations are based on the current total trimester tuition and fees paid or due. If a student will be withdrawing, then the student should visit the Office of the Registrar to begin the withdrawal process. This procedure will enable Parker University to refund the maximum possible institutional charges.

For students who received federal financial assistance and the student has completed 60% or less of the trimester, the refund shall be based upon the percentage of the trimester that has been completed. The refunds will be returned in this order; unsubsidized loans, subsidized loans and any grants the student received but did not earn for the payment period. The Office of Financial Aid uses the Department of Education's Return of Title IV funds calculator to determine the amount the student has earned and processes a return for the unearned portions. Worksheets to determine the amount of the refund are available in the Office of Financial Aid. Students and or parents will be notified within 30 days from the date of withdrawal of the funds returned. All refunds are processed as soon as possible but no later than 45 days from the date of withdrawal. The National Student Loan Data Service NSLDS is notified of the students' withdrawal within 30 days. If a student has completed more than 60% of the trimester, no refund shall be made.

### **Residency Requirements**

To earn an undergraduate degree at Parker University, students must complete a minimum of the final 25% of the total credits required while in resident study at Parker University.

### **Privacy of Student Records**

Parker University is in compliance with the Family Educational Rights and Privacy Act of 1974 and does not maintain publishable information on its students. A student of Parker University has the right to inspect and review all records which meet the definition of “educational records.” These consist of all records maintained by the Office of the Registrar about students, with three exceptions:

1. Personal notes of University faculty and staff;
2. Employment records;
3. Confidential letters and statements of recommendation for admission, employment or honorary recognition placed in the student’s records.

All academic records are maintained in the Office of the Registrar. Requests to review records must be made in writing on a form provided by the Registrar.

The student’s prior written consent must be obtained before information may be disclosed to third parties, unless they are exempted from this provision. The exemptions include:

1. Releases to University faculty and staff with a legitimate educational “need to know”;
2. Releases in accordance with a lawful subpoena or court order;
3. Releases to others specifically exempted from the prior consent requirement (certain federal and state officials, organizations conducting studies on behalf of the University, accrediting organizations);
4. Releases to parents of a dependent student; and
5. Releases in an emergency where the information is necessary to protect health or safety of the student or others.

Parker University reserves the right to disclose the following directory information for any student, unless the eligible student refuses to permit such information to be disclosed by giving the University notice in writing within thirty (30) days after enrollment of the student: the student’s name, address, telephone number; email address; date and place of birth; field of study; participation in officially recognized activities and sports; dates of attendance; degrees and awards received; the most recent previous educational agency or institution attended by the student, or other similar information.

### ***Right to a Hearing***

An eligible student or a parent of a student who is not 18 years old, who believes that information in the educational records of the student is inaccurate, or misleading, or violates the privacy or other rights of the student, may request the University to amend them. If the University, within a reasonable period of time, decides not to amend them it shall so inform the party of the right to a hearing. The hearing shall be held within a reasonable period of time after the University has received a request for a hearing and

reasonable notice of the date, place and time has been given the student. An official of the University who does not have a direct interest in the outcome of the hearing will conduct the hearing. Students will be afforded a full and fair opportunity to present evidence relevant to the issues raised. Legal or other representation during the hearing is prohibited. The University will make its decision in writing within a reasonable period of time and shall notify the parties involved.

### **Nondiscrimination Policy**

Parker University encourages the enrollment of minorities and offers equal educational opportunity to all persons without regard to race, gender, creed, color, national origin, disability, age, veteran status, marital status, or sexual orientation. This policy applies to all matters including:

- The admissions procedure and education of students at Parker University;
- Availability of student loans, grants, scholarships and job opportunities;
- Employment and promotion of teaching and non-teaching personnel;
- Student and faculty housing situated on premises owned or occupied by the University;
- Off-campus housing not owned by the University but listed with the University for referral purposes; and
- Activities conducted on premises owned or occupied by the University.

### *Discrimination Grievances*

The Vice President of Academics has been designated the coordinator for Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

Any grievances and/or questions regarding the laws listed above should be directed to the Vice President. If grievances cannot be resolved by that office or if the need arises, grievances may then be heard by the Grievance Committee.

### *Discriminatory Harassment*

Parker University does not condone or tolerate any racial or sexual harassment, in any form, at any time. Discriminatory harassment includes conduct (oral, written, graphic, or physical) directed against any person or group of persons because of race, color, national origin, religion, sex, sexual orientation, age, disability or veteran's status and that has the purpose or reasonably foreseeable effect of creating an offensive, demeaning, intimidating, or hostile environment for that person or group of persons. Such conduct includes, but is not limited to, objectionable epithets, demeaning depictions or treatment, and threatened or actual abuse or harm. Sexual harassment also includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or participation in an academic program, (2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual, or (3) such conduct is persistent, pervasive, or severe, and has the purpose or effect of unreasonably interfering with a

reasonable person's work or academic performance or creating a working or academic environment that a reasonable person would find intimidating, hostile, or offensive.

Parker University will take reasonable actions to protect administrators, faculty, staff, and students, from harassment a) by any member of the University community at any time or place, and b) by any other person while on University property or at any activity or function sponsored by the University. Parker University will also take appropriate action to educate, train or discipline any student currently enrolled in Parker University who engages in harassment against any person, regardless of whether that complaining party is a member of the University community and regardless of when or where the harassment occurred.

Reports of harassment are taken seriously. Any administrator, faculty member, staff employee, or student who believes she/he has been victimized by harassment is encouraged to promptly confer with and report any harassment to:

Mrs. Sandra Mclean, in Human Resources

Additional information on the harassment policy of Parker University is available from the Office of Student Affairs.

## *Financial Aid for Undergraduate and Graduate Programs*

### **GENERAL INFORMATION**

The Financial Aid Department at Parker University provides assistance to students who need financial aid in order to pay tuition expenses at the University. The Financial Aid Department has established procedures which assure fair and consistent treatment of all applicants.

Parker University believes that the primary responsibility for educational costs rests with a student and his/her family. However, financial aid is available to meet the difference between a student's resources and his/her actual needs. Parker University examines the total cost associated with attending the University including, but not limited to, tuition and fees, room and board, books, supplies, personal expenses and allowable travel expenses.

Parker University uses the Free Application for Federal Student Aid (FAFSA) to document and collect information used in determining a student's eligibility for financial aid. The information a student supplies on the FAFSA is confidential. FAFSA instructions to complete on the web may be obtained in the Financial Services Department.

Parker University maintains an Office of Financial Aid with a full-time Director responsible to assist and advise students in meeting their financial obligations in securing their education. Students are encouraged to make appointments to speak with a Financial Aid Administrator to ensure they obtain the funding needed for their college investment. The United States Department of Education has determined that Parker University is an institution eligible to participate in Federal Title IV financial aid programs.

The University has the following institutional and Federal aid programs available to students who qualify (subject to availability of funds). The amount of aid a student receives at Parker University is based on cost of attendance, Expected Family Contribution (EFC), enrollment status (full time, 3/4 time, 1/2 time, 1/4 time) and length of attendance within an academic year.

### **GRANTS**

The main criterion for receiving grants is substantial financial need. Grants do not have to be repaid unless a student becomes ineligible. Students must maintain satisfactory academic progress as defined in the Parker University Satisfactory Academic Progress Policy.

#### **Federal Pell Grant**

A Federal Pell Grant is an award to assist needy undergraduates in paying for their education. Pell Grants do not have to be repaid unless a student becomes ineligible. Eligibility for a Federal Pell Grant is based on several factors. Students complete a Free Application for Federal Student Aid (FAFSA) and this generates an Expected Family Contribution (EFC) number. Using the EFC number and other criteria, the amount of award is determined. Students with a bachelor's degree are not eligible for Federal Pell Grants.

### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

The Federal SEOG provides additional grant assistance to students. Funds are limited and priority is given to Pell-eligible students with exceptional financial need. Federal SEOG awards do not have to be repaid unless a student becomes ineligible. Students with a bachelor's degree are not eligible for Federal SEOG.

### **LOANS**

Parker University offers a variety of low interest loans that enable students to meet their educational costs. Educational loans **MUST BE PAID BACK**. Interest charges vary with the type of loan, and a minimum monthly payment may be required.

### **The William D. Ford Federal Direct Loan Program**

Parker University was selected by the United States Department of Education to participate in the Federal Direct Student Loan Program. A Federal Direct Stafford Student Loan eliminates lender and guarantee agencies. Parker University processes a student's application in-house, and the loan is funded directly by the U.S. Department of Education. The Federal Direct Student Loans are low interest loans.

### **Subsidized and Unsubsidized Direct Loans**

Federal Direct Loan Subsidized Program repayment begins six (6) months after a student drops below half-time status. The loan has a variable interest rate that is determined each year by the federal government. Based on student eligibility for the subsidized loan, the Unsubsidized Loan amount may be increased based on unmet need if eligible. Unsubsidized loans are non-need based loans to students who meet the qualifications. The loan is based on the cost of attendance less any other financial aid a student receives. Interest is charged throughout the life of the loan. The following chart provides maximum annual and total loan limits for subsidized and unsubsidized loans as of July 1, 2012.

Year	Dependent Students (except students whose parents are unable to obtain PLUS Loans)	Independent Students (and dependent undergraduate students whose parents are unable to obtain PLUS Loans)
First-Year Undergraduate	\$5,500—No more than \$3,500 of this amount may be in subsidized loans.	\$9,500—No more than \$3,500 of this amount may be in subsidized loans.
Second-Year Undergraduate	\$6,500—No more than \$4,500 of this amount may be in subsidized loans.	\$10,500—No more than \$4,500 of this amount may be in subsidized loans.
Third-Year and Beyond Undergraduate	\$7,500 per year—No more than \$5,500 of this amount may be in subsidized loans.	\$12,500 per year—No more than \$5,500 of this amount may be in subsidized loans.
Graduate or Professional Degree Students	Not Applicable	\$20,500
Maximum Total Debt from Subsidized and Unsubsidized Loans	\$31,000—No more than \$23,000 of this amount may be in subsidized loans.	\$57,500 for undergraduates—No more than \$23,000 of this amount may be in subsidized loans. \$138,500 for graduate or professional students—No more than \$65,500 of this amount maybe in subsidized loans. The graduate debt limit includes all federal loans received for undergraduate study.

### Federal Direct PLUS Loan

The Federal PLUS Loan (PLUS) programs provide non-need based loans to parents of dependent students. PLUS loan eligibility is based on the cost of attendance less any other financial aid a student receives. Repayment on a Federal PLUS begins within (60) sixty days after the final loan disbursement. These loans have variable interest rates determined annually by the federal government.

### Federal Graduate/Professional PLUS Loan

Graduate and professional degree students are eligible to apply for the PLUS Loan Program up to their cost of attendance minus other estimated financial assistance in the Direct Loan Program. The terms and conditions applicable to Parent PLUS Loans also apply to the Graduate/Professional PLUS loans. The



requirements include a determination the applicant does not have an adverse credit history, repayment beginning on the date of the last disbursement of the loan, and a fixed interest rate of 7.9 percent in the Direct Loan Program. Applicants for these loans are required to complete the Free Application for Federal Student Aid (FAFSA). They also must have applied for their annual loan maximum eligibility under the Federal Subsidized and Unsubsidized Stafford Loan Program before applying for a Graduate/Professional PLUS loan.

### **Federal Perkins Loan**

The Federal Perkins Loan is a fixed 5% interest loan that assists needy students in paying their educational costs. Funds are limited and eligibility is based on financial need. Repayment begins nine months from a student's last date of attendance.

### **Federal Work Study (FWS)**

The Federal Work Study program gives part-time employment to undergraduate students who need income to help meet the costs of postsecondary education. When available, Parker University provides part-time jobs for needy students through the FWS program. Generally, students work 15 to 20 hours per week. The federal government has required that part of this program is for students to provide community service but the university is exempt from this requirement at this time.

## **SCHOLARSHIPS**

### **Parker University Scholarship Programs**

Parker University offers a variety of scholarships ranging from academic to financial for students who meet the criteria set by the University. Recipients must be enrolled in an associate or bachelor degree program.

### **Private Scholarships**

Outside scholarships are awarded to students who meet the specific criteria of the scholarship benefactors. Scholarship committees usually choose scholarship recipients who have high grade point averages, large financial need and/or superior academic qualities. The Financial Aid department can provide a listing of web sites for additional scholarship benefactors. Applicants can contact agencies located in their community for more information. Additional information on financial aid programs offered at Parker University is available by contacting the Financial Aid Department.

## **STUDENT ELIGIBILITY REQUIREMENTS**

Federal financial aid is not available to international students unless they are eligible non-citizens. Eligible non-citizens must provide current documentation of immigration status prior to applying for financial aid. An applicant for admission who indicates on his/her application that financial assistance is needed for education is to provide the website information to complete the Free Application for Federal Student Aid at the time of enrollment. To be eligible to receive most need-based aid, students must meet the following requirements:

- Show financial need
  - Enroll in an eligible program
  - Be a United States citizen or eligible non-citizen
  - Have a valid social security number
  - Maintain satisfactory academic progress
  - Comply with requirements of the Anti-Drug Abuse Act
  - Not be in default on a Federal Perkins Loan (or National Direct Student Loan), Federal Stafford Loan or Federal PLUS Loan
  - Not owe a refund on a Federal Pell Grant or Federal Supplemental Educational Opportunity Grant (FSEOG)
  - Agree to use any Federal student aid received solely for educational purposes
  - Sign a Statement of Educational Purpose/Certification on refunds and default
  - Sign a Statement of Registration Status if required to register with the Selective Service
- Be enrolled at least half-time (for most programs)

### **FINANCIAL AID PROCEDURES**

Prospective Parker University students who seek financial assistance must complete a Free Application for Federal Student Aid (FAFSA). Many funds are limited and are awarded on a first come, first served basis to students who have the greatest need. Instructions are available in the Financial Aid Department as how to enter the FAFSA on the web. Students must complete a FAFSA and an appointment must be made with a Financial Aid Administrator.

The Financial Aid Office will provide an analysis which indicates the amount a family is expected to contribute to educational costs as well as the amount of financial aid a student can expect to receive. After the Free Application for Federal Student Aid is processed, the University receives an electronic Institutional Student Information Record (ISIR) and a student receives a Student Aid Report (SAR) from the U.S. Department of Education in 30 days.

If verification is required, requested documentation must be provided by the student, spouse, and/or parents (whichever is applicable). The Financial Aid Department explains the verification procedure if the situation arises.

A Financial Aid Administrator submits relevant paperwork to appropriate lenders/agencies and follows up to ensure that financial aid files are complete and accurate. Financial Aid is the liaison between the lenders/servicing agencies and a student. The Director of Financial Aid ensures that students are aware of their responsibilities, that student tuition is paid, that lenders receive correct paperwork and that all documents are executed and tracked correctly.

The Financial Aid department is dedicated to helping students understand and comply with the forms and paperwork that the financial aid application process entails. Students must re-apply for financial assistance each award year.

**NOTE:** A student's financial aid is solely the responsibility of the student. Each student is responsible for correctly completing all applications and processing paperwork in a timely manner. If student aid is not received by the University while a student is in school, the student is responsible for all tuition and fees due to the University.

## **STUDENT RIGHTS**

All Parker University students have the right to:

- Know when they will receive their financial aid.
- A copy of the documents describing the University's accreditation or licensing.
- Information about Parker University programs, its instructional, laboratory and other physical facilities and its faculty.
- Information relating to job placement rates.
- Information concerning the cost of attendance.
- Information on the refund policy for students who withdraw.
- Information about Federal Work-Study jobs
- Reconsideration of their aid package if they believe a mistake has been made or if enrollment or financial circumstances have changed.
- Information on how the University determines whether a student is making satisfactory progress and, if not, the nature of the procedures.
- Information concerning special facilities and services that are available under the Americans with Disabilities Act.
- Information as to what financial assistance is available, including information on federal, state, local, private and institutional financial aid programs.
- Information as to who Financial Services personnel are, where they are located and how and when to contact them.
- Information concerning procedures and deadlines for submitting applications for each available financial aid program.
- Information concerning how financial aid recipients are selected for various programs.
- Information concerning how their financial aid eligibility is determined.
- Information on how much financial need, as determined by the University, has been met.
- Information concerning each type and amount of assistance in their financial aid package.
- Information concerning the interest rate on any student loan, the total amount which must be repaid, the length of time to repay, when repayment must begin, and what cancellation or deferment (postponement) provisions apply.

- Know their academic advisor.
- Information concerning the University’s academic and administrative policies.
- Fair, equal and non-discriminatory treatment from all University personnel.
- Access to their student records.
- Freedom of academic expression.

**COSTS**

Parker University wishes to eliminate possible areas of misunderstanding before students begin class. This allows the University to devote future efforts to support our students’ education. At Parker University tuition and fees are charged to the student by the semester. Each semester is 16 weeks. Parker University students are not charged by the course, but by credit hours. University student tuition and fees are subject to annual review and modification. ***Tuition is payable on the first day of the class in the semester except for those remaining funds to be utilized by federal aid sources designated by the Parker Financial Aid Department.***

**Effective Fall Term 2014:**

**Initial Fees**

Application Fee (one-time charge) \$ 50.00

Tuition Deposit (one-time charge applied toward tuition) \$50.00

Undergraduate Programs – Campus Based (not including the accelerated DCP undergraduate courses)  
*Tuition & Fees:*

Tuition (per credit hour)*	\$600
Parking fees (per session)	\$10
Activity fee (per session)	\$25
Technology Fee	\$75
Graduation Fee	\$45
Late Registration Fee (per day)	\$50

*\*Please note that students have the option of taking some general education requirements on-line and therefore, will be charged the tuition of the On-line Undergraduate fee for that specific course.*

Undergraduate Programs – On-Line Courses

*Tuition & Fees:*

Tuition (per credit hour)	\$660
Graduation Fee	\$45
Late Registration Fee (per day)	\$50

#### Graduate Degree – On-Line MBA in Health Care Management

##### *Tuition & Fees:*

Tuition (per credit hour)	\$675
Graduation Fee	\$45
Late Registration Fee (per day)	\$50

### **Other Fees**

Degree programs with Majors that require a special laboratory fee will be assessed a fee accordingly or if it requires the purchase of a student kit, it may be purchased at the university bookstore.

Degree program Majors with certification testing will be assessed a fee accordingly. Textbook prices are available on the student portal by course.

Students taking online courses who have the textbooks shipped will make direct payment online and textbook will be immediately shipped to them.

Students making direct payments or utilizing the university installment plan must be current in payments or a registration hold will be placed on the student account. Students that have a payment hold should make arrangements to speak with a representative in the Financial Services Office to resolve the outstanding debt.

Parker University reserves the right to make any change in tuition, fees, curriculum or any phase of its program where it is the opinion of the administration that the students or the university will benefit. Such changes may be made without further notice. Tuition is charged by the semester term as stated above. Registration holds on the commencement of a new semester term and/or an academic transcript will not be released if the student has a balance with the institution for any reason. Tuition and fees are due the first day of the billing semester, unless other arrangements have been made. Payment Installment Programs are available through Tuition Management Services.

### **Uniforms, Tests, Supplies, and Special Fees**

Some health care related programs may require students to wear appropriate apparel to class or during their clinical experience while in their major courses. This apparel is available through the Campus Bookstore. Students are also required to furnish their own personal school supplies such as pencils, pens, erasers, notebooks, calculators, dictionaries, as well as tape recorders (if permitted). Special courses, workshops and seminars may be held throughout the year for various interest groups, including business and industry. The fee for this type of course is published as far in advance as practical and is non-refundable.

### **University Interruption**

In the event the operation of the University is suspended at any time due to any "Act of God", strike, riot, disruption, or any other reason beyond the control of the University, there will be no refund of tuition, fees, charges, or any other payment made to the University.

### **Student Withdrawals**

It is the responsibility of all students, upon withdrawal from Parker University, to return library books and pay all fines, fees and monies that are owed to the University.

### **Tuition and Fee Disclosure**

Tuition is computed on the assumption that a student remains throughout the academic year. Since a place in class has been reserved for each student, tuition is refunded in accordance with the University refund policy. A student withdrawing from the University must comply with proper clearance procedures as outlined in the catalog. Reductions in indebtedness are made solely at the discretion of the University for withdrawals necessitated by conditions beyond a student's control such as an emergency acceptable to the University. Refunds or reductions in indebtedness are processed after all required approvals are documented on a withdrawal form. Students are obligated for all charges (tuition/fees/books/supplies) for the semester they are currently attending plus any prior account balance. A semester of sixteen (16) weeks consists of four (4) consecutive four (4) week terms of instruction.

### **ARBITRATION CLAUSE FOR PARKER UNIVERSITY**

As stated on the Parker University Application for Admissions, it is agreed that, in the event the parties to the enrollment agreement are unable to amicably resolve any dispute, claim or controversy arising out of or relating to the agreement, or if a claim is made by either against the other or any agent or affiliate of the other, the dispute, claim or controversy shall be resolved by binding arbitration administered by the American Arbitration Association under its Commercial Arbitration Rules. If this chosen forum or method of arbitration is unavailable, or for any reason cannot be followed, a court having jurisdiction hereunder may appoint one or more arbitrators or an umpire pursuant to section 682.04, F.S. Each party shall have the right to be represented by an attorney at any arbitration proceeding. The expenses and fees of the arbitrator(s) incurred in the conduct of the arbitration shall be split evenly between the parties

to the arbitration. However, if Parker University prevails in the arbitration proceeding, Parker University will be entitled to any reasonable attorney's fees incurred in the defense of the student claim. The venue for any proceeding relating to arbitration of claims shall be in the county wherein the institution is located. This agreement cannot be modified, except in writing by the parties.

## **CANCELLATION AND REFUND POLICY**

### **Return of Title IV Funds (R2T4)**

A pro-rata portion of any Federal Title IV funds received are returned to the appropriate program for a student who withdraws prior to the completion of a term in the semester that is prior to reaching the 60% point of a semester. The formula for Return of Title IV Funds (section 484B of the Higher Education Act) also specifies the order in which funds are to be returned to financial aid programs. Order of refund is: 1) Unsubsidized Loan; 2) Subsidized Loan; 3) Perkins Loan; 4) PLUS/Grad Loan; 5) PLUS; 6) Pell Grant; 7) and FSEOG.

### **Cancellation/Withdrawal Calculation**

Cancellation at any time from the date of a student's registration to the day before the third scheduled day of a commencement period of a semester – 100% refund of tuition and any refundable fees. (The University retains the application fee and Tuition Deposit.) A 75% of tuition and fees will be refunded if withdrawal is made on or before the last day of the first week of the start of each semester. A 50% of tuition and fees will be refunded if withdrawal is made on or before the last day of the second week of the semester. A 25% of tuition and fees will be refunded if withdrawal is made on or before the last day of the third week of the semester. No refunds will be made if withdrawal occurs after the third week of the semester.

If a student withdraws or is dismissed from Parker University, then the University or the student may be required to return some or all of the federal funds awarded to the student. The student is required upon withdrawal to meet with the Director of Financial Aid or Financial Aid Coordinator to discuss the process of returning funds and to perform an exit counseling interview. During this time the staff member will verify the address of the student, distribute handouts as to when the loans will go into repayment, the repayment amount, and the process for re-admission.

All refund calculations are based on the current total tuition and fees paid or due. If a student will be withdrawing, then the student should visit the Registrar's Office to begin the withdrawal process. This procedure will enable Parker University to refund the maximum possible institutional charges.

For students receiving federal financial assistance and have completed 60% or less of class registration, the refund shall be based upon the percentage completed. The refunds will be returned in this order; unsubsidized loans, subsidized loans and any grants the student received but did not earn for the payment period. The Financial Aid office uses the Department of Education's Return of Title IV funds calculator to determine the amount the student has earned and processes a return for the unearned portions. Worksheets to determine the amount of the refund are available in the Financial Aid Office. Students and

or parents will be notified within 30 days from the date of withdrawal of the funds returned. All refunds are processed as soon as possible but no later than 45 days from the date of withdrawal. The National Student Loan Data Service NSLDS is notified of the students' withdrawal within 30 days. All students completing more than 60% of the term enrolled has earned all of their financial aid dollars and not subject to a return of funds calculation.

Any funds paid for supplies, books or equipment which can be and are returned to the University, are refunded to a student who withdraws prior to the start of a semester, providing the student returns said items that can be resold. The University reserves the right to determine if above-mentioned items are returnable. All registration fees are refunded if a student is not accepted into his/her particular program. Students must notify the University in writing of cancellation. All monies paid by an applicant are refunded if cancellation occurs within three business days after signing the University's Application for Admission and making an initial payment. If cancellation occurs after three business days from the signing of the University's Application for Admissions, all application and registration fees in excess of \$100 are refunded to the student. Refunds are made within thirty days from the date of determination of a student's withdrawal. All balances owed the University due to the return of Title IV funds or withdrawal calculation or balances due at time of graduation are billed to the student. No official academic transcript is issued to any student who owes a balance to the University at the time of the request. Upon payment of an outstanding debt, a transcript may be issued.

### **Registration and Student Schedules**

All students will register for classes based upon a monthly admissions schedule. Students are scheduled for 4 classes during a 16 week semester and take classes one month at a time.

#### **Undergraduate Programs**

##### **Fall 2014**

14FA - September 2, 2014 – September 26, 2014

14FB - September 29, 2014 – October 24, 2014

14FC - October 27, 2014 – November 21, 2014

14FD - November 24, 2014 – December 19, 2014

##### **Winter 2015**

15WA - January 5, 2015 – January 30, 2015

15WB – February 2, 2015- February 27, 2015

15WC - March 2, 2015 – March 27, 2015

15WD – March 30, 2015 – April 24, 2015

##### **UNDERGRADUATE BREAK – April 27, 2015 – May 1, 2015**

##### **Summer 2015**

15SA - May 4, 2015 – May 29, 2015



15SB - June 1, 2015 – June 26, 2015  
15SC - June 29, 2015 – July 24, 2015  
15SD - July 27, 2015 – August 21, 2015

**UNDERGRADUATE BREAK – August 24, 2015 – August 28, 2015**

### **Graduate Programs**

#### ***Fall 2014***

14FA- September 2, 2014- October 24, 2014- 1<sup>st</sup> course  
14FC- October 27, 2014- December 19, 2014- 2<sup>nd</sup> course

#### ***Winter 2015***

15WA- January 5, 2015- February 27, 2015—1<sup>st</sup> course  
15WC- March 2, 2015- April 24, 2015- 2<sup>nd</sup> course

#### ***Summer 2015***

15SA- May 4, 2015- June 26, 2015- 1<sup>st</sup> course  
15SC- June 29, 2015- August 21, 2015- 2<sup>nd</sup> course

### **Schedule Changes**

Students who register for a class that is canceled or have scheduling errors are given schedule change assistance by the Program Director. Dates and times for schedule changes are posted as far in advance as possible.

### **COURSE WAIVER/SUBSTITUTION**

A prerequisite or course may be waived or substituted upon written recommendation of the appropriate Program Director, Dean or Vice President. The documentation must be filed with the Registrar and is maintained in a student's academic file.

### **REPEAT OF COURSE CALCULATIONS OF GRADE AVERAGE**

When a student takes the same course more than once, all grades received remain on the student's transcript but only the last grade is used in calculating cumulative grade point average. However, all courses count towards Maximum Time Frame (MTF). Students will be charged for repeat courses.

### **ATTENDANCE**

Regular class attendance is essential to proper academic progress and is expected. At Parker University, satisfactory attendance is considered to be a vital part of each student's performance. Absences could result in a lowered achievement rating and an undesirable record. Absences in excess of 20% of class hours, for any subject, may cause a student to be ineligible to take the final examination in that course. A student may be reinstated to classes following an instructor's evaluation of his/her abilities and

performance. Such determinations are made on an individual, case-by-case basis. Excessive absences may also result in the following administrative actions: attendance warning, probation, suspension or dismissal. Students must be in attendance by the third class meeting or they are not permitted to begin a course.

In an emergency which causes a student to be absent, it is the student's responsibility to make arrangements with the instructor to complete missed work. The instructor decides, based on University policy, if a student should be permitted to make up missed work or, in the case of excessive absences, be referred to the Administration for more severe action. Faculty members may establish more rigorous attendance standards for their individual courses.

## *Policies*

### **LEAVE OF ABSENCE POLICY**

To be eligible to apply for a leave of absence, a student must have completed one full semester at Parker University. The student must submit a written request for the leave (with required documentation) to the Program Director. Students must have approval from the Program Director prior to the start of a leave of absence. An exception to this policy may be made for a student with a medical emergency (such as a car accident). This exception to the policy is considered only when a student expects to return to school within the maximum time frame for a leave of absence. A student may make a single request for a non-contiguous leave of absence when the request is for the same reason (such as a serious health problem requiring multiple treatments).

A leave of absence may be granted for a period not to exceed 120 days. Generally, students are limited to one leave of absence in any twelve-month period. However, a second leave of absence may be granted as long as the total number of days does not exceed 120 days in any twelve-month period. Acceptable reasons for a leave of absence or a second leave of absence within a twelve-month period are jury duty, military duty or circumstances such as those covered under the Family Medical and Leave Act of 1993 (FMLA). These circumstances are birth of a child, placement of a child with a student for adoption or foster care, student must care for spouse, child or parent with a serious illness or a serious health condition of the student.

A leave of absence is granted only when there is a reasonable expectation a student will return to school at the expiration of the leave of absence. Students taking an approved leave of absence do not incur any additional charges for the period of the approved leave. However, any student who fails to return to school at the end of an approved leave of absence is withdrawn from Parker University and will be charged a re-entry fee when he/she re-enrolls. Except in a clock hour program a student returning from an LOA must resume training at the same point in the academic program that he or she began the LOA.

If a student does not return to school at the expiration of an approved leave of absence, the student's last day of attendance is the date the student began the leave of absence, and charges and refund calculations are applied. All refund and cancellation policies are applied based on a student's last day of attendance. A major consequence of this for students who have received federal student loans is that most of a student's grace period may be exhausted and student loan repayment may begin immediately.

### **MILITARY DEPLOYMENT POLICY**

Military students must provide a copy of orders to request a withdrawal for Military Duty. No academic penalty will be given for deployment; if a student attended class, they will receive a grade of —W. The student has the option to complete class if 75% or more coursework has been completed. Student can request an —Incomplete grade. Students will have 30 days to complete all course work. Extensions are possible given mitigating circumstances. Extension requests will be evaluated on a case-by-case basis. If

the withdrawal is during the semester, no withdrawal fee will be charged. Upon re-entry, admissions reentry fees will be waived with copy of military orders. All other admissions and academics requirements will be applicable.

### **ACADEMIC RE-ADMITTANCE POLICY**

A student must apply for re-admittance to the University after voluntary withdrawal or being withdrawn. This policy also applies to students who have been on an approved leave of absence that extended beyond the date granted which results in automatic withdrawal. The re-admittance policy is as follows:

1. Students must obtain permission from the Program Director to re-enroll, and the Program Director will provide a re-entry form.
2. Students must obtain the Business Office signature on the re-entry form indicating that all financial obligations to the University have been met. If a student has been out of school for more than one (1) semester, the withdrawal fee must be paid.
3. Students must contact a Financial Aid Administrator to re-apply for financial aid and set up a payment schedule.
4. If a student has been out of school for more than six (6) months, the student may no longer have the hands-on skills necessary for his/her respective program. The decision for re-admittance in this case is made by the Program Director. The Program Director may grant approval for re-admittance if a student has been out of school for more than one (1) semester.
5. Students are re-enrolled under current tuition charges.
6. If students are re-admitted under academic financial aid warning, they are not eligible for Title IV funds until they have reestablished their eligibility. Therefore, they are responsible for any charges incurred during this period.
7. After obtaining required signatures on a re-entry form, a reentering student must return the form to the Program Director to be scheduled for classes.

### **DISCIPLINARY RE-ADMITTANCE POLICY**

A student must apply for re-admittance to the University after being withdrawn for disciplinary reasons. The re-admittance policy is as follows:

1. Students re-entering are placed on one semester of disciplinary probation.
2. If there are no violations of student rules and regulations during this period, at the conclusion of the probationary semester, students are removed from the probation.

### **ACADEMIC LOAD**

To be considered full-time, students must carry a minimum load of twelve (12) credit hours per semester which is a normal academic load. It is a policy of Parker University that students maintaining a 3.2 cumulative GPA or higher, 90 percent class attendance and who have completed at least one semester as a full time student may take additional credits beyond 12 but not to exceed 18 credits per semester. Students who are enrolled in a program that requires more than 18 credit hours per semester are not

eligible to enroll in additional credit hour courses during that semester. Exceptions to this policy must be approved by the Academic Program Director.

### **REPEATING COURSES**

A course in which a letter grade of "D" or "F" has been earned may be repeated for grade average purposes. Only the higher grade is used in computation of a cumulative grade point average at Parker University. No course may be repeated more than two (2) times. Students who repeat a course for which they have received a letter grade of "D" or "F" must notify the Registrar's Office for recalculation of their cumulative GPA. A course in which a satisfactory letter grade (e.g., "A", "B", "C") has been earned may not be repeated for grade average purposes. No courses may be repeated for grade average purposes after graduation. All credits attempted are considered when calculating quantitative Satisfactory Academic Progress status.

**NOTE:** Veterans' Administration benefits and some Title IV funds may not cover the cost of repeating courses assigned a —D grade. Students should speak with the Financial Aid Department for further details.

### **SATISFACTORY ACADEMIC PROGRESS (SAP)**

To be eligible for federal student aid (FSA) funds, a student must make satisfactory academic progress (SAP), and Parker University must have a reasonable policy for monitoring that progress. Academic progress is evaluated at the end of each trimester for students.

The qualitative standard (i.e. cumulative grade point average or CGPA) that a student must have at each evaluation is *2.25 for Doctor of Chiropractic students beginning fall 2012 as Trimester 1, 3.0 for Radiologic Tech and Master in Business Administration core students beginning fall 2013, 2.5 for Health Information Management students beginning spring 2014, and a 2.0 for all other programs.*

The quantitative standard (pace) at which students must progress through their program to ensure that they will graduate within the maximum timeframe is 67%. For students enrolled in the *Clock Hour Massage Therapy Program* it is imperative to complete *201 of 300 clock hours* per term in order to meet the 67% requirement. Pace is calculated by dividing the total number of hours the student has successfully completed by the total number of hours the student has attempted. This includes course incompletes (I), withdrawals (W, WP, or WF), repetitions, and transfer hours from other schools.

- Any grade counts as attempted hours on the transcript.
- If a course is dropped within the designated add/drop period, it is not counted toward attempted hours.
- Hours attempted include transfer credit courses accepted toward the Parker degree program.

All periods of a student's enrollment count when assessing progress, even periods in which the student did not receive FSA funds.

A SAP review is not complete until both the qualitative and quantitative measures have been reviewed. If a satisfactory progress check shows that a student does not have the required CGPA or is not maintaining the required pace, the student becomes ineligible for FSA funds unless s/he is placed on financial aid warning or probation (after a successful appeal). Notification is sent to students of the results of any evaluation that affects their eligibility for FSA funds.

### **Maximum Timeframe**

Period no longer than 150% of the published length of the program

#### Graduate Programs

The maximum timeframe for a student to receive FSA funds to complete the *Master of Business Administration in Health Administration* is 54 hours.

#### Undergraduate Bachelor Programs

The maximum timeframe for a student to receive FSA funds to complete a Bachelor of Science degree will vary per program, including all transfer credits accepted from other schools. *The BS in Anatomy and Physiology is 190 hours. The BS in Health and Wellness is 195 hours. The BS in Health Information Management is 186 hours. The BS in Computer Information Systems is 180 hours, and the BBA in Health Care Management is 180 hours.*

#### Undergraduate Associate of Applied Science Programs

The maximum timeframe for a student to receive FSA funds to complete the *Associate of Applied Science degree* is 108 hours including all transfer credits accepted from other schools.

#### Massage Therapy Program

The maximum timeframe for a student to complete this clock hour certificate program is 900 clock hours and 12 calendar months. This is measured by the cumulative number of clock hours the student is required to complete and expressed in calendar time. (Note that a student in a clock hour program cannot receive aid for hours beyond those in the program; the maximum timeframe applies to the amount of calendar time the student takes to complete those hours.)

# *Certificate in Massage Therapy*

## **Mission Statement**

Parker University School of Massage Therapy will enhance the development of wellness leaders through massage therapy by offering sound, ethical, well-researched, and relevant programs through high standards of education, research, and service.

## **Background and History**

Parker University School of Massage Therapy opened in January 2007. The massage school and clinic gives scholars the opportunity to learn and practice various massage techniques including Swedish, acupressure, myofascial release, and neuromuscular therapy. The massage school teaches the art of massage through a natural health and wellness model, while the structured clinic internship prepares student for professional practice. In addition to a comprehensive curriculum, students have the advantages of intimate classroom size, hands-on experience and the opportunity to work with professionals in the fields. Massage therapy students enjoy the same benefits of Parker's hallmark dedication and student-centered attention that our Chiropractic and undergraduate students do.

Our entry-level program includes more than 320 hours of education in the science of therapeutic bodywork and more than 200 hours of classroom, lab, and clinical courses. Overall, this 8-month, 600-hour program assures graduates will be fully prepared to contribute to the health of any client through direct intervention, knowledgeable referral, or wellness advocacy. To assist students with busy schedules, the School now offers both a day and an evening program.

The School of Massage Therapy also features contemporary equipment and a pristine environment where students can learn and network with others in the health care profession. Students of the Parker University School of Massage Therapy interact with other massage therapy students and also with chiropractors and chiropractic students. The massage program offers one of the only 600-hour programs in Dallas, and financial assistance is available to help students who qualify manage both their financial and professional goals.

Parker University gives every student a unique experience. Outside of the classroom, recreational facilities welcome the Parker family to have fun and be active on campus. The student activity center contains exercise equipment and a gymnasium for students as well as fitness classes for all levels, while lounges and a world-class library provide a quiet place to study, relax, and expand the mind. Parker University offers university life as it is meant to be lived – actively.

## **Definition of a Parker University School of Massage Therapy Graduate**

A Parker University School of Massage Therapy graduate is trained to be a successful therapist, who:

- Is a wellness guide
- Serves their clients

- Provides competent and caring service
- Practices with honesty and integrity
- Conducts themselves in a professional manner, and
- Supports and brings credibility to the massage therapy profession

### **Program Student Learning Outcomes**

The student learning outcomes for the School of Massage Therapy are:

1. Demonstrate both therapeutic and relaxation modalities of massage therapy in order to provide appropriate client care.
2. Identify the relationship between the structure (particularly the musculoskeletal system) and function of the human body.
3. Demonstrate proper professional and personal ethical guidelines which govern business/clinical practice for massage therapy.
4. Develop business goals and objectives that will assist them upon graduation for a career in the massage therapy industry.
5. Demonstrate the ability to incorporate basic massage technique knowledge with clinical application to provide high-quality evidence based care.
6. Articulate an understanding that the body heals itself and that the massage therapist assists in removing musculoskeletal imbalance by various massage procedures.

### **Admission Requirements**

Parker University seeks the most qualified students for the Massage Therapy Program. Applicants to the school must meet the following admission requirements:

- Meet all admission requirements to Parker University
- Interview with the Massage School Director

### **Time Limit to Complete**

The massage program is designed to be completed in eight months. This is the typical amount most students take to complete the program. However, students that need to extend their time of study will have twelve months of continual enrollment to complete the program. The maximum length of time to complete the program is twelve months. If a student takes a leave of absence from the program for any reason, the amount of time remaining for the student to complete the program will be calculated from the last date of attendance. If a student's leave of absence exceeds 36 months, the student will repeat the entire program. If a student has interrupted their education at Parker University School of Massage or any other massage school for more than three years, no credit will be given for the previous course work upon readmission. Former students must also meet all current admission requirements.



### **Physical Qualifications for Admission**

Parker University School of Massage Therapy has established physical qualifications for admission to the massage program. These minimum qualifications are essential to prepare and practice as a Massage Therapist. Students at the university must be able to perform at a high level of competency in all phases of the classroom, clinic and laboratory activities because they will ultimately use this knowledge as Massage Therapists. The physical qualifications are as follows:

- The student must possess sufficient coordination and use of both upper limbs to perform body work.
- The student must possess manual dexterity to perform in the various clinical and classroom requirements without posing a threat to themselves, clients, or fellow students.
- The student must have the ability to stand to perform therapies.
- The student must hear and see – appropriately assisted if needed – well enough to record client histories, to provide routine safety instructions, and conduct a massage session without constant supervision.

Persons with disabilities are eligible for admission, as long as, they can carry out classroom, laboratory and clinical assignments. Including client intake, assessment and techniques, or the equivalent; pass written, oral and practical examinations; and meet all of the requirements of the school. Parker University will make reasonable accommodations for disabilities. Applicants and students are welcome to discuss any disabilities that they believe will hinder completion of the curriculum. In considering a prospective or actual applicant who discloses a disability, Parker University may require an interview to determine if the individual meets the physical qualifications to complete the program. The Office of Student Affairs can provide more information regarding accommodations that Parker University might be able to provide.

### **Transfer Student Policies**

There are three types of students who may be considered a transfer student:

1. A previously licensed massage therapist wanting to take the second trimester classes in order to advance their skills:  
Licensed massage therapists may complete the second trimester of the program for more advanced training. These students will be admitted as advanced standing students. Advanced standing students are licensed massage therapists seeking additional training. These students would transfer their existing course credits and are eligible to receive a certificate at the culmination of the course of study. Advanced standing students must have completed all of the first trimester courses to be eligible to begin taking the second trimester courses. A thorough review of the transcript will make this determination.
2. A licensed massage therapist who wants to take one to three classes for continuing education purposes:  
These students are limited to taking a maximum of three classes. These students must be licensed massage therapists and have completed the prerequisites listed for the intended course(s). These students are not seeking additional certification rather additional courses to enhance their skills

and ensure they understand and apply the most recent massage therapy research and applications.

\*Both advanced standing students and continuing education students would submit an application along with the transcripts from prior coursework.

3. A student transferring from another massage therapy program.

Students who wish to transfer credit from previous course work must have the Texas Massage Therapy Licensing Agency approve credit for previous course work. The applicant should request an official transcript and course descriptions from the institution where the course work was completed. That transcript should be sent to the following address:

Massage Therapy Licensing Program  
Texas Department of State Health Services MC-1982  
1100 West 49th Street  
Austin, Texas 78756-3183, USA 78756-3183

Be sure to include a letter stating: Your Name, Address, Phone #, and Email, as well as a request that they send the verification to Parker University School of Massage Therapy at:

Parker University School of Massage Therapy  
Attn: Registrar  
2560 Electronic Lane  
Dallas, Texas 75220  
214-902-3485  
askpsmt@parker.edu

There will be a waiting period while the Agency reviews transcripts and deems a “Yes” or “No” for credit to be granted. The Agency will contact the requester and Parker University School of Massage Therapy with the results. The Massage School Director and the Registrar will need official transcripts and course descriptions as well to review. Once the judgment from the state has been received, the information will be reviewed and a determination made. Student will be notified of decision by a written letter and email. For further assistance please contact [AskAdmissions@parker.edu](mailto:AskAdmissions@parker.edu) or [AskRegistrar@parker.edu](mailto:AskRegistrar@parker.edu).

If a transfer student meets all the admission qualifications and is accepted for enrollment, the student must attend all scheduled orientation classes and abide by the same student regulations as non-transfer students. Orientation will help the transfer student better understand Parker University policies, procedures and educational opportunities. Students may transfer a maximum of ten percent of the total program length.

### **International Students Requirements**

To qualify for admission to the School of Massage Therapy as an International Student, you must complete the following:

1. Submit an online admission application

2. Request the foreign transcript be reviewed, prepared, and mailed by one of the following organizations directly to Parker University, Office of the Registrar (2540 Walnut Hill Lane, Dallas, TX 75229)\*:

Educational Credential Evaluators, Inc.

P.O. Box 92970

Milwaukee, WI 53202-0970

Phone: 414-289-3400

Website: [www.ece.org](http://www.ece.org)

World Education Services, Inc.

P.O. Box 745

Old Chelsea Station

New York, NY 10113-0745

Website: [www.wes.org](http://www.wes.org)

Please note that it is the students' responsibility to contact one of these organizations for transcript review. This does not apply to Canadian students.

3. Submit an original letter of support from a financial sponsor pledging to provide funding to pursue educational goals in the United States. No photocopies or facsimiles accepted. This letter must be written on the financial sponsor's personal or business stationary and signed by the sponsor. You may sponsor yourself.
4. Submit an original letter of financial ability documenting sponsor's capability to financially support you (also referred to as the "bank letter".) This letter must be written and signed by an officer or official of your sponsor's financial institution on the institution's letterhead and bear a current date. No photocopies or facsimiles accepted. It must state that the financial sponsor has at least \$26,213 available for the student's financial support. Please note that this amount is subject to change. Check with your international advisor before submitting.
5. Submit the completed educational experience form. List all colleges and universities that you have attended.
6. Submit a completed financial information form. List all expected financial aid that you are planning to use from your country or any other sources to finance your education at Parker. If dependents are accompanying the student, list them on the financial information form; otherwise, they will not be able to enter the United States.
7. Submit all official transcripts to Parker University, Office of the Registrar (2540 Walnut Hill Lane, Dallas, TX, 75229). It is the student's responsibility to request that official transcripts be sent from all prior institutions where credits were earned. Official transcripts must be mailed directly to the Office of the Registrar at Parker University. A transcript stamped "Issued to Student" or hand-carried into the Office of Enrollment is not considered to be an official transcript.

8. Provide course descriptions for all science prerequisite courses that were completed at a college or university outside the United States. Descriptions must detail lecture and lab contact hours. This is not applicable to Canadian students.
9. Submit official ETS/TOEFL or IELTS scores (Test of English as a Foreign Language) for students whose primary language is not English. Contact ETS/TOEFL at PO Box 6151, Princeton, NJ, 08541-6151, USA. Phone: 800-257-9547.  
 Students must obtain these minimum scores: Paper-Based Test (PBT) – 550; Computer-Based Test (CBT) – 213; Internet-Based Test (IBT - Total score of 79 or above comprised of the following minimums: Reading: 21; Writing: 18; Speaking: 19; Listening: 21.  
 The scores must be submitted directly to Parker University from the ETS/TOEFL office to be considered official.  
 International students holding a bachelor's degree wholly obtained in the United States can be waived from the TOEFL requirement at the discretion of the international student advisor. Contact IELTS at <http://www.ielts.org/default.aspx>. Students must obtain a minimum score of 8 to have this requirement waived. The scores must be submitted directly to Parker University from the IELTS office to be considered official.
10. Submit proof of health insurance.

**Financial Policy**

All charges, including tuition and fees, are due and payable on or before the first day of class.

**Tuition and Fees** (as of September 1, 2013)

Tuition and fees are subject to change by the Board of Trustees. Cost is the same for the day and evening program.

<b>600 hour Certificate Program Costs</b>	
Tuition	\$7,950
Application fee	\$75
Technology fee (per trimester)	\$50
Activity fee (per trimester)	\$65
Parking fee (per trimester)	\$25
Materials fee (per trimester)	\$25
ABMP membership (one-time fee paid in Tri One)	\$45
Graduation Fee (one-time fee paid in Tri Two)	\$40
Licensing Fee (one-time fee paid in Tri Two)	\$375
<b>Other Fees that May Apply</b>	
Late Registration Fee (per day)	\$50
Books (approximate)	\$510
Lotion Holster	\$15

Scrubs (mandatory during internship only)	\$25
Massage table package (optional)	\$200 - \$700

\*If criminal background checks are required by the facility where student is placed for internship, an additional fee will apply.

*Part-time Tuition*

Classes may be taken on a part-time basis at the rate of \$19.77 per clock hour for tuition, plus other applicable fees, including parking, technology, and materials.

**Budget**

The budget is the total for tuition, fees, books and living expenses for the entire 8 month program. The following budget is for the 2013-14 academic school year:

<b>Massage Therapy Program</b>	
Tuition & Fees	\$ 8,800
Books & Supplies	1,280
Room & Board	10,106
Transportation	4,224
Personal Expenses	2,390
<b>TOTAL</b>	<b>\$ 26,800</b>

**Financial Aid**

Your education is an investment in your future and each dollar, invested wisely, is a step toward achieving your desired career goals. A student must successfully complete 300 clock hours for the first trimester to receive the second disbursement of financial aid for the second trimester.

*Types of Financial Aid Available*

Some basic types of financial aid are grants, scholarships and loans. Grants and scholarships are gifts – you do not have to earn them by working and you do not need to repay them. Grants are primarily based on financial need, while scholarships are usually based on merit or a combination of need and merit. In contrast, loans must be repaid with interest by the student or co-signer. Repayment usually begins after the student leaves school or drops below half-time enrollment. The terms for repayment – the amount of the payments, when the payments begin, and the length of time to pay the debt – for federal loans are governed by the Master Promissory Note; the terms for repayment of other loans are governed by the Disclosure Statement or some other form of a promissory note.

*Federal PELL Grant*

Student must submit Free Application for Federal Student Aid (FAFSA) to Parker University Office of Financial Aid for eligibility. If you are a Massage Therapy student, the maximum amount for Pell is \$3,700 per award year.

### *Federal Subsidized Stafford Student Loans*

Students enrolled in the undergraduate program may borrow up to \$3,500 per academic year (two trimesters). Funds will be disbursed in 2 installments. The interest rate is 3.4% for undergraduate loans. Repayment starts six months after graduation. Students must be U.S. citizens or eligible non-citizens who meet all the federal criteria for eligibility and who complete all paperwork required by the Office of Financial Aid. Aggregate limit on the Subsidized Stafford Loan is \$23,000.

### *Federal Unsubsidized Stafford Student Loans*

Students determined to be dependent (according to FAFSA guidelines) and enrolled in an undergraduate program, qualify for up to \$2,000 in unsubsidized funds. Students determined to be independent (according to FAFSA guidelines) and enrolled in an undergraduate program, qualify for up to \$6,000 in unsubsidized funds. Interest rate is 6.8%. Aggregate limit on the Unsubsidized Stafford Loan is \$31,000 for dependent students (no more than \$23,000 of this amount in subsidized) and \$57,500 for independent students (no more than \$23,000 of this amount in subsidized).

### *Federal Parent PLUS Loan*

Parents may borrow up to the student's cost of attendance minus all other financial aid awarded. Annual limits are defined as cost of education minus estimated financial assistance. The repayment period for a Direct PLUS Loan begins at the time the PLUS loan is fully disbursed, and the first payment is due within 60 days after the final disbursement. However, a parent PLUS borrower who is also a student can defer repayment while the borrower is enrolled at least half-time and for an additional six months after the borrower is no longer enrolled at least half-time. The interest rate is 7.9%. Parents must fill out the Parent PLUS Loan Authorization Form (available on the MyParker website). Parents who are denied the Parent PLUS Loan need to supply documentation to the Office of Financial Aid so that we may increase the student's unsubsidized loan by additional \$4,000. See the Office of Financial Aid for additional details.

### *Alternative, Credit-Based Loans*

Students who need additional resources to help pay for the cost of attendance should see the Office of Financial Aid.

### *Payment Plans*

In addition, Parker's Business Office will arrange payment plans for some students with financial need. Transcripts and certificates are not released until full payment of the program costs is received.

Additional information is available in the Financial Aid Handbook. The figures, interest rates, and potential loan amounts quoted in this Catalog are based on information as of July 1, 2013. Changes in government policy, appropriations, procedures or regulations occurring after that date could affect these programs. Parker University's Office of Financial Aid acts in compliance with government guidelines.

### **Academic Policies**

These policies apply specifically to students in the School of Massage Therapy, in addition to the general policies stated above that apply to all students.

#### *The Academic Year*

For academic purposes, the calendar year is divided into three trimesters of 17 weeks each. The spring trimester begins in January, the summer trimester begins in May, and the fall trimester begins in September. A student attending the Massage Therapy program full time will complete the 600 hour program in 2 trimesters.

<b>ACADEMIC CALENDAR 2014-15 SCHOOL OF MASSAGE THERAPY</b>	
<b>September 1</b>	Labor Day Holiday
<b>September 2</b>	1 <sup>st</sup> day of Classes
<b>December 18</b>	Commencement
<b>December 19</b>	Last day of Class
<b>January 9</b>	Orientation
<b>January 12</b>	1 <sup>st</sup> day of Classes
<b>April 23</b>	Commencement
<b>April 24</b>	Last day of Class
<b>May 1</b>	Orientation
<b>May 4</b>	1 <sup>st</sup> day of Classes
<b>August 20</b>	Commencement
<b>August 28</b>	Last day of Class

#### *Trimester Hours*

The Massage Therapy program is based on clock hours. A clock hour is defined as a 60 minute block of time including a minimum of 50 minutes of instruction.

#### *Time Limit to Complete Program*

Students have a total of 12 months of continual enrollment to complete the program. If a student takes a leave of absence from the program for any reason, the amount of time remaining for the student to complete the program will be calculated from the last date of attendance. If a student's leave of absence exceeds 36 months, the student will repeat the entire program. If a student has interrupted their education at Parker University School of Massage Therapy or any other massage school for more than three years, no credit will be given for the previous course work upon readmission. Former students must also meet all current admission requirements.

### *Teacher/Student Ratios*

Parker University School of Massage Therapy maintains a 1:36 Teacher/Student ratio for all lectures. For practical massage instruction the Teacher/Student ratio will not exceed 1:15. When the number of students exceeds fifteen, qualified Teacher Assistants will be utilized to support instructor and maintain this ratio.

### *Attendance Policy*

A professional education at Parker University requires a full time commitment by the student. Students are required to attend 100% of the sessions for each class. Excused absences totaling up to 20% of the total course are permitted to be made up through approved make up assignments. If a student falls below the cumulative 80% attendance mark they will receive an 'F' for the course. Classes are demanding and academic standards are high. Students must expect to spend a significant part of each day in and out of class to successfully complete the program. Full realization of the learning process is reliant upon the fact that students are expected to attend and be attentive and participatory in all lecture and laboratory classes. Students must attend classes on a regular basis to attain the skill, training and expertise they will need to become successful Massage Therapists. It is in this light that Parker University School of Massage Therapy considers classroom attendance to be mandatory in all scheduled classes and laboratory sessions and failure of the student to attend classes and/or laboratory sessions could result in poor academic performance by the student, possible grade reduction, or the student receiving a failing grade in the class.

The student is responsible for obtaining and learning subject materials presented during an absence. When the period of absence is known and may be planned, the student must confer with the appropriate course instructor and determine a plan of action for that absence. Absence from any examination (lecture or lab) must be accompanied by a written excuse documenting the extenuating circumstance which prevented the student from sitting the examination. If the excuse is considered valid by the course instructor, then arrangements to sit the exam must be made with the course instructor within 7 days of returning to class. However, make-up work or a doctor's note does not erase an absence. Hours missed still must be made up to avoid a failing grade.

### *Tardiness*

Tardiness is disruptive to the class. Each student should make every attempt to get to class on time. An instructor may refuse to allow a tardy student to enter the classroom. A student who is tardy to a class may be counted absent for that class period. If a student is more than 15 minutes late to a class they will lose the entire hour. This does not mean the whole class period of four hours.

### *Absences for Religious Holidays*

Parker University will excuse students from attending classes and other required activities for the observance of religious holidays, including travel for that purpose.



A religious holiday means a day of observance by a religion whose places of worship is exempt from property taxation under Section 11.20 of the Texas Tax Code (or would be exempt if the place of worship as located in Texas).

A student whose absence is excused under this policy may not be penalized. Those students will be allowed to take examinations or complete any assignments they missed due to observance of the religious holy day (see missed exam policy). With the student's agreement, the course director may move the points from the missed examination or assignment to the final exam in that course or make other arrangements to make up the missed exam or work. A student may be required to show written documentation.

A student who will miss an examination or assignment for the observance of a religious holy day should notify the course directors of all courses affected prior to the absence.

If a student and a faculty member disagree about whether an absence is for the observance of a religious holy day or whether the faculty member has allowed the student a reasonable time to complete any missed examinations or assignments (see missed exam policy), the faculty member or the student may request a ruling from the Massage School Director. The student and the faculty member will abide by the decision of the Massage School Director.

### **Student Bereavement Policy**

In the unfortunate event that you experience a death in your family, please rest assured that Parker University will help you during this time of your loss. There are steps a student can follow to document the bereavement and receive accommodations as necessary:

- If you experience a death in your family, please notify the Massage School Director as soon as possible. You may send the notice by telephone or email. You may send the notice personally or have it sent by a roommate, friend, or family member. The Massage School Director will contact your instructors and ask them to assist you when you resume your studies.
- When you return to campus, please schedule a meeting with the Massage School Director to discuss support resources available to you through the Office of Student Affairs and to discuss strategies for catching up with missed academic work and for completing the trimester successfully.

### *Assistance and Accommodation*

- The options for assistance or accommodation include the following:
- Excused Absences
- Counseling with the counselors in Student Affairs or referral to another counselor
- Alternate arrangements for completing coursework, subject to the Missed Exam Policy
- Withdrawal from some courses to reduce your course load
- Incomplete grades in one or more courses

- Withdrawing from the University and taking a leave of absence

The Massage School Director will hear your situation and then help you decide what actions are in your best interest and will facilitate the communications between you and your instructors.

#### *Excused Absences Due to Bereavement*

We understand that in the immediate aftermath of the loss of a loved one, your classes and labs may be the farthest thing from your mind. We permit students to take the following excused absences from their classes and labs:

- 5 school days if bereavement is for the death of the student's spouse or child (including step-children, foster children, adopted children and in-laws).
- 3 school days if it is the death of a student's immediate family, other than a spouse or child. The immediate family includes parents (including step-parents, foster parents and in-laws), legal guardians, brothers and sisters (including step-siblings and in-laws), grandparents, grandchildren, aunts and uncles.
- 1 school day to attend the funeral of a niece, nephew or cousin.
- 2 additional school days if the family member lived more than 200 miles from Dallas or the funeral will be held more than 200 miles from Dallas.

The Massage School Director will forward requests for bereavement leave to the student's course directors. The Director may request a funeral or obituary notice.

#### *Make-up Policy for Coursework and Class Time*

If an absence is deemed 'Excused' then certain accommodations may be made by the course instructor for the student to make-up assignments/class time missed due to this absence. The responsibility lies on the student to contact the course instructor to arrange this make-up work. Documentation describing the reason for the absence is required by the student. Possible assignments may include but are not limited to: added class time; written assignments; exams either written or practical in nature or another assignment deemed appropriate by the course instructor. A 'Make-up Assignment Form' will be filled out by the course instructor and the student. A copy is given to the student and the original will be kept in the course folder. This form is also utilized if a student is attending another scheduled class to substitute their missed time.

#### **Grading Policies**

Evaluation is an integral part of the educational process. The grading policy of the School of Massage Therapy is designed not only as a mechanism to meet this evaluation requirement, but also to be an incentive to students to excel, to be a means of recognizing and rewarding achievement, to help identify problem areas for students. Therefore, the following grades, their numerical equivalents, and their interpretations are employed at the School of Massage Therapy:

Grade	Numerical Value	Grade Point Value	Interpretation of Academic Achievement
<b>A</b>	<b>89.5-100</b>	<b>4.0</b>	Excellent Achievement
<b>B</b>	<b>79.5-89.4</b>	<b>3.0</b>	Above Average Achievement
<b>C</b>	<b>69.5-79.4</b>	<b>2.0</b>	Satisfactory Achievement
<b>F</b>	<b>Below 69.5</b>	<b>0.0</b>	Unacceptable Achievement

In addition, the following irregular grades may be used in appropriate circumstances: P/F Pass/Fail - Some courses are graded on a Pass/Fail basis. Administrative designations that may be used in appropriate circumstances include:

- **Incomplete Grades**  
Students must complete all course requirements before advancing in the program. The grade of “I” is a temporary grade given to a student due to extenuating circumstances that the student may have encountered which prevented the student from completing the course work in the time prescribed. All Grades of “I” must be changed to a permanent grade designation by Friday of the first week of classes in the subsequent trimester of enrollment. If the student fails to make up the deficient course requirements within the prescribed time period, the grade of “Incomplete” will be changed to an F and the entire course must be repeated.
- **W: Institutional withdrawal**  
Grade received as a result of withdrawing from the university. It is not calculated into the GPA.
- **WP: Withdrawal/Passing**  
Grade received as a result of withdrawing from a course. This indicates that the student was passing the course at the time of withdrawal from the course. It is not calculated into the GPA.
- **WF: Withdrawal Failing**  
Grade received as a result of withdrawing from a course. This indicates the student was not passing the course at the time of withdrawal from the course. It is not calculated into the GPA.

\*Note: When a student receives a W, WP or WF, that course may be used for financial aid determinations but only once.

#### *Report of Academic Progress*

Grades are assigned and recorded at the end of each course. Grade cards are available on the Parker intranet.

#### *The Right of a Student to Appeal*

Parker University provides a mechanism for grade appeals. The process respects the judgment of Faculty members and protects the interests of students if inappropriate criteria are used to determine a grade or if a Faculty member does not adhere to stated procedures or grading standards. Administrative officers cannot substitute their judgment for that of the Faculty concerning the assignment of a grade. The Faculty conducts the review of any student complaint over a grade, under these procedures adopted by the Faculty. Any resulting change in a grade should be by Faculty authorization.

### *Grade Appeal Process*

A student who wishes to appeal an interim grade must obtain the Interim Grade Appeal or the Final Grade Appeal Form from the office of the appropriate Dean and follow the process described below within the appropriate time scale.

1. The student who wishes to dispute an interim grade must discuss the matter with the Instructor/Course Director.
2. If the matter is not resolved after talking to the faculty member, the student must meet with the Assistant Academic Administrator. The Administrator may resolve the appeal only through agreement of both the student and the faculty member.
3. If the matter is not resolved after Step 2, the student must meet with the Massage School Director. The Massage School Director may:
  - resolve the appeal through agreement of both the student and the faculty member,
  - deny the appeal and affirm the grade awarded by the faculty member if the Massage School Director determines that the student has not offered any substantial, credible evidence that the grade was arbitrary and capricious or awarded maliciously, or
  - allow the student to appeal to the Commission on Curriculum and Grades if the Massage School Director determines the student has offered some substantial, credible evidence that the grade was arbitrary and capricious or awarded maliciously.
  - the decision of the Massage School Director is final and not appealable
4. If allowed by the Massage School Director, the grade may be appealed to the Commission on Curriculum and Grades. Please note - the grade appeal form must be accompanied by appropriate documentation that is available to the student or the grade appeal will not be considered. The appropriate documentation from the student needs to include a letter describing fully the reason for the grade appeal and any appropriate accompanying documentation such as the syllabus of the course showing how the grade is to be calculated or the clinic handbook (whichever is appropriate), a copy of the assignment the grade for which is being appealed (if it is available to the student) and any other supporting documentation such as statements from other students or faculty members who have information that supports the appeal.
  - A grade appeal subcommittee will interview the student and the faculty member separately, review any and all appropriate documentation (including documentation that may have had to be provided by the administration), and make a recommendation to the Commission.
  - The grade appeal subcommittee will present their recommendations to the Commission on Curriculum and Grades who will come to a decision on the information presented by the grade appeal subcommittee.
5. The Chair of the Commission on Curriculum and Grades will notify the student, the faculty member, and the Massage School Director of the final outcome of the appeal. If this is a final grade that is being appealed, the Assistant Registrar will also be notified if a change of grade needs to be made.

### *Time Table for Grade Appeals*

For interim grades awarded before the final exam:

- Step 1 must occur within 3 school days after the grade is posted or becomes available;
- Steps 2 and 3 must occur within 5 school days after the grade is posted or becomes available; and
- Steps 4 and 5 must be completed within 5 days after the council receives the appeal.

For final trimester grades:

- Step 1 must occur no later than 3:00 p.m. of the second day of the next trimester;
- Steps 2 and 3 must be completed no later than 3:00 p.m. of the third day of the next trimester;
- Steps 4 and 5 must be completed no later than 5:00 p.m. on the Friday of the first week of the next trimester.

### **Graduation Requirements**

The Massage Therapy Certification will be conferred by Parker University on individuals who:

- Have satisfactorily fulfilled all requirements of the institution's academic regulations and curriculum for that program;
- Have a grade of at least 70% in all courses;
- Are not on academic probation or subject to disciplinary sanctions at the time of graduation;
- Have satisfactorily fulfilled all indebtedness and other obligations to the university;
- Have exhibited the integrity and high morals expected of a professional; and
- Have had a financial aid exit interview, if financial aid was received while at Parker University.
- Once all requirements have been met, graduates will be issued a certificate.

### **Graduation Activities**

Graduation ceremonies are conducted in the Parker University Student Activity Center. Ceremonies are held at the end of each trimester. This uplifting occasion is made even more moving by the regal atmosphere and impressive surroundings. A meeting is held with each graduating class to collect information regarding an application for graduation, measurements for caps and gowns, announcements, and the graduation procession.

### **Application for Graduation**

Application for graduation must be made through the Registrar's Office by the published deadline, but preferably at least one trimester prior to graduation. Students who apply for graduation, but fail to meet graduation requirements must reapply and pay appropriate fees. The Registrar's Office will certify the completion of graduation requirements.

The transcript of college credits is an official document of the student's performance and bears the University's permanent seal and the signature of the Registrar.

Official transcripts will not be released unless the student has meet all degree requirements and has paid all monies owed to the university. Any exceptions will be decided on a case by case basis.

### **Valedictorian and Salutatorian**

The students who have achieved the highest grade point average in their class are recognized through the award of Valedictorian (highest grade point average in the class) and Salutatorian (second highest grade point average in the class) during the Commencement exercises. Students eligible for this coveted and very prestigious academic award must earn all the required credit hours at Parker University. Transfer students and/or students receiving advanced standing in course work taken at Parker University are not eligible. To be considered for Valedictorian or Salutatorian of a class the eligible students must also meet the following criteria:

- Must have fulfilled all requirements for graduation
- Have no record of disciplinary or academic action against them taken by the institution
- Must complete 100 percent of the program in the prescribed time period (2 consecutive trimesters)
- Nominated by faculty

### **Massage Therapy Program Honor Roll**

Recognition is given at graduation to individuals who have maintained excellent academic achievement throughout their program of studies. The cumulative grade average, as well as other factors, is taken into consideration. The grade average requirement for graduation with honors is achievement of at least 80%. To be considered for graduation with honors, students must meet the following criteria:

- Fulfill all requirements for graduation
- Have no record of disciplinary or academic action taken by the institution
- Receive no final grade less than a 70%
- Nominated by faculty

### **Academic Probation, Suspension and Dismissal Policy**

A student in the massage program is on academic probation if:

- their trimester GPA is below 2.0
- their cumulative GPA is below 2.0
- they receive a grade of F for their Final Grade in any class, or
- they have failed to successfully complete a class on their second enrollment in that class.

All students on Academic Probation will have their academic standing reviewed by the Massage Student Academic Advising Committee (MSAAC), before the University will allow them to enroll in subsequent trimesters. The committee will review the student's academic progress and consider each student on a case by case basis. Based on that review, MSAAC may make recommendations to the student and may set stipulations that the student must meet for continued enrollment. MSAAC has broad authority to set those stipulations.

### *Academic Probation*

- Student placed on Academic Probation a second time (non-consecutive trimesters) faces dismissal
- Academic Probation students must repeat all courses in which they failed (F, W, W/F or W/P) in the next trimester of enrollment
- Academic Probation students must pass any failed academic course(s) or clinic practicum on the second enrollment or face dismissal
- Academic Probation students must attend the mandatory study skill workshops held at the beginning of the trimester
- Academic Probation students must attend ALL classes and labs.

### **Appeals**

Students who are dismissed may file a written notice of appeal with the chair of MSAAC (Massage School Director) within 3 school days of the last Friday of the trimester (third day of break). MSAAC will overturn a dismissal only when justified by extenuating circumstances. The notice of appeal must explain those extenuating circumstances and include any appropriate documentation. If MSAAC denies the appeal for continued enrollment, the student may appeal that decision to the Executive Academic Advising Committee (EAAC) by filing a written notice of appeal with the chair of MSAAC (Sr. Director of Professional Studies) within 3 school days after receiving notice of MSAAC's decision on the appeal.

The EAAC may:

- affirm the decision of the MSAAC,
- remand the case to the MSAAC for further investigation or consideration of new facts that could not have been presented to the MSAAC, or
- reverse or modify the decision of the MSAAC only if justified by extenuating circumstances, or if the decision of the MSAAC was malicious, arbitrary or capricious.

The decision of the Executive Academic Advising Committee is final.

Please Note: The SAAC may readmit a student to the school but that does not guarantee eligibility for financial aid. Academically dismissed students who have been granted readmission must file a separate appeal to the Office of Financial Aid for eligibility to receive funding.

### **Massage Therapy Clinic Requirements**

Massage Therapy students begin their clinical training during Trimester I technique classes and will perfect their skills by practicing on classmates. At the end of the first trimester, in the Internship class, students will begin caring for the public by providing services to clients. Care will be given under the supervision of a qualified licensed Massage Therapy Instructor. In the second trimester students continue their clinical practice by continuing to provide client care in Internship. This course of study is on-going throughout the second trimester.

To successfully complete the Internship course, the student must have fulfilled the Clinic requirements for hours, massages, and assessments indicated for the course in the Massage Therapy Clinic Handbook by no later than 12:00 p.m. on the last day of the trimester. If an intern fails to achieve the above, the intern will receive a grade of "F" in the course. The intern will be required the following trimester to enroll in those Internship Practicums in which he/she received an "F" grade. The intern may be eligible for a certificate dated the following trimester if all requirements are met at that time.

### **Licensure Information**

Students who need information regarding licensure should contact the Massage School, the Office of the Registrar or the regulatory body that governs massage therapy practice in the state or country where the student wishes to practice.

The licensing requirements of the states vary widely. Some state boards require a specific number of classroom hours in order to obtain a license to practice as a Massage Therapist in their respective states. It is the student's responsibility to determine, fulfill and document the requirements of the state(s) in which they are planning to apply for licensure.

A directory, published by the Associated Bodywork and Massage Professionals, is available for student use in the Massage School administrative office and in the Office of the Registrar. More information is available at the Association's web site [www.abmp.com](http://www.abmp.com). Students are responsible for obtaining all information regarding practice regulations in any jurisdiction they select. Because state licensing requirements may change, the eligibility of a student to sit for a state's licensing examination may change.

#### *Texas Licensing Requirements*

The state of Texas requires licensees to have successfully completed a minimum of a 500-hour supervised course of instruction in massage studies provided by a licensed massage school, a massage therapy instructor at a massage school, a state approved educational institution, or a combination of any of these. Please contact the Texas Department of State Health Services with any questions you may have or ask a Parker University Massage School staff member for assistance.



## Curriculum

### 600 Hour Program

#### *Trimester I*

MTEC0101 Swedish Massage (125 hours)

AMMT0101 Anatomy & Physiology (75 hours)

AMMT0102 Pathology for the Massage Professional (40 hours)

HHMT0101 Human Health & Hygiene (20 hours)

HHMT0201 Nutrition (12 hours)

BPMT0101 Business Practices & Professional Ethics I (8 hours)

HYMT0101 Hydrotherapy (20 hours)

#### *Trimester II*

AMMT0201 Applied Anatomy and Kinesiology (60 hours)

BPMT0201 Business Practices & Professional Ethics (48 hours)

MFMT0201 Myofascial Therapy (40 hours)

MTMT0202 Neuromuscular Therapy (40 hours)

NMMT0205 Eastern Modalities - Acupressure (32 hours)

INMT0221 Massage Therapy Intern Clinic (80 hours)

## Course Descriptions

### *Trimester I Curriculum*

#### **MTEC0101 Swedish Massage – 125 hours**

Students are introduced to the theory and history of massage. Swedish massage, as synthesized by Pehr Henrik Ling, stands as the foundation for modern Western massage, and students will learn to use the basic Swedish techniques of; effleurage, petrissage, friction, vibration, tapotement and Swedish movements/gymnastics, individually and in combination to create a full-body massage. Students will be taught proper body mechanics, draping methods, indications and contraindications for massage, introductory evaluative techniques, charting and SOAP method note taking. In addition to class sessions, students are required to engage in practice massage sessions outside of scheduled class hours. Prerequisites: None

#### **AMMT0101 Anatomy & Physiology – 75 hours (50 Anatomy and 25 Physiology)**

This is the foundation course in systems-based human anatomy and physiology. Students will learn the structure and function of each of the major systems of the human body, how they inter-relate, and how they are affected by massage therapy. Students will also learn basic medical terminology, including roots, prefixes and suffixes, and combining vowels. Laboratory time will include observation of prosected human cadavers. Prerequisites: None

#### **HHMT0101 Human Health & Hygiene – 20 hours**

Students will learn disease prevention and hygiene. This course serves as the introduction to the wellness model. Wellness is defined as an active process employing a set of values and behaviors that promote optimal health, function, and quality of life. Students will be presented with a set of tools that can be

utilized for both self-care and to teach clients to be active participants in the optimization of their own health and well-being. Prerequisites: None

**HHMT0101 Nutrition – 12 hours**

Students will learn the role of balanced nutrition in the wellness model. Both western and oriental approaches to general nutrition and the therapeutic use of food will be discussed. Prerequisites: None

**HYMT0101 Hydrotherapy – 20 hours**

This course discusses the scientific application of water, in all three of its physical states, for therapeutic purposes. Students will learn and practice the correct use of hot and cold temperatures in a variety of applications. Prerequisites: None

**BPMT0101 Business Practices & Professional Ethics I – 8 hours**

This is the introductory course in the fundamentals of business and the ethics of professional touch. Students will build a business plan, learn basic business management tools and learn to interview and be interviewed. State massage therapy laws will be reviewed and discussed. Students will learn key principles for ethical practice. Prerequisites: None

**AMMT0102 Pathology for the Massage Professional – 40 hours**

Students will learn to recognize pathologies and to adapt techniques to promote healing and ease discomfort. Coursework will include a thorough review of endangerment sites and contraindications for massage therapy, and the development of a network of healthcare professionals for referrals, when appropriate. Prerequisites: None

***Trimester II Curriculum***

**AMMT0201 Applied Anatomy and Kinesiology – 60 hours**

This course is a continuation of AM0101, with a detailed study of the effects of massage therapy on the cardiovascular and nervous systems, an exploration of fascia, and special emphasis on the skeletal and muscular systems and their role in human movement. Students will extend their knowledge of muscle origin, insertion and action, refine palpation skills, and will be introduced to the oriental anatomical model. Prerequisites: Must complete AMMT0101 Anatomy & Physiology

**BPMT0201 Business Practices & Professional Ethics II – 48 hours**

This is the second of two courses in the fundamentals of business and the ethics of professional touch, with emphasis on effective communication, marketing, and creating a sustainable practice. The importance of developing a referral network of DCs, DOs, MDs, L.Acs, and other healthcare professionals will be discussed and a plan for implementation will be developed. Prerequisites: None

**MFMT0201 Myofascial Therapy – 40 hours**

This is the first class designed to deepen and broaden therapeutic skills. Myofascial therapy is an elegant system for opening tissues to deeper work and to engender flexibility, balance, and postural alignment. This course will provide the student with the fundamental tools for this approach to bodywork. Prerequisites: Must complete all Tri 1 Classes or be a LMT

**MTMT0202 Neuromuscular Therapy – 40 hours**

Neuromuscular therapy introduces the student to basic principles and techniques to address pain at specific muscles, and is a powerful set of tools for use in the clinical setting. Prerequisites: Must complete all Tri 1 Classes or be a LMT

**NMMT0205 Eastern Modalities - Acupressure – 32 hours**

Eastern Modalities focuses on the technique of Acupressure. Acupressure utilizes touch therapy combined with the principles of acupuncture and Chinese medicine. This course will introduce the

students to an in depth study of the meridian lines as well as provide them with a detailed sequence for a client session. Prerequisites: Must complete all Tri 1 Classes or be a LMT

**INMT0221 Massage Therapy Intern Clinic – 80 hours**

Students provide massage therapy treatment to the public in the School of Massage Therapy Intern Clinic, under the supervision of specially-licensed School faculty. Students will perform client intake, full-body massage therapy, exit interviews and documentation (SOAP note format) for each session. Students will participate in case conferences and learn client check-in and check-out procedures.

Prerequisites: Must attend the 'Clinic Orientation' class presented in Swedish Technique MTEC0101, complete Swedish Technique (MTEC0101), Anatomy & Physiology (AMMT0101) and Pathology (AMMT0102).

# *Associate of Applied Science in Diagnostic Sonography*

## **Mission**

The Diagnostic Sonography program exists to holistically foster technically sound sonography graduates by providing a progressive curriculum which will enable them to approach their career with confidence, passion and commitment.

## **General Program Information**

The Diagnostic Sonography Program is designed to prepare future sonographers to critically think and problem solve in order to meet the required examination protocol and technical needs as a whole. Focused coursework prepares students for the certification examination they will take to become registered sonographers. Employment for a sonographer may be in but not limited to: hospitals, private physician practice, imaging centers and diagnostic laboratories.

Parker University's Diagnostic Sonography Program consists of 8 general education courses, 11 technical courses, and 6 months of clinical fieldwork experience courses for a total of 6 trimesters (24 months). Parker University conducts courses on a year round basis with scheduled vacations each year. Students accepted into the Diagnostic Sonography Program are required to successfully complete all general education courses in the pre-professional phase with a cumulative GPA of 3.0 (on a 4.0 scale) prior to applying to the professional phase or core curriculum.

The core curriculum is designed in a sequential manner. Each program course is a prerequisite for the subsequent program course offered; therefore, successful completion of each course is a requirement for progression throughout the program. Successful completion of each course is defined as obtainment of a minimum grade of "C" (70%). If a student fails a course he or she will wait until the course re-sequences contingent upon not exceeding the program's maximum capacity. The student is allowed to repeat a professional course one time with two maximum course repeats. To continue satisfactory progress in the Diagnostic Sonography program, the student must achieve a minimum cumulative GPA of 2.75. If the required minimum cumulative GPA of 2.75 is not achieved, the student may be placed on probation for one semester or dismissed from the program. If the student is placed on probation the student must achieve a minimum cumulative GPA of 2.75 by the end of the next semester to remain in the program. If the required minimum cumulative GPA of 2.75 is not achieved at the end of the probationary semester, the student will be dismissed from the program. A student dismissed for failure to achieve a minimum cumulative GPA of 2.75 (on a 4.0 scale) is allowed a one-time opportunity to restart the program. The student has an opportunity to file an appeal to the DS review committee comprised of the DS Program Director, DS faculty member/Clinical Coordinators, College of Health Science Director and Dean of Students.

Due to the evolving nature of the Diagnostic Sonography field, the DS curriculum is frequently reviewed and revised as needed. Students who withdraw or are dismissed due to academic failure and return to complete the program with another class, are required to test their didactic and/or laboratory skills. The student must pass with a 78% or better to re-enter. Additionally students are required to meet the graduation requirements of the class to which they return.

## ***Clinical Fieldwork Experiences***

Clinical Education is an important part of the curriculum of the Diagnostic Sonography Program. Supervised clinical fieldwork experience is essential for professional preparation, as it provides the students with a “hands-on” opportunity to integrate academic knowledge with clinical skills in a professional setting. Students are not allowed to receive compensation for hours worked during clinical fieldwork. Clinical fieldwork experience will consist of a minimum of thirty hours with a maximum of forty hours per week in the students’ assigned clinical site. You will be graded on clinical performance just as you are classroom instruction.

\*Please note that every effort will be made to provide local clinical fieldwork experiences; however, students are not guaranteed local clinical fieldwork placements and should expect clinical fieldwork experience to be outside the area requiring traveling to and from the facility or possible relocation. Students do not have the option of choosing their clinical site or shift.

**Prior to clinical fieldwork experiences students will be required to provide proof of statement of good health, immunization record, medical/health insurance, CPR/BLS, drug screening and level-3 background check. *If a student has a felony or misdemeanor on their record they may not be placed in a hospital, pediatric or diagnostic imaging facility for their clinical experience. This may interfere with their ability to graduate.***

**Parker’s Diagnostic Sonography program prepares its graduates to:**

- Obtain, review, and record an accurate patient history with supporting clinical data;
- Perform diagnostic procedures and provide summary of findings for physicians;
- Analyze and inspect images for quality and adequate coverage of areas needed for diagnoses;
- Recognize differences between normal and abnormal images;
- Provide patients with information linked to ultrasounds and other diagnostic services

## ***Length of Program***

The Associate of Applied Science with a major in Diagnostic Sonography is a six trimesters, twenty-four month program. (Based on full-time status).

## ***Mode of Instruction***

The Associate of Applied Science degree with a major in Diagnostic Sonography will be offered through academic and clinical studies. The DS curriculum includes both on campus classroom education and clinical fieldwork training. General education courses are offered on campus and online. The program curriculum encompasses both independent and collaborative learning.

## ***Time Limit to Complete***

The Associate of Applied Science in Diagnostic Sonography program must be completed within nine trimesters of initial admission.

## ***Technical Standards***

In addition to academic and performance standards students must be able to meet and maintain the following technical standards for the purpose of admission and continuation in the program:

- **Communicate Effectively**- Ability to interact with patients and healthcare professionals in both written and verbal form. Be able to articulate in a clear and distinct manner procedures, instructions and oral reports
- **Cognitive**- Ability to execute complex mental processes. Obtain and retain didactic knowledge including many procedures and protocols with the ability to apply this knowledge for the purpose of collecting, interpreting, and integrating information to make examination related decisions. Utilize problem solving skills while performing sonographic procedures to establish the best diagnostic information possible.
- **Coordination**- Gross body coordination such as maintain balance, hand-eye coordination, arm-hand steadiness and precision. Dexterity to operate control panel while manipulating transducer simultaneously.
- **Visual and Hearing**- ability to distinguish color on Doppler procedures as well as various shades of graph while performing sonograms. Hearing must be adequate to perceive and interpret equipment signals, monitor alarms, and calls for help.
- **Stamina**- Ability to push/pull objects in excess of fifty (50) pounds. Ability to stand during examinations and long procedures. Lift and transfer patients from wheelchair or stretcher to and from examination table. Assist patients into proper position for examination.
- **Emotional Stability**- Ability to adapt and function under stress. Deal with the unexpected and adapt to change. Perform multiple tasks and responsibilities concurrently. Possess a strong work ethic, compassion and integrity.

**Note:** Student is subject to dismissal if after admission to the Diagnostic Sonography Program it is discovered that a student cannot meet the technical standards.

## ***Computer Skills and Access***

Sonography students are required to demonstrate a variety of computer skills throughout the program. All students must be able to access the Parker University online teaching platform, Blackboard, for instruction and dissemination of information. Some Sonography courses may operate with part of the content to be completed online and the remainder of the content delivered in the on ground setting. Students are assigned a Parker University email address upon admission to the university. Students may utilize library computers on campus to check their Parker University email accounts and to access Blackboard. Blackboard and email accounts should be checked frequently for assignments, announcements and/or messages.

## ***Admission***

Application for admission to Parker University is a separate process which must be completed **prior** to applying to the Diagnostic Sonography core. Please see the Parker University website (<http://www.parker.edu>) for the Parker University Admission Process.

### **Readmission Requirements**

Students who withdraw or are dismissed from the program must apply for re-admission. No preferential consideration is given to prior students for re-admission. Students will be readmitted one time only if the cumulative GPA and programmatic requirements are met in addition to the program not exceeding maximum class capacity.

### **Additional Requirements**

Diagnostic Sonography students must exhibit good physical health and endurance. Due to the nature of the coursework and clinical content, sufficient physical strength is required for lifting and moving patients and handling equipment in a clinical setting. Ability to stand or sit for up to eight (8) hours per day and lift fifty (50) pounds. This may include lifting, pulling, bending and squatting. Additional requirements include but are not limited to clinical reasoning, attention to detail, efficiency, excellent hand/eye coordination, clearly distinguish color, ability to hear differences in sound and compassion. Direct patient contact may include invasive procedures and bodily fluids.

Persons with disabilities are eligible for admission, as long as, they can carry out classroom, laboratory and clinical assignments, patient intake, assessment and techniques, or the equivalent; pass written, oral and practical examinations and meet all of the requirements of the school. Parker University will make reasonable accommodations for disabilities. Applicants and students are welcome to discuss any disabilities that they believe will hinder completion of the curriculum. In considering a prospective or actual applicant who discloses a disability, Parker University may require an interview to determine if the individual meets the physical qualifications to complete the program. The Office of Student Services can provide more information regarding accommodations that Parker University might be able to provide.

### **Diagnostic Sonography Fees**

<b>Drug Test</b>	<b>\$40</b>
<b>Level 3-Criminal background check</b>	<b>\$48</b>
<b>Malpractice Insurance (per clinical course)</b>	<b>\$20</b>

### **Additional Expenses**

In addition to tuition and textbooks, school supplies and fees, DS students should expect to have the following expenses:

- SDMS annual membership
- Costs to attend clinical experiences including meals, travel, parking, lab coat, scrubs, room and board if necessary and any other costs incurred with clinical education courses.
- Plain colored (program specific) scrubs with the Parker University logo
- Name tag

Students must provide proof of the following prior to attending clinical fieldwork experiences:

- Mandatory health insurance
- Physical examination by a physician including immunizations and laboratory tests
  - **Forms with required data will be provided**
- CPR/BLS certification (class offered at Parker University or show proof of completion)

## ***Standards of Appearance***

Proper professional dress and appearance are required. The DS program has a firm dress code guideline for all students (this includes fieldtrips and observation visits, clinical settings and campus). All attire must be well maintained and clean at all times. General appearance encompassing conventional hairstyle and naturally occurring hair colors and conservative use of jewelry, make-up and accessories.

- Daily baths, deodorant
- Students having hair longer than collar length shall tie it back with no decorative adornment
- Beards and facial hair shall be neatly trimmed
- Perfumes, colognes, and aftershave are not allowed
- Closed toe light in color clean shoes (no cloth or shoes with air holes on the top ) with socks must be worn
- Approved standardized scrubs with a plain white lab coat (optional)
- Jewelry is limited to one ring on each hand (engagement rings, wedding rings, graduation rings) and wristwatch. One small post earrings on each ear permitted. No other jewelry or body piercing allowed
- Natural appearing make-up
- Fingernails – clean, neat, trimmed short; nail polish may be limited to clear or neutral shades
- Name tag
- No visible tattoos
- Plain colored (program specific) scrubs with the Parker University logo fitting appropriately
  - Neckline must not be too low
  - Pants must not be too large or small and worn at the natural waist.

**Note: During Clinical Fieldwork placements students are to follow the established dress code for their assigned placements.**

## ***Attendance Policy***

The Diagnostic Sonography program considers classroom, laboratory and clinical attendance to be mandatory in all scheduled sessions. DS students are required to attend 100% of the sessions for each class. Classes are demanding, and academic standards are high. A professional education at Parker University requires a full time commitment by the student. Students must expect to spend a significant part of each day studying in and out of class to successfully complete the program. Full realization of the learning process is reliant upon the fact that students are expected to attend and be attentive and participatory in all lecture and laboratory classes. Failure of the student to attend classes and/or laboratory sessions could result in poor academic performance by the student, possible grade reduction, the student receiving a failing grade in the class or program dismissal.

In the event an emergency occurs resulting in the students absence from class, laboratory session or clinical experience a written document (ie doctor note) explaining the extenuating circumstance which prevented the student from attending is required. If the student falls below the 80% attendance mark they will be dismissed from the program. In an emergency which causes a student to be absent, it is the student's responsibility to make arrangements with the instructor to complete missed work. The instructor decides, based on University policy, if a student should be permitted to make up missed work or, in the case of excessive absences, be more severe action. The student is responsible for obtaining and



learning subject materials presented during an absence. When the period of absence is known and may be planned, the student must confer with the appropriate course instructor and determine a plan of action for that absence. Absence from any examination (lecture or lab) must be accompanied by a written excuse documenting the extenuating circumstance which prevented the student from sitting for the examination. If the excuse is considered valid by the course instructor, then arrangements to sit for the exam must be made with the course instructor. However, make-up work or a doctor's note does not erase an absence.

### ***Tardiness***

Tardiness is disruptive to classroom instruction. Each student should make every attempt to get to class on time. Absenteeism or tardiness demonstrates a lack of professionalism and courtesy. A student who is tardy to a class may be counted absent for that class. The program confirms that emergency circumstances (i.e., funeral, deaths, and serious illnesses of immediate family) can occur; such events will be taken under advisement by the Program Director. However, students must provide the Program Director with appropriate documentation supporting their reason for being late and/or absent. It is required that students notify their instructor **ahead of time** if they will not be able to attend class/clinical or will be arriving late. *Repetitive or excessive absences may result in dismissal from the program.*

### ***Clinical Attendance***

**You are expected to be at your clinical site every day** except when ill or needed for an emergency in the *immediate* family. If more than two (2) days are required for personal illness or immediate family emergency, a conference is required between the Clinical Coordinator and the Clinical Instructor to determine opportunities and scheduling for lost days. It is at the facility's discretion and is not automatic. The facility is not obligated to let a student finish fieldwork if it extends beyond the scheduled time period. Students withdrawn from clinical courses will be required to repeat the entire course.

**Note: Up to two (2) days can be taken for illness or family emergency only. You are not entitled to time off during clinical fieldwork.**

Notify your supervisor in advance, if you have a good reason to be absent from the location. Under **no** circumstances should you ever be absent without notifying your supervisor.

Students are expected to be located at their clinical education site and ready to scan at the time their shift begins. Example: if shift begins at 8 am the student should be **ready** to scan at 8 am. If the student arrives at 8 am they are not **ready** to scan and will be considered tardy.

Clinical rotation attendance **IS NOT** affected by a delayed class schedule or canceled classes due to inclement weather. Students should use good judgment to make every attempt to arrive at their clinical site on time if at all possible. Inclement weather does not negate the timeframe in which you must notify you supervisor if you are delayed.

Any student displaying unprofessional behavior while performing clinical fieldwork which causes clinical instructor to request they be removed from their site may be terminated.

Students displaying unprofessional behavior while performing clinical fieldwork which causes Parker University to lose the clinical affiliation will be terminated from the program and will not be considered eligible for re-entry.

## ***Holiday Time off***

Students follow the schedule set by their facility and/or immediate supervisor. This may include time off for holidays or holiday break such as Labor Day, Columbus Day, or Thanksgiving. If the student is performing and progressing as expected, the fieldwork educator has discretion as to whether these days need to be made up. However, if more than 2 total days off are received for holidays, the student is expected to make up the time at a schedule specified by the site. If the make-up days extend beyond the established end date of the fieldwork placement, the Fieldwork/Clinical Coordinator must be notified.

## ***Grading Policy***

The Diagnostic Sonography Program has set a program and course grading policy that will measure the students' knowledge and skill outcomes as outlined for that core course.

The grade for any course examination, quiz, homework, lab exercise, and course final grade will follow the following scale:

### **Letter Grade Numeric Grade**

<b>A</b>	90.0 – 100.0%
<b>B</b>	80.0 – 89.9%
<b>C</b>	70.0 – 79.9%
<b>D</b>	65.0 – 69.9%
<b>F</b>	Up to 64.9%
<b>I</b>	Incomplete

In addition, the following irregular grades may be used in appropriate circumstances: P/F Pass/Fail - Some courses are graded on a Pass/Fail basis. Administrative designations that may be used in appropriate circumstances include:

- Incomplete Grades
- Students must complete all course requirements before advancing in the program. The grade of "I" is a temporary grade given to a student due to extenuating circumstances that the student may have encountered which prevented the student from completing the course work in the time prescribed. All Grades of "I" must be changed to a permanent grade designation by Friday of the first week of classes in the subsequent trimester of enrollment. If the student fails to make up the deficient course requirements within the prescribed time period, the grade of "Incomplete" will be changed to an F and the entire course must be repeated.
- W: Institutional withdrawal
  - Grade received as a result of withdrawing from the university. It is not calculated into the GPA.
- WP: Withdrawal/Passing
  - Grade received as a result of withdrawing from a course. This indicates that the student was passing the course at the time of withdrawal from the course. It is not calculated into the GPA.
- WF: Withdrawal Failing

- Grade received as a result of withdrawing from a course. This indicates the student was not passing the course at the time of withdrawal from the course. It is not calculated into the GPA.

\*Note: When a student receives a W, WP or WF, that course may be used for financial aid determinations but only once.

The percentage of the course examinations, quizzes, homework, lab exercises, attendance, etc. that apply toward the course final grade is determined by the program and faculty for each course, and are reflected in the course syllabus. These areas and percentages can change as deemed necessary by the program and faculty to improve the course(s) for the student.

Clinical Fieldwork experience grades are factored into the student's cumulative GPA. Students must submit required clinical paperwork, associated assignments as outlined for each clinical fieldwork experience. Failure to meet course requirement deadlines will result in a failing grade for the course. Student clinical performance will be evaluated by the Clinical Coordinator and the Clinical Instructor. The Clinical Instructor will complete, The American Registry for Diagnostic Sonography (ARDMS) Clinical Verification Form (CV).

A student who fails a course within a core semester may choose to re-enter the program when the course re-sequences contingent upon not exceeding the program's maximum capacity. The failing grade will only be replaced when and if the student earns a passing grade. The student must meet the same GPA requirements as previously stated. Should a student be out of the Diagnostic Sonography Program for an extended length of time (as determined in the program's Student Handbook) then the student will be required to re-apply to the program and test their didactic and/or laboratory skills. A student may re-enter when their last class resurfaces after being tested didactically and in the simulation lab setting ONLY if the Program Director and Clinical Coordinator feel that the student is capable of returning to the next class with the skills needed to be successful to move forward throughout the program.

### ***Report of Academic Progress***

Grades are assigned and recorded at the end of each course. Grade cards are available on the Parker intranet.

### ***Assignments***

Assignments submitted either in hard copy or via E-mail must be received by the date and time due. Assignments received after that time will be considered late and will not be accepted. Any student may request confirmation of receipt of E-mailed assignments.

Each student is expected to use proper grammar, punctuation, and spelling in all written assignments. Assignments are to be typed and double spaced unless otherwise indicated by the course instructor. The DS Program uses the style guide of the American Psychological Association (APA) for all written assignments. Each student is required to obtain the style guide and use these guidelines for citations and references: *American Psychological Association (2009). Publication Manual of the American Psychological Association (6th edition). Washington, D.C.: American Psychological Association.*

## ***Exams***

Each student is expected to attend class to sit for all scheduled exams and quizzes as outlined in the course syllabus. If a student is unable to take an exam or quiz, he/she must notify the instructor prior to the exam or quiz and request permission from the instructor to reschedule and this decision is made at the discretion of the course instructor. If the student fails to do this, he/she will receive a failing grade on the exam or quiz. If a student misses an exam or quiz, he/she must present official documentation, for example a Doctor's note or a Police Report, before being allowed to take a makeup exam or quiz. Any student who does not pass an exam or quiz is responsible for scheduling an appointment with the course instructor to discuss and review the exam.

## ***Remediation***

Students experiencing academic difficulty in a course should make an appointment to meet with the course instructor to discuss the reasons for this and to make plans to address the difficulty. Students may find it useful to meet with their advisor to discuss the difficulty and possible courses of action.

## ***Academic Conduct Policy***

Students in the DS program are expected to display the highest standards of academic integrity at all times. Academic dishonesty is inconsistent with the values and mission of Parker University. Students are expected to be honest and forthright in their academic endeavors. Academic dishonesty demeans the educational environment for all students. Academic misconduct includes but may not be limited to:

- Cheating – copying from another student; sharing information through electronic devices; deliberately and or knowingly seeking, buying, stealing some or all information for a given project, exam, essay, research; and/or posing or permitting someone to falsify your identity. This would also include falsification of documents.
- Plagiarism – passing off someone's work as your own either through purchase, copying, theft or other means. Any use of other's work should be appropriately cited using APA format. Re-submission of assignment(s) is strictly prohibited from one class to another class.
- Disclosure of confidential information – Discussing confidential information with anyone other than those directly involved in the patients care.
- Falsification/fabrications- Intentional use of invented information with the intent to deceive.

Students demonstrating academic misconduct will receive a "F" for the course and immediately dismissed from the program. **Student dismissed due to academic misconduct or has been found to be using unsafe or unethical practices in the clinical education site are not eligible to re-apply to the program.**

## ***Grievance***

When channels have been followed and the attempts to resolve problems are not successful, a student may file a request with the Associate Provost for a Grievance Hearing. This grievance procedure is available to any student who believes he/she has been wronged or has experienced discrimination, such as race, color, national origin, gender and disability.

The request shall be made in writing within 5 working days of the occurrence of the problem or issue. The Associate Provost shall appoint two faculty members and one faculty member for the Diagnostic

Sonography program. The Associate Provost shall serve as chair of the committee and shall schedule a hearing within 10 working days of the request.

All parties shall be notified of the scheduled hearing. The grievance hearing is confidential and is closed to the public and the press. Admission of any person to the hearing is at the discretion of the committee chair. Legal or other representation is prohibited during the hearing. All parties shall have the opportunity to present information and documentation relevant to the grievance. All documents are confidential and shall not be released.

The Grievance Committee shall review all the information presented and shall determine by majority rule, a course of action to resolve the grievance. Within three working day, the committee chair shall notify all parties in writing of the committee's decision.

### ***Grievance Appeal Procedure***

The decision of the committee may be appealed, in writing, within five working days, to the Dean of Students. The Grievance Committee Appeal Committee may uphold the decision or may notify or change the decision. The Dean of Students shall notify all parties involved, in writing, of the Grievance Committee Appeal Committee is final.

### ***Academic Appeal and Academic Misconduct Process***

Should a student wish to **appeal a grade**, the first step of the process is for the student to contact the instructor and request a meeting within five calendar days of the posting of the grade; the problem may be resolved at this step. Should the instructor not be available, the student shall notify the program director within five (5) calendar days that they are seeking a meeting with the instructor. The conference will be held at the earliest possible date convenient for both the instructor and student.

If the matter is not resolved, the student may submit a written appeal to the Program Director within five calendar days. The Program Director, if needed, may schedule a meeting with all parties involved and notify all parties, in writing, of the decision within ten calendar days.

Should the student believe the decision is not warranted, the student may appeal the decision to the Associate Provost. The Associate Provost may interview any or all parties and will render a written decision within 10 calendar days.

The Academic Appeal and Academic Misconduct Processes are internal processes of Parker University and legal counsel may not participate in the process.

### ***Academic Hearing and Appeals Procedure***

Pursuant to the University's Code of Conduct, any member of the University community may report a student for misconduct, unprofessional behavior or violation of University policies and/or procedures. The report will be submitted in writing to the Dean or Associate Provost.

The Dean or Associate Provost will conduct an investigation to determine if the charges have merit and/or can be resolved administratively by mutual consent. Such disposition will be final, and there will be no subsequent proceedings or appeals. If there is no mutual consent, a hearing will be scheduled before the

Academic and Professional Standards Committee within seven business days. If a report is filed during the last two weeks of the semester, it may be necessary to postpone the hearing until no later than the third class day of the following semester.

### ***Academic and Professional Standards Committee***

The Academic and Professional Standards hearing is an educational process and will be conducted according to the following guidelines.

- The faculty members of the committee will be appointed by the Dean or Associate Provost and will include three faculty members. The Dean or Associate Provost will appoint the Committee Chair.
- The student(s) will be notified in writing of the charges, and directed to appear before the committee. Failure to appear before the committee is a violation of University policy and will subject the student(s) to further charges.
- Hearings are confidential, closed to the public and press, will be conducted in private and due process guidelines will be followed. Admission of any person to the hearing is at the discretion of the Chair. Legal or other representation during the hearing is prohibited. The student(s) will be a) advised of the charges, b) given the opportunity to respond to the charges, and c) present documentation and/or witnesses to support their response. Everyone appearing before the committee is subject to questioning by the committee. Patients are prohibited from appearing before the committee as witnesses; however, their written statement may be presented. Minutes are taken at the hearing. All documents, including minutes and other materials are disciplinary records and are confidential and not available to students or the public.
- The Committee will review all available and relevant information and documentation presented and after careful consideration of the preponderance of evidence, the Committee will determine by a majority vote, what disciplinary action, if any, is warranted. The Committee Chair will inform the Dean or Associate Provost in writing of the Committee's decision. The Dean or Associate Provost will inform the student in writing of the Committee's decision.

### ***Academic Appeal Procedure***

If the decision of the committee is an adverse decision, the student may appeal the decision. The appeal will be submitted in writing within five working days of the receipt of the committee's decision to the Dean or Associate Provost. The student is permitted to return to classes and clinic duties and activities and events of the University until the appeal has been decided, unless one of the following circumstances is determined by the Dean or Associate Provost to exist:

- The appeal has not been made according to the conditions in the decision letter;
- The presence of the student in University activities constitutes a disruptive influence on the educational process or to patient care activities;
- The presence of the student is considered to be a danger to the health, safety and welfare of the student or other students, faculty and staff.
- The Academic and Professional Standards Appeal Committee may uphold the appeal of the student, may affirm the committee's decision, or may modify the disciplinary action, either by reducing the action or increasing the severity of the disciplinary action. The Dean or Associate Provost will notify the student of the decision within five working days. If the appeal is upheld, the student is immediately reinstated. If the appeal is denied, the disciplinary action becomes

effective upon the student's receipt of the decision. The decision of the Academic and Professional Standards Appeal Committee is final.

### ***Academic and Administrative Dismissal***

A student may be dismissed from Parker University for disregarding administrative policies as well as failure to meet minimum educational standards in the program in which the student is enrolled

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

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

### ***Degree Requirements***

The Associates of Applied Science – Diagnostic Sonography is a 72 credit hour program which requires:

27 credit hours - General education - Pre- professional phase

45 credit hours - DS core courses - Professional phase

- 33 credit hours – DS core curriculum – Professional phase
- 12 credit hours - Clinical fieldwork education – Professional phase

### ***Graduation Requirements***

Application for graduation must be made through the Registrar's Office by the published deadline, but preferably at least one trimester prior to graduation. Students who apply for graduation, but fail to meet graduation requirements must reapply and pay appropriate fees. The Registrar's Office will certify the completion of graduation requirements.

Parker University's graduation requirements for an Associate of Applied Science with a major in Diagnostic Sonography are as follows:

- Have satisfactorily fulfilled all requirements of the institution's academic regulations and curriculum for that program
- Have a cumulative grade point average of 2.75 on a 4.0 scale
- Have a grade of at least a "C" in all courses
- Are not on academic probation or subject to disciplinary sanctions at the time of graduation
- Have satisfactorily fulfilled all indebtedness and other obligations to the university
- Have exhibited the integrity and high morals expected of a professional
- Have had a financial aid exit interview, if financial aid was received while at Parker University
- Register, and take a national credentialing examination
  - ARRT or ARDMS specialty within 90 days of completing the program
  - ARDMS SPI within 30 days of competing the program

In Addition, students in the Diagnostic Sonography Program must comply with all established criteria as outlined in the curriculum in order to be eligible for graduation.

## Curriculum

### DS Prerequisites, content and course sequence

#### ASSOCIATE OF APPLIED SCIENCE DIAGNOSTIC SONOGRAPHY

<b>GENERAL EDUCATION CORE COURSES</b>	<b>27 Semester Credit Hours</b>
<b>DS CORE COURSES</b>	<b>33 Semester Credit Hours</b>
<b>DS CLINICAL COURSES</b>	<b>12 Semester Credit Hours</b>
<b>TOTAL</b>	<b>72 Semester Credit Hours</b>

Course ID	Cr.	Course name
<b>GENERAL EDUCATION CORE COURSES</b>		<b>27 Semester Credit Hours</b>
ENGL 1301	3	English Composition
SPCH 1311	3	Introduction to Speech Communication
MATH 1314	3	College Algebra
PSYC 2301	3	General Psychology
ENGL 2326	3	American Literature
PHYS 1401	4	College Physics
BIOL 2401	4	Anatomy and Physiology I
BIOL 2402	4	Anatomy and Physiology II
<b>DS CORE COURSES</b>		<b>33 Semester Credit Hours</b>
DMSO 1210	2	Introduction to Sonography
DMSO 1201	2	Techniques of Sonography
DMSO 1351	3	Sonographic Sectional Anatomy
DMSO 1302	3	Basic Ultrasound Physics
DMSO 1342	3	Intermediate Ultrasound Physics
DMSO 1441	4	Abdominopelvic Sonography
DMSO 2441	4	Sonography of Abdominopelvic Pathology
DMSO 2253	2	Sonography of Superficial Structures
DMSO 2405	4	Sonography of Obstetrics/Gynecology
DMSO 2442	4	Sonography of High Risk Obstetrics
DMSO 1291	2	Special Topics
<b>DS CLINICAL COURSES</b>		<b>12 Semester Credit Hours</b>
DMSO 2460 (2 months)	4	Clinical I
DMSO 2461 (2 months)	4	Clinical II
DMSO 2462 (2 months)	4	Clinical III

A.A.S. Degree Program Length: Minimum 6 trimesters of instruction.

Maximum satisfactory time frame completion: 9 trimesters

A.A.S. Degree Program Length: 24 months



## **Course Descriptions**

### **Diagnostic Sonography Core Courses**

#### First Semester

##### **DMSO 1210 - Introduction to Sonography**

*An introduction to the profession of sonography and the role of the sonographer. Emphasis on medical terminology, ethical/legal aspects, written and verbal communication, and professional issues relating to registry, accreditation, professional organizations and history of the profession.*

##### **DMSO 1201 - Techniques of Sonography**

*Scanning techniques. Includes scan protocols and procedures within the laboratory setting utilizing live scanning and/or simulated experience.*

##### **DMSO 1351 - Sonographic Sectional Anatomy**

*Sectional anatomy of the male and female body. Includes anatomical relationships of organs, vascular structures, and body planes and quadrants.*

##### **DMSO 1302 - Basic Ultrasound Physics**

*Basic acoustical physics and acoustical waves in human tissue. Emphasis on ultrasound transmission in soft tissues, attenuation of sound energy, parameters affecting sound transmission, and resolution of sound beams.*

#### Second Semester

##### **DMSO 1342 - Intermediate Ultrasound Physics**

*Continuation of Basic Ultrasound Physics. Includes interaction of ultrasound with tissues, mechanics of ultrasound production and display, various transducer designs and construction, quality assurance, bioeffects and image artifacts. May introduce methods of Doppler flow analysis.*

##### **DMSO 1441 - Abdominopelvic Sonography**

*Normal anatomy and physiology of the abdominal and pelvic cavities as related to scanning techniques, transducer selection, and scanning protocols.*

##### **DMSO 2441 - Sonography of Abdominopelvic Pathology**

*Pathologies and disease states of the abdomen and pelvis as related to scanning techniques patient history and laboratory data, transducer selection and scanning protocols.*

##### **DMSO 2253 - Sonography of Superficial Structures**

*Detailed study of normal and pathological superficial structures as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols.*

Third Semester

**DMSO 2405 – Sonography of Obstetrics/Gynecology**

*Detailed study of the pelvis and obstetrics/gynecology as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols.*

**DMSO 2442- Sonography of High Risk Obstetrics**

*Maternal disease and fetal abnormalities. Includes scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols.*

**DMSO 2460 - Clinical I**

*A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.*

Fourth Semester

**DMSO 2461 - Clinical II**

*A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.*

**DMSO 2462 - Clinical III**

*A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.*

**DMSO 1291 – Special Topics**

*Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.*

# *Associate of Applied Science in Health Information Technology*

## **Mission**

The mission of the Health Information Technology Program at Parker University is to provide educational opportunities to develop skills and knowledge that will allow students to acquire, analyze, code, and protect electronic and traditional medical information vital to providing quality patient care. The program promotes professional development and supports the Code of Ethics of the American Health Information Management Association.

## **Program Information**

The Associate of Applied Science degree with a major in Health Information Technology prepares students for a career in the health information technology profession which focuses on health care data and the management of health care information resources. The profession addresses the nature, structure, and translation of data into usable forms of information including electronic health records for the advancement of health care. Health information technology professionals collect, integrate, and analyze primary and secondary health care data, disseminate information and manage information resources, related to the research, planning, provision, and evaluation of health care services. Health Information Technology professionals are an integral part of the planning, implementation and utilization of electronic health record systems.

All Health Information Technology students are required to show proof of health insurance prior to starting clinical rotations each semester.

## **Program Student Learning Outcomes**

Graduates will be able to:

- Identify and apply legal and ethical principles to health information technology, maintain compliance with standards and regulations regarding health information.
- Define and apply appropriate computerized and manual record management techniques for the maintenance of a quality health information system ensuring that health information is complete, accurate, and accessible to appropriate users.
- Collect and analyze information related to healthcare delivery.
- Code, classify, and index diagnoses and procedures using ICD-9-CM, ICD-10-CM/PCS, CPT, and HCPCS.
- Identify and apply management techniques appropriate to health information technology.

## **Length of Program**

The Associate of Applied Science with a major in Health Information Technology is a six semester program (based on full-time status).

### **Mode of Instruction**

The Associate of Applied Science degree with a major in Health Information Technology will be offered through Web-based instruction. The curriculum will be delivered through independent and collaborative learning.

### **Time Limit to Complete**

The Associate of Applied Science in Health Information Technology program must be completed within nine semesters of initial admission.

### **Tuition and Fees**

All charges, including tuition and fees, are due and payable on or before the first day of class.

<b>Tuition per credit hour</b>	<b>\$660</b>
<b>Parking fees per session</b>	<b>\$10</b>
<b>Activity fee per session</b>	<b>\$25</b>
<b>Late Registration fee per day</b>	<b>\$50</b>
<b>Graduation Fee</b>	<b>\$45</b>

### **Academic Policy**

These policies apply specifically to students in Health Information Management program, in addition to the general policies stated above that apply to all students.

### *The Academic Year*

<b>ACADEMIC CALENDAR 2014-15</b> <b>Health Information Technology</b>	
<b>September 2</b>	1 <sup>st</sup> day of classes
<b>September 26</b>	Last day of classes
<b>September 29</b>	1 <sup>st</sup> day of classes
<b>October 24</b>	Last day of classes
<b>October 27</b>	1 <sup>st</sup> day of classes
<b>November 21</b>	Last day of classes
<b>November 24</b>	1 <sup>st</sup> day of classes
<b>December 19</b>	Last day of classes
<b>January 5</b>	1 <sup>st</sup> day of classes
<b>January 30</b>	Last day of classes

### **Attendance Policy**

Regular class attendance is essential to proper academic progress and is expected. At Parker University, satisfactory attendance is considered to be a vital part of each student's performance. Absences could result in a lowered achievement rating and an undesirable record. Absences in excess of 20% of class hours, for any subject, may cause a student to be ineligible to take the final examination in that course. A student may be reinstated to classes following an instructor's evaluation of his/her abilities and performance. Such determinations are made on an individual, case-by-case basis. Excessive absences may also result in the following administrative actions: attendance warning, probation, suspension or dismissal. Students must be in attendance by the third class meeting or they are not permitted to begin a course.

In an emergency which causes a student to be absent, it is the student's responsibility to make arrangements with the instructor to complete missed work. The instructor decides, based on University policy, if a student should be permitted to make up missed work or, in the case of excessive absences, be referred to the Administration for more severe action. Faculty members may establish more rigorous attendance standards for their individual courses.

### **Grading Policy**

A grade of "C" or better is required for successful completion of each HIT class. If a student earns below a C, the student may repeat the course for another attempt to earn a grade of "C" or better.

Grades in the AASHIT courses will be earned according to the following grading system:

A	=	90-100
B	=	80-89.99
C	=	70-79.99
D	=	65-69.99
F	=	64.99 and below

In addition, the following irregular grades may be used in appropriate circumstances: P/F Pass/Fail - Some courses are graded on a Pass/Fail basis. Administrative designations that may be used in appropriate circumstances include:

#### **Incomplete Grades**

Students must complete all course requirements before advancing in the program. The grade of "I" is a temporary grade given to a student due to extenuating circumstances that the student may have encountered which prevented the student from completing the course work in the time prescribed. All Grades of "I" must be changed to a permanent grade designation by Friday of the first week of classes in the subsequent trimester of enrollment. If the student fails to make up the deficient course requirements within the prescribed time period, the grade of "Incomplete" will be changed to an F and the entire course must be repeated.

- **W: Institutional withdrawal**  
Grade received as a result of withdrawing from the university. It is not calculated into the GPA.
- **WP: Withdrawal/Passing**  
Grade received as a result of withdrawing from a course. This indicates that the student was passing the course at the time of withdrawal from the course. It is not calculated into the GPA.
- **WF: Withdrawal Failing**  
Grade received as a result of withdrawing from a course. This indicates the student was not passing the course at the time of withdrawal from the course. It is not calculated into the GPA.

\*Note: When a student receives a W, WP or WF, that course may be used for financial aid determinations but only once.

### *Report of Academic Progress*

Grades are assigned and recorded at the end of each course. Grade cards are available on the Parker intranet.

### **Academic Conduct Policy**

Academic misconduct includes the following (not all inclusive):

**Cheating** – copying from another student; sharing information through electronic devices; deliberately and or knowingly seeking, buying, stealing some or all information for a given project, exam, essay, research; and/or posing or permitting someone to falsify your identity.

**Plagiarism** – passing off someone’s work as your own either through purchase, copying, theft or other means. Any use of other’s work should be appropriately cited using APA format.

**Re-submission of assignment(s)** is strictly prohibited from one class to another class.

If a student is engaged in academic misconduct, the faculty and student will discuss the misconduct and notify the appropriate Vice President or Dean. The instructor can issue a grade of zero for the assignment. If the instructor feels the misconduct is egregious, the instructor may recommend to the appropriate Vice President or Dean that the student be withdrawn from the class with a failing grade. Should the incident occur at the end of the trimester, an incomplete will be issued until a final decision is made related to the situation. Any further action will be determined by the appropriate Vice President or Dean which may include the following disciplinary actions: written reprimand, probation, discretionary sanctions, suspension, or dismissal.

### *Academic Appeal and Academic Misconduct Process*

Should a student wish to **appeal a grade**, the first step of the process is for the student to contact the instructor and request a meeting within ten calendar days of the posting of the grade; the problem may be resolved at this step. Should the instructor not be available, the student shall notify the appropriate

Vice President or Dean within five (5) additional days that they are seeking a meeting with the instructor. The conference will be held at the earliest possible date convenient for both the instructor and student.

If the faculty believes the student engaged in **academic misconduct**, the instructor will notify the student of this belief. The student should contact the instructor to arrange a conference within ten calendar days of the posting of the grade; the problem may be resolved at this step. Should the instructor not be available, the student may notify the appropriate Vice President or Dean within five additional days that they are seeking a meeting with the instructor. The conference will be held at the earliest possible date convenient for both the instructor and student.

If the matter is not resolved, the student may submit a written appeal to the appropriate Vice President or Dean within five calendar days. The appropriate Vice President or Dean, if needed, may schedule a meeting with all parties involved and notify all parties, in writing, of the decision within ten calendar days.

After the receipt of the decision by the appropriate Vice President or Dean, the student may appeal to the Academic Appeals Committee. All parties will be notified of the meeting date and given the opportunity to be present in person or through other electronic means. The Academic Appeals Committee will render a decision and notify all parties with five (5) calendar days.

Should the student believe the decision of the Academic Appeals Committee is not warranted, the student may appeal the decision to the Provost. The Provost may interview any or all parties and will render a written decision within 10 calendar days.

The Academic Appeal and Academic Misconduct Processes are internal processes of Parker University and legal counsel may not participate in the process.

#### Hearing and Appeals Procedure

Pursuant to the University's Code of Conduct, any member of the University community may report a student for misconduct, unprofessional behavior or violation of University policies and/or procedures. The report will be submitted in writing to the Dean or Vice President.

The Dean or Vice President will conduct an investigation to determine if the charges have merit and/or can be resolved administratively by mutual consent. Such disposition will be final, and there will be no subsequent proceedings or appeals. If there is no mutual consent, a hearing will be scheduled before the Academic and Professional Standards Committee within seven business days. If a report is filed during the last two weeks of the Trimester, it may be necessary to postpone the hearing until no later than the third class day of the following Trimester.

#### Academic and Professional Standards Committee

The Academic and Professional Standards hearing is an educational process and will be conducted according to the following guidelines.

1. The faculty members of the committee will be appointed by the Dean or Vice President and will include three faculty members. The Dean or Vice President will appoint the Committee Chair.
2. The student(s) will be notified in writing of the charges, and directed to appear before the committee. Failure to appear before the committee is a violation of University policy and will subject the student(s) to further charges.
3. Hearings are confidential, closed to the public and press, will be conducted in private and due process guidelines will be followed. Admission of any person to the hearing is at the discretion of the Chair. Legal or other representation during the hearing is prohibited. The student(s) will be a) advised of the charges, b) given the opportunity to respond to the charges, and c) present documentation and/or witnesses to support their response. Everyone appearing before the committee is subject to questioning by the committee. Patients are prohibited from appearing before the committee as witnesses; however, their written statement may be presented. Minutes are taken at the hearing. All documents, including minutes and other materials are disciplinary records and are confidential and not available to students or the public.
4. The Committee will review all available and relevant information and documentation presented and after careful consideration of the preponderance of evidence, the Committee will determine by a majority vote, what disciplinary action, if any, is warranted. The Committee Chair will inform the Dean or Vice President in writing of the Committee's decision. The Dean or Vice President will inform the student in writing of the Committee's decision.

The disciplinary action decided by the committee becomes effective upon receipt of the written letter. If the disciplinary action is suspension for any period of time, the student is prohibited from attending any activities or events specified in the suspension, whether on campus, off campus, or online. If the disciplinary action is dismissal, the student is dismissed from the University and is prohibited from being on campus, online, attending any classes, clinic duties, events or activities of the University, whether on campus, off campus, or online. Permission may be given by the Dean or Vice President for the student to come on campus for a special purpose.

#### Appeal Procedure

If the decision of the committee is an adverse decision, the student may appeal the decision. The appeal will be submitted in writing within five working days of the receipt of the committee's decision to the Dean or Vice President. The student is permitted to return to classes and clinic duties and activities and events of the University until the appeal has been decided, unless one of the following circumstances is determined by the Dean or Vice President to exist:

1. The appeal has not been made according to the conditions in the decision letter;
2. The presence of the student in University activities constitutes a disruptive influence on the educational process or to patient care activities;
3. The presence of the student is considered to be a danger to the health, safety and welfare of the student or other students, faculty and staff.



4. The Academic and Professional Standards Appeal Committee may uphold the appeal of the student, may affirm the committee's decision, or may modify the disciplinary action, either by reducing the action or increasing the severity of the disciplinary action. The Dean or Vice President will notify the student of the decision within five working days. If the appeal is upheld, the student is immediately reinstated. If the appeal is denied, the disciplinary action becomes effective upon the student's receipt of the decision. The decision of the Academic and Professional Standards Appeal Committee is final.

### **Degree Requirements**

The Associates of Applied Science with a major in Health Information Technology is a 72 semester credit hour program which requires:

- 24 general education semester credit hour courses
- 12 program prerequisite semester credit hour courses
- 36 health information technology major semester credit hour courses

### **Graduation Requirements**

1. Satisfactorily completed all requirements of the institution's curriculum for the degree;
2. Completed all requirements for the degrees within 150% of timeframe from the matriculation date to graduation;
3. Earned no less than the final 25% of the total credit hours required for the degree in resident study at Parker University;
4. Achieved a cumulative GPA of at least 2.00;
5. Must be in a good standing;
6. Satisfactorily fulfilled all indebtedness and other obligations to the University;
7. Completed a financial aid exit interview, if financial aid was received while at Parker University.

### **Curriculum (Total program credit hours: 72)**

Students must have completed the following prerequisite courses with a minimum grade of "C" or above prior to the Health Information Technology major courses:

- HITT 1305 Medical Terminology
- BIOL 2301 Anatomy and Physiology I
- BIOL 2302 Anatomy and Physiology II
- HPRS 2301 Pathophysiology
- HPRS 1310 Introduction to Pharmacology
- BCIS 1305 Business Computer Applications

**Year 1**

<b>Semester 1</b>		
<b>Course Number</b>	<b>Course</b>	<b>Credit Hours</b>
COSC 1301	Introduction to Computing	3
ENGL 1301	Composition I	3
SPCH 1311	Introduction to Speech Communications	3
MATH 1314	College Algebra	3
Total Credit Hours Semester 1		12
<b>Semester 2</b>		
<b>Course Number</b>	<b>Course</b>	<b>Credit Hours</b>
ENGL 2326	American Literature	3
PSYC 2301	General Psychology	3
HITT 1305	Medical Terminology	3
BIOL 2301	Anatomy and Physiology I	3
Total Credit Hours Semester 2		12

**Semester 3**

<b>Course Number</b>	<b>Course</b>	<b>Credit Hours</b>
BIOL 2302	Anatomy and Physiology II	3
BCIS 1305	Business Computer Applications	3
HPRS 2301	Pathophysiology	3
HPRS 1310	Introduction to Pharmacology	3
Total Credit Hours Semester 3		12

**Year 2**

<b>Semester 1</b>		
<b>Course Number</b>	<b>Course</b>	<b>Credit Hours</b>
HITT 1301	Health Data Content and Structure	3
HITT 1345	Health Information & delivery systems	3
HITT 2321	EHR Training Methods and Data Security	3
HITT 1355	Health Care Statistics	3
Total Credit Hours Semester 1		12
<b>Semester 2</b>		
<b>Course Number</b>	<b>Course</b>	<b>Credit Hours</b>

HITT 1341	Coding and Classification Systems	3
HITT 1353	Legal and Ethical Aspects of Health Information	3
HITT 1360	Clinical I - Health Information/Medical Records Technology/Technician	3
HITT 1342	Ambulatory Coding	3
Total Credit Hours Semester 2		12

### Semester 3

Course Number	Course	Credit Hours
HITT 2343	Quality Assessment and Performance Improvement	3
HITT 2339	Health Information Organization & Supervision	3
HITT 2335	Coding and Reimbursement Methodologies	3
HITT 2361	Clinical – II Health Information/Medical Records Technology/Technician	3
Total Credit Hours Semester 3		12

### **Course Descriptions**

#### **Prerequisite Major Courses related to Health Information Technology (12 credit hours):**

##### **HITT 1305 Medical Terminology (3 credit hours)**

This course introduces elements of medical terminology such as foundations of words used to describe the human body and its conditions, terminology for medical procedures, and names of commonly prescribed medications. Spelling, pronunciation and meanings of terms used in a professional healthcare setting are covered, as is recognition of common abbreviations. (Pre-requisite)

##### **BCIS 1305 Business Computer Applications (3 credit hours)**

The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet. (Prerequisite)

##### **HPRS 1310 Introduction to Pharmacology (3 credit hours)**

A study of drug classifications, actions, therapeutic uses, adverse effects, and routes of administration. Does NOT include dosage calculations. (Pre-requisite)

##### **HPRS 2301 Pathophysiology (3 credit hours)**

Study of the pathology and general health management of diseases and injuries across the life span. Topics include etiology, symptoms, and the physical and psychological reactions to diseases and injuries. (Pre-requisite)

#### **Health Information Technology (HIT) Major Courses: (36 credit hours):**

##### **HITT 1301 Health Data Content and Structure (3 credit hours)**

Introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information including content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms, and screens.

**HITT 1341 Coding and Classification Systems (3 credit hours)**

Fundamentals of coding rules, conventions, and guidelines using clinical classification systems.

**HITT 1342 Ambulatory Coding (3 credit hours)**

Fundamentals of ambulatory coding rules, conventions, and guidelines. Through practice exercises, students assign procedure codes and apply guidelines for assignment of Evaluation and Management (E/M) codes and modifiers to case examples. The purpose and use of the Healthcare Common Procedure Coding System (HCPCS) are reviewed. Application of coding principles to an electronic record system is explored.

**HITT 1345 Health Information & delivery systems (3 credit hours)**

Introduction to health IT standards, health-related data structures, software applications, and enterprise architecture in health care and public health. Healthcare delivery systems including organization, financing, accreditation, licensure, and regulatory agencies will also be examined.

**HITT 1353 Legal and Ethical Aspects of Health Information (3 credit hours)**

Concepts of privacy, security, confidentiality, ethics, and health care legislation, and regulations relating to the maintenance and use of health information.

**HITT 1355 Health Care Statistics (3 credit hours)**

Principles of health care statistics with emphasis in hospital statistics. Skill development in computation and calculation of health data.

**HITT 1360 Clinical I - Health Information/Medical Records Technology/Technician (3 credit hours)**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**HITT 2321 EHR Training Methods and Data Security (3 credit hours)**

Overview of learning management systems, instrumental design software tools, teaching techniques and strategies, evaluation of learner competencies, maintenance of training records, and measurement of training program. The current legal and political environment affecting the health care industry, and developing policies and procedures to ensure compliance will also be explored.

**HITT 2335 Coding and Reimbursement Methodologies (3 credit hours)**

Advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement.

**HITT 2339 Health Information Organization & Supervision (3 credit hours)**

Presents an overview of Principles of organization and supervision of human, fiscal, and capital resources.

**HITT 2343 Quality Assessment and Performance Improvement (3 credit hours)**

Study of quality standards and methodologies in the health information management environment. Topics include licensing, accreditation, compilation and presentation of data in statistical formats, quality management and performance improvement functions, utilization management, risk management, and medical staff data quality issues. Approaches to assessing patient safety issues and implementation of quality management and reporting through electronic systems and approaches to assessing patient safety issues and implementation of quality management and reporting through electronic systems.

**HITT 2361 Clinical – II Health Information/Medical Records Technology/Technician (3 credit hours)**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**General Education Course Descriptions (24 credit hours):**

**BIOL 2301 Anatomy and Physiology I (3 credit hours)**

Provides basic structure, function and chemistry of the human body. Topics include terminology; chemistry; cell biology; tissues; cellular respiration and body systems including skeletal, muscular, respiratory, reproductive and integumentary. (Pre-requisite)

**BIOL 2302 Anatomy and Physiology II (3 credit hours)**

Continues BIOL 2301 (Human Anatomy and Physiology I) with emphasis on circulatory, digestive, endocrine, immune, lymphatic, nervous and urinary systems. Topics include blood, sense organs, nutrition and metabolism, fluid and electrolyte balance and acid-base balance. Laboratory experience includes microscopic observation, experimentation, study of anatomical models and dissection. (Prerequisite)

**COSC1301 Introduction to Computing (3 credit hours)**

Introduces fundamentals of operating personal computer equipment. Topics include basics of word processing, database management, electronic spreadsheets and presentation graphics.

**ENGL 1301 Composition I 1301 (3 credit hours)**

Develops writing skills to achieve career goals. Topics include using principles of prewriting, drafting, revising and editing to write clear, well-developed paragraphs, essays and a documented research paper. (Parker University requires a minimum of 4,000 written words.)

**ENGL 2326 American Literature (3 credit hours)**

Explores select American authors and literary texts. Topics include historical background, social forces, literary genres and elements.

**MATH 1314 College Algebra (3 credit hours)**

Prepares students for disciplines involving quantitative calculations. Topics include operations with algebraic expressions, radicals, exponents, linear and quadratic equations with applications, graphs of linear, quadratic, cubic and rational functions, combinations of functions, composite functions, direct, inverse and joint variation, radical equations, absolute value equations and inequalities, exponential and logarithmic equations and applications, systems of linear equations, and complex numbers.

**PSYC 2301 General Psychology (3 credit hours)**

Introduces terms and concepts dealing with basic psychological research methods, human and animal behavior, life-span development, states of consciousness, learning, memory, intelligence, motivation, personality structure, stress and coping, behavior disorders, social pressures and cultures. Students are encouraged to apply critical thinking strategies through their participation in various discussions of psychological theories and concepts throughout this course. (Parker University requires a minimum of 4,000 written words for the course.)

**SPCH 1311 Introduction to Speech Communications (3 credit hours)**

Focuses on preparation and delivery of various types of speeches. Topics include techniques to improve interpersonal communication skills, job interviewing and working in teams.

# *Associate of Applied Science in Radiologic Technology*

## **Mission**

Mission of the Parker University's Associate of Applied Science degree with a major in Radiologic Technology is to provide students with the academic and technical foundation to competently and safely perform procedures.

## **Program Information**

The Associate of Applied Science degree with a major in Radiologic Technology prepares students for entry level positions in the profession. Graduates of this program will be able to produce radiographic images in accordance with standardized practices and procedures. The program provides radiologic information including medical terminology, patient care, radiographic procedures, radiation protection, equipment operations, and image production and evaluation.

## **Program Student Learning Outcomes**

- Students will demonstrate the knowledge and skill development to competently perform diagnostic imaging procedures.
- Students will apply verbal and written communication skills to effectively interact within a healthcare setting.
- Students will acquire critical thinking and problem solving skills to effectively practice in the profession.
- Students will demonstrate radiation protection methods.

## **Length of Program**

The Associate of Applied Science with a major in Radiologic Technology is a six semester, 24 month program.

## **Mode of Instruction**

The Associate of Applied Science degree with a major in Radiologic Technology will be offered through campus-based instruction. The curriculum will be delivered through independent and collaborative learning.

## **Time Limit to Complete**

The Associate of Applied Science in Radiologic Technology program must be completed with nine trimesters of initial admission.

## **Tuition and Fees**

All charges, including tuition and fees, are due and payable on or before the first day of class.

Tuition per credit hour	\$600
Parking fees per session	\$10
Activity fee per session	\$25
Late Registration fee per day	\$50

## Academic Policy

These policies apply specifically to students in the Radiologic Technology program, in addition to the general policies stated above that apply to all students.

### *The Academic Year*

For academic purposes, the calendar year is divided into three trimesters. The spring trimester begins in January, the summer trimester begins in May, and the fall trimester begins in September.

ACADEMIC CALENDAR 2014-15 Radiologic Technology	
September 1	Labor Day Holiday
September 2	1 <sup>st</sup> day of classes
November 27 & 28	Thanksgiving Holiday
December 19	Last day of classes
December 19 – January 2	Holiday Break (Christmas & New Year's)
January 5	1 <sup>st</sup> day of classes
January 19	Martin Luther King Holiday
April 3	Good Friday

### *Attendance Policy*

Regular class attendance is essential to proper academic progress and is expected. Missed didactic class time (including late arrivals, extended break times and early leaves) resulting in 8 hours of class time missed, will result in the student not being able to take the final exam which may cause the student to fail the course. Missed clinical time during any clinical rotation (including late arrivals, extended break times and early leaves) resulting in 8 hours of time missed, will result in the student not being able to take the final exam which may cause the student to fail the clinical rotation. Patterns (*3 or more occurrences during a didactic and/or clinical course*) of poor attendance include late arrivals, early leaves and extended break times may also result in the following administrative actions: written warning, final written warning, removal of clinical placement privileges, student suspensions, student termination and cancellation or termination of student financial aid. **MAKE-UP time must be approved for Clinical rotations!!**

The Radiologic Technology Program has established a programmatic attendance policy that will help facilitate the learning of required knowledge, technical skills and patient care vital to success in the radiologic profession. Classes begin promptly at 5:30 pm. A student will be considered *late* if he/she arrives at 5:31 pm. The program confirms that emergency circumstances (i.e., funeral, deaths, and serious illnesses of immediate family) can occur; such events will be taken under advisement by the Program Director. However, students must provide the Program Director with appropriate documentation supporting their reason for being late and/or absent. It is required that students call their instructor ahead of time if they will not be able to attend class/clinical or will be arriving late. *Repetitive or excessive absences may result in dismissal from the program.*

Didactic Attendance: Absenteeism, including late arrivals, extended break times, and/or early leaves resulting in 8 hours of missed class time for any didactic course will cause the student to not be to take the final exam, which could result in the student receiving a failing grade for the course.

Administrative Actions

- Written Warning – If a student misses 4 hours through a combination of absences, late arrivals, extended breaks, or early leaves during a didactic course the student will receive a Written Warning.
- Final Written Warning – If a student misses 8 hours through a combination of absences, late arrivals, extended breaks, or early leaves during a didactic course the student will receive a Final Written Warning.

The circumstances above can cause a student to fail the didactic component of the RT courses.

Clinical Attendance: Absenteeism, including late arrivals, extended breaks and early leaves in excess of (8 hours) of missed clinical hours per clinical rotation may cause the student to be ineligible to continue in the program.

A clinical absence is defined as 3 or more missed clinical hours on any one day, or 3 occurrences in any combination of late arrivals, extended breaks and/or early leaves.

#### Administrative Actions

- Written Warning – If a student misses 4 hours due to arriving late to a clinical site or back from a scheduled break or leaves early from a clinical site the student will receive a Written Warning.
- Final Written Warning – If a student is absent (8) hours during a clinical rotation in any combination of late arrivals, extended breaks and/or early leaves the student will receive a Final Written Warning.

The circumstances above can cause a student to fail the clinical component of the RT courses.

Re-entry: If a student is dismissed from the program due to excessive absences (in any combination of absences, late arrivals, extended break times and/or early leaves) the student may apply for re-entry to the program; however, acceptance for program re-entry is contingent upon the student's cumulative GPA standing and the program not exceeding maximum class capacity.

Repeat pattern of poor attendance: a maximum of three Final Written Warnings throughout the duration of the program can result in the student being dismissed from the program.

#### **Grading Policy**

The Radiologic Technology Program has set a program and course grading policy that will measure the student knowledge and skill outcomes as outline for that core course. The program's grading policy follows Parker University's grading policy, as outlined in the University's catalog.

The grade for any course examination, quiz, homework, lab exercise, and course final grade will follow the following scale:

#### **Letter Grade Numeric Grade**

A 90.0 – 100.0%

B 80.0 – 89.9%

C 70.0 – 79.9%

D 65.0 – 69.9%

F Up to 64.9%

I Incomplete



In addition, the following irregular grades may be used in appropriate circumstances: P/F Pass/Fail - Some courses are graded on a Pass/Fail basis. Administrative designations that may be used in appropriate circumstances include:

- Incomplete Grades

Students must complete all course requirements before advancing in the program. The grade of "I" is a temporary grade given to a student due to extenuating circumstances that the student may have encountered which prevented the student from completing the course work in the time prescribed. All Grades of "I" must be changed to a permanent grade designation by Friday of the first week of classes in the subsequent trimester of enrollment. If the student fails to make up the deficient course requirements within the prescribed time period, the grade of "Incomplete" will be changed to an F and the entire course must be repeated.

- W: Institutional withdrawal

Grade received as a result of withdrawing from the university. It is not calculated into the GPA.

- WP: Withdrawal/Passing

Grade received as a result of withdrawing from a course. This indicates that the student was passing the course at the time of withdrawal from the course. It is not calculated into the GPA.

- WF: Withdrawal Failing

Grade received as a result of withdrawing from a course. This indicates the student was not passing the course at the time of withdrawal from the course. It is not calculated into the GPA.

\*Note: When a student receives a W, WP or WF, that course may be used for financial aid determinations but only once.

The percentage of the course examinations, quizzes, homework, lab exercises, attendance, etc. that apply toward the course final grade is determined by the program and faculty for each course, and are reflected in the course syllabus.

These areas and percentages can change as deemed necessary by the program and faculty to improve the course(s) for the student.

Clinical course grades are factored into the student's cumulative GPA. Students must submit required clinical paperwork, successfully complete the minimum clinical competency requirements as outlined for each clinical rotation, and written examinations, and present a clinical case study. Students must adhere to the program's clinical schedule for examinations, presentations and clinical paperwork submission. Failure to meet course requirement deadlines will impact the student's final grade and may result in a failing grade for the course. Students are provided with a schedule of clinical events and due dates prior to the start of each clinical rotation. Grading criteria for each course evaluation strategy is listed in the course syllabus which is provided to students during clinical orientation. Student clinical performance will be evaluated by the Clinical Coordinator and Clinical Instructor.

A student who fails a course within a core trimester may choose to re-enter the program when the course re-sequences. The failing grade will only be replaced when and if the student earns a passing grade. Grade

calculation will include four consecutive terms, to meet the established core trimester for which the student has re-entered. The student must meet the same core trimester GPA requirements as previously stated. Should a student be out of an Radiologic Technology program for an extended length of time (as determined in the program's Student Handbook) then the student will be required to re-apply to the program and start the core from the beginning. Grades earned for previously taken core courses will not be considered. A student may re-enter when their last class resurfaces after being tested didactically and in the simulation lab setting ONLY if the Program Director and Clinical Coordinator feel that the student is capable of returning to the next class with the skills needed to be successful as the move forward throughout the program.

### *Report of Academic Progress*

Grades are assigned and recorded at the end of each course. Grade cards are available on the Parker intranet.

### *The Right of a Student to Appeal*

Parker University provides a mechanism for grade appeals. The process respects the judgment of Faculty members and protects the interests of students if inappropriate criteria are used to determine a grade or if a Faculty member does not adhere to stated procedures or grading standards. Administrative officers cannot substitute their judgment for that of the Faculty concerning the assignment of a grade. The Faculty conducts the review of any student complaint over a grade, under these procedures adopted by the Faculty. Any resulting change in a grade should be by Faculty authorization.

### *Grade Appeal Process*

A student who wishes to appeal an interim grade must obtain the Interim Grade Appeal or the Final Grade Appeal Form from the office of the Program Director and follow the process described below within the appropriate time scale.

1. The student who wishes to dispute an interim grade must discuss the matter with the Instructor.
2. If the matter is not resolved after talking to the faculty member, the student must meet with the Program Director. The Director may resolve the appeal only through agreement of both the student and the faculty member.
3. If the matter is not resolved after Step 2, the student must meet with the Vice President of Online Education. The Vice President of Online Education may:
  - resolve the appeal through agreement of both the student and the faculty member,
  - deny the appeal and affirm the grade awarded by the faculty member if Program Director determines that the student has not offered any substantial, credible evidence that the grade was arbitrary and capricious or awarded maliciously, or
  - allow the student to appeal to the Commission on Curriculum and Grades if the Program Director determines the student has offered some substantial, credible evidence that the grade was arbitrary and capricious or awarded maliciously.
  - the decision of the Vice President of Online Education is final and not appealable.

4. If allowed by the Vice President of Online Education, the grade may be appealed to the Commission on Curriculum and Grades. Please note - the grade appeal form must be accompanied by appropriate documentation that is available to the student or the grade appeal will not be considered. The appropriate documentation from the student needs to include a letter describing fully the reason for the grade appeal and any appropriate accompanying documentation such as the syllabus of the course showing how the grade is to be calculated, a copy of the assignment the grade for which is being appealed (if it is available to the student) and any other supporting documentation such as statements from other students or faculty members who have information that supports the appeal.
  - A grade appeal subcommittee will interview the student and the faculty member separately, review any and all appropriate documentation (including documentation that may have had to be provided by the administration), and make a recommendation to the Commission.
  - The grade appeal subcommittee will present their recommendations to the Commission on Curriculum and Grades who will come to a decision on the information presented by the grade appeal subcommittee.
5. The Chair of the Commission on Curriculum and Grades will notify the student, the faculty member, Program Director, and the Vice President of Online Education of the final outcome of the appeal. If this is a final grade that is being appealed, the Registrar will also be notified if a change of grade needs to be made.

#### *Time Table for Grade Appeals*

For interim grades awarded before the final exam:

- Step 1 must occur within 3 school days after the grade is posted or becomes available;
- Steps 2 and 3 must occur within 5 school days after the grade is posted or becomes available; and
- Steps 4 and 5 must be completed within 5 days after the council receives the appeal.

For final grades:

- Step 1 must occur no later than 3:00 p.m. of the second day of the next trimester;
- Steps 2 and 3 must be completed no later than 3:00 p.m. of the third day of the next trimester;
- Steps 4 and 5 must be completed no later than 5:00 p.m. on the Friday of the first week of the next trimester.

#### **Degree Requirements / Total Trimester Hours**

The Associates of Applied Science with a major in Radiologic Technology is a 72 semester credit hour program which requires:

- 24 general education semester credit hour courses
- 30 radiologic technology didactic semester credit hour courses
- 18 clinical education semester credit hours

## Curriculum

Associate of Applied Science in Radiologic Technology Course Curriculum includes General Education Courses (24 SH) and Radiologic Technology Professional Phase Courses (48 SH both didactic and clinical):

<b>Year 1 Semester 1</b>		
<b>Course Number</b>	<b>Course</b>	<b>Credit Hours</b>
ENGL 1301	English Composition	3
MATH 1314	College Algebra	3
COSC 1301	Introduction to Computers	3
SPCH 1311	Speech Communications	3
Total Credit Hours Semester 1		12
<b>Year 1 Semester 2</b>		
<b>Course Number</b>	<b>Course</b>	<b>Credit Hours</b>
ENGL 2326	American Literature	3
BIOL 2301	Anatomy and Physiology I	3
BIOL 2302	Anatomy and Physiology II	3
PSYC 2301	General Psychology	3
Total Credit Hours Semester 2		12
<b>Year 1 Semester 3</b>		
<b>Course Number</b>	<b>Course</b>	<b>Credit Hours</b>
RADR 1309	Intro to Radiologic Sciences and Pt. Care	3
RADR 1313	Principals of Radiologic Imaging I	3
RADR 1311	Basic Radiographic Procedures	3
RADR 2301	Intermediate Radiographic procedures	3
Total Credit Hours Semester 3		12
<b>Year 2 Semester 1</b>		
<b>Course Number</b>	<b>Course</b>	<b>Credit Hours</b>
RADR 1360	Clinical Education I	3
RADR 1361	Clinical Education II	3
RADR 2305	Principals of Radiologic Imaging II	3
RADR 2313	Radiation Biology and Protection	3
Total Credit Hours Semester 1		12
<b>Year 2 Semester 2</b>		
<b>Course Number</b>	<b>Course</b>	<b>Credit Hours</b>
RADR 2331	Advanced Radiographic Procedures	3
RADR 2333	Advanced Medical Imaging	3
RADR 2360	Clinical Education III	3
RADR 2361	Clinical Education IV	3
Total Credit Hours Semester 2		12
<b>Year 2 Semester 3</b>		
<b>Course Number</b>	<b>Course</b>	<b>Credit Hours</b>
HPRS 2301	Pathophysiology	3
RADR 2362	Clinical Education V	3

RADR 2363	Clinical Education VI	3
RADR 2335	Radiologic Technology Seminar	3
Total Credit Hours Semester 3		12

### **Course Descriptions**

#### **RADR 1309: Introduction to Radiologic Sciences and Patient Care**

Content is an overview of the historical development of radiography, basic radiation protection, an introduction to medical terminology, ethical and legal issues for health care professionals, and an orientation to the profession and to the health care system. Patient assessment, infection control procedures, emergency and safety procedures, communication and patient interaction skills, and basic pharmacology are also included. A lab component is included with this course.

#### **RADR 1313 Principles of Radiographic Imaging I**

This course establishes a knowledge base in factors that govern the image production process. The content of this course establishes a knowledge base in image quality, scatter radiation, film-screen radiography, CR, DR, and the formulation of radiographic technique (technical factors). The content also provides a basic knowledge of quality control for radiographic equipment. A lab component is included with this course.

#### **RADR 1311 Basic Procedures I**

Content provides the knowledge base necessary to perform standard imaging procedures and special studies. Consideration is given to the evaluation of optimal diagnostic images such as the abdomen, chest, upper and lower gastrointestinal systems, biliary and urinary systems also to include fluoroscopic procedures as well as contrast media and related pathologies. A lab component is included with this course.

#### **RADR 2301 Intermediate Procedures**

Content establishes a knowledge base in radiographic, fluoroscopic and mobile diagnostic equipment requirements and design. The content also provides a basic knowledge of quality control for radiographic equipment. Additionally, the students will establish a basic knowledge of anatomy and a positioning of the lower and upper extremities shoulder girdle, acromial clavicle joints, pelvis and sacroiliac joints. Patient care, image evaluation and technique formulas concerning portable x-ray machines will also be implement in this course. A lab component is included with this course.

#### **RADR 1360 Clinical Education I**

Content and clinical practice experiences are designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the supervised performance of radiologic procedures. Further, clinical practice experiences are designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient preparatory to, during and following the radiologic procedure.

#### **RADR 1361 Clinical Education II**

Content and clinical practice experiences are designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the supervised performance of radiologic procedures. Further, clinical practice experiences are designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient preparatory to, during and following the radiologic procedure.

**RADR 2305 Principles of Radiographic Imaging II**

This course introduces the physics of the field of radiologic technology (medical imaging) to the new radiography student. Content establishes a knowledge base in radiographic, fluoroscopic and mobile diagnostic equipment requirements and design. The content also provides a basic knowledge of quality control for radiographic equipment. Additionally, the students will establish a basic knowledge of atomic structure and terminology. Finally, this course will present content on the nature and characteristics of radiation, x-ray production and the fundamentals of photon interactions with matter. A lab component is included with this course.

**RADR 2313 Radiation Biology and Protection**

This course content describes effects of radiation exposure on biological systems. Includes typical medical exposure levels, methods for measuring and monitoring radiation, and methods for protecting personnel and patients from excessive exposure.

**RADR 2331 Advanced Radiographic Procedures**

Continuation of positioning; alignment of the anatomic structure and equipment, evaluation of images for proper demonstration of anatomy and related pathology. A lab component is included with this course.

**RADR 2333 Advanced Medical Imaging**

Specialized imaging modalities includes concepts and theories of equipment operations and their integration for medical diagnosis. A lab component is included with this course.

**RADR 2360 Clinical Education III**

Content and clinical practice experiences are designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the supervised performance of radiologic procedures. Further, clinical practice experiences are designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient preparatory to, during and following the radiologic procedure. Twelve competency procedures required this term either mandatory and/or elective, from the list of competency requirement.

**RADR 2361 Clinical Education IV**

Content and clinical practice experiences are designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the supervised performance of radiologic procedures. Further, clinical practice experiences are designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient preparatory to, during and following the radiologic procedure. Twelve competency procedures required this term either mandatory and/or elective, from the list of competency requirement.

**RADR 2317 Radiographic Pathology**

Disease processes and their appearance on radiographic images.

**RADR 2362 Clinical Education V**

Content and clinical practice experiences are designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the supervised performance of radiologic procedures. Further, clinical practice experiences are designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient preparatory to, during and following the radiologic procedure. Twelve competency procedures required this term either mandatory and/or elective, from the list of competency requirement.

**RADR 2363 Clinical Education VI**

Content and clinical practice experiences are designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the supervised performance of radiologic procedures. Further, clinical practice experiences are designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient preparatory to, during and following the radiologic procedure. Twelve competency procedures required this term either mandatory and/or elective, from the list of competency requirement.

**RADR 2335 Radiologic Technology Seminar**

To provide each student with a comprehensive review of the art and science of diagnostic Radiologic Technology and a step-by-step method of preparation for the successful completion of the American Registry of Radiologic Technologists (ARRT) Registry Examination. Radiography students review the content areas that coincide with the ARRT certification examination: radiation protection, equipment operation and quality control, image acquisition and evaluation, imaging procedures, and patient care and education. Mock and practice examinations will be administered throughout the course.

**TOTAL TRIMESTER HOURS**

General Education Courses: 24 credit hours

Core Education Courses: 48 credit hours

Total: 72 credit hours

**Radiologic Technology Program Competency Requirements**

Categories	Mandatory Procedures (all must be performed on actual patients)	Elective Procedures (select 15)
<b>Chest and Thorax</b>	<ol style="list-style-type: none"> <li>1. Chest routine (PA &amp; Lateral)</li> <li>2. Chest (AP) Wheelchair or Stretcher</li> <li>3. Ribs</li> </ol>	<ol style="list-style-type: none"> <li>1. Sternum</li> <li>2. Chest Lateral Decubitus</li> <li>3. Upper Airway (soft tissue neck)</li> </ol>
<b>Upper Extremity</b>	<ol style="list-style-type: none"> <li>1. Thumb or Finger</li> <li>2. Hand</li> <li>3. Wrist</li> <li>4. Forearm</li> <li>5. Elbow</li> <li>6. Humerus</li> <li>7. Shoulder</li> <li>8. Trauma* Shoulder (scapular Y, transthoracic or axillary)</li> <li>9. Trauma* Upper Extremity (non-shoulder procedure)</li> </ol>	<ol style="list-style-type: none"> <li>1. Clavicle</li> <li>2. Scapula</li> <li>3. AC joints</li> </ol>
<b>Lower Extremity</b>	<ol style="list-style-type: none"> <li>1. Foot</li> <li>2. Ankle</li> <li>3. Knee</li> <li>4. Tibia-Fibula</li> <li>5. Femur</li> <li>6. Trauma* Lower Extremity</li> </ol>	<ol style="list-style-type: none"> <li>1. Toes</li> <li>2. Patella</li> <li>3. Calcaneus (Os Calcis)</li> </ol>
<b>Head</b> (one elective <b><u>MUST</u></b> be selected from this category)		<ol style="list-style-type: none"> <li>1. Skull</li> <li>2. Paranasal Sinuses</li> <li>3. Facial Bones</li> <li>4. Orbits</li> <li>5. Zygomatic Arches</li> <li>6. Nasal Bones</li> <li>7. Mandible</li> </ol>
<b>Spine and Pelvis</b>	<ol style="list-style-type: none"> <li>1. Cervical Spine</li> <li>2. Thoracic Spine</li> <li>3. Lumbar Spine</li> <li>4. Pelvis</li> <li>5. Hip</li> <li>6. Cross Table Lateral (XTL) Hip</li> </ol>	<ol style="list-style-type: none"> <li>1. Sacrum and/or Coccyx</li> <li>2. Scoliosis Series</li> <li>3. Sacroiliac (SI) joints</li> <li>4. Trauma* Cervical Spine</li> </ol>
<b>Abdomen</b>	<ol style="list-style-type: none"> <li>1. Abdomen supine (KUB)</li> <li>2. Abdomen Upright (2 or 3 view abdomen)</li> </ol>	<ol style="list-style-type: none"> <li>1. Abdomen decubitus</li> <li>2. Intravenous Urogram (IVP, EXU, IVU)</li> </ol>
<b>Fluoroscopy Study</b>	<ol style="list-style-type: none"> <li>1. Upper GI Series</li> </ol>	<ol style="list-style-type: none"> <li>1. Small Bowel Series</li> </ol>



(Candidates <b>MUST</b> select Upper GI or Barium Enema plus one other elective procedure from this section.)	(single or double contrast) 2. Barium Enema (single or double contrast)	2. Esophagus 3. Cystography / Cystourethrography 4. ERCP 5. Myelography 6. Arthrography
<b>Surgical Procedure</b>	1. C-arm (orthopedic)	1. C-arm (non-orthopedic)
<b>Mobile Studies</b>	1. Chest 2. Abdomen 3. Orthopedic	
<b>Pediatrics (<math>\leq 6</math> years old)</b>	1. Chest	1. Upper Extremity 2. Lower Extremity 3. Abdomen 4. Mobile Study
<b>Total</b>	<b>31</b>	<b>15</b>

\* Trauma is defined as a serious injury or shock to the body. Modifications may include variations in positioning, minimal movement of the body part, etc.

# *Bachelor of Business Administration with a concentration in Health Care Management*

## **Mission**

The mission of the Bachelor of Business Administration with a concentration in Health Care Management is to provide a well—rounded education integrating the principles of business and health care where graduates are prepared to serve as leaders in the health care industry and their community.

## **Program Information**

The Bachelor of Business Administration degree with a concentration in Health Care Management provides a thorough foundation for students seeking a degree in business with an emphasis on health care management. The program combines a core education in business management with a focal point on today's most critical topics in health care management. The program is geared toward building an understanding of the methods, principles, and tools crucial to advance in today's health care management landscape. Course content includes accounting, marketing, and business objectives that explore the broad range of responsibilities that face today's leading health care managers.

## **Program Student Learning Outcomes**

- demonstrate a level of mastery of foundational and core business knowledge and skills
- demonstrate the ability to integrate the knowledge and skills derived from health care areas of business administration
- demonstrate the ability to apply analytical skills and business knowledge in the interpretation of business information and data
- demonstrate a level of mastery in the written presentation of information as well as in the oral presentation of information
- demonstrate a willingness to adhere to ethical norms and values appropriate for a business professional in the health care field

## **Length of Program**

The degree will be offered through a web-based distance learning instructional format and may be completed in ten semesters. The curriculum will include: 45 semester credit hours of general education core coursework, 33 semester credit hours of business core coursework, and 42 semester credits hours of health care management coursework for a total of 120 semester credit hours.

## **Mode of Instruction**

The Bachelor of Business Administration with a Concentration in Health Care Management program is offered through a web-based distance education instructional format.

## **Time Limit to Complete**

The Bachelor of Business Administration with a Concentration in Health Care Management program must be completed within fifteen semesters.

**Tuition and Fees** (as of September 2, 2014)

All charges, including tuition and fees, are due and payable on or before the first day of class.

Tuition per credit hour	\$660
Late Registration fee (per day)	\$50
Graduation Fee	\$45

**Academic Policy**

These policies apply specifically to students in Bachelor of Business Administration with a Concentration in Health Care Management program in addition to the general policies stated above that apply to all students.

*The Academic Year*

For academic purposes, the calendar year is divided into three semesters. The fall semester begins in September, the winter semester begins in January, and the summer semester begins in May.

<b>ACADEMIC CALENDAR 2014-15</b>	
<b>Bachelor of Business Administration with a Concentration in Health Care Management</b>	
<b>September 1</b>	Labor Day Holiday
<b>September 2</b>	1 <sup>st</sup> day of classes
<b>November 27 &amp; 28</b>	Thanksgiving Holiday
<b>December 19</b>	Last day of classes
<b>December 22 – January 2</b>	Holiday Break (Christmas & New Year's)
<b>January 5</b>	1 <sup>st</sup> day of classes
<b>January 19</b>	Martin Luther King Holiday
<b>February 16</b>	President's Day
<b>April 3 – 5</b>	Good Friday & Easter
<b>April 24</b>	Last Day of classes
<b>May 4</b>	1 <sup>st</sup> day of classes
<b>July 4</b>	Independence Day
<b>August 21</b>	Last day of classes

*Attendance Policy*

Students who do not attend courses at Parker University for 14 days will be administratively withdrawn from the program.

**Grading Policy**

Grades in the BBA-HCM courses will be earned according to the following grading system:

- A = 90 - 100
- B = 80 - 89
- C = 70 – 79
- D = 60 - 69
- F = 59 and below

In addition, the following irregular grades may be used in appropriate circumstances: P/F Pass/Fail - Some courses are graded on a Pass/Fail basis. Administrative designations that may be used in appropriate circumstances include:

- **Incomplete Grades**  
Students must complete all course requirements before advancing in the program. The grade of “I” is a temporary grade given to a student due to extenuating circumstances that the student may have encountered which prevented the student from completing the course work in the time prescribed. All Grades of “I” must be changed to a permanent grade designation by Friday of the second week of classes in the subsequent month of enrollment. If the student fails to make up the deficient course requirements within the prescribed time period, the grade of “Incomplete” will be changed to an F, and the entire course must be repeated.
- **W: Institutional withdrawal**  
Grade received as a result of withdrawing from the university. It is not calculated into the GPA.
- **WP: Withdrawal/Passing**  
Grade received as a result of withdrawing from a course. This indicates that the student was passing the course at the time of withdrawal from the course. It is not calculated into the GPA.
- **WF: Withdrawal Failing**  
Grade received as a result of withdrawing from a course. This indicates the student was not passing the course at the time of withdrawal from the course. It is not calculated into the GPA.

\*Note: When a student receives a W, WP or WF, that course may be used for financial aid determinations but only once.

#### *Report of Academic Progress*

Grades are assigned and recorded at the end of each course. Grade cards are available on the Parker intranet. Students must maintain a minimum cumulative GPA of 2.0 to remain in the business program. A student who earns less than a 2.0 CGPA at the end of the semester will be placed on academic probation. The student on probation must raise the CGPA to a minimum of 2.0 after the subsequent semester to come off probation. If the student earns less than a 2.0 CGPA in the subsequent semester, the student may be academically dismissed from the university. If the student earns a semester GPA of 2.0 but does not raise the CGPA to a minimum of 2.0, the student may continue on academic probation. Students must earn a minimum CGPA of 2.0 to graduate from the Bachelor in Business Administration program.

#### *Grade Appeal Process*

A student who wishes to appeal an interim grade must obtain the Interim Grade Appeal or the Final Grade Appeal Form from the office of the Dean and follow the process described below within the appropriate time scale.

The student who wishes to dispute an interim grade must discuss the matter with the Instructor. If the matter is not resolved after talking to the instructor, the student must meet with the Program Director. The Program Director may resolve the appeal only through agreement of both

the student and the faculty member.

If the matter is not resolved after Step 2, the student must meet with the Dean. The Dean may:

- resolve the appeal through agreement of both the student and the faculty member,
- deny the appeal and affirm the grade awarded by the faculty member if the Dean determines that the student has not offered any substantial, credible evidence, or
- affirm the appeal if the Dean determines the student has offered some substantial, credible evidence supporting the grade appeal

If a student does not agree with the decision of the Dean, the student may file a grievance with the Office of the Provost. The student must write a letter describing the reason for the grade appeal and provide appropriate documentation such as the syllabus of the course showing how the grade is to be calculated, a copy of the assignment grade that is being appealed (if it is available to the student) or any other supporting documentation such as statements from other students or faculty members who have information supporting the appeal. The decision of the Office of the Provost is final and not appealable.

The Office of the Provost will notify the student, instructor, Program Director, and Dean of the final outcome of the appeal. If this is a final grade that is being appealed, the Registrar will also be notified if a change of grade needs to be made.

#### *Time Table for Grade Appeals*

For final grades:

- Step 1 must occur within 5 school days after the grade is posted or becomes available;
- Steps 2 and 3 must occur within 7 school days after the grade is posted or becomes available; and
- Steps 4 and 5 must be completed within 5 school days after the Office of the Provost receives the appeal.

#### **Degree Requirements**

The Bachelor of Business Administration with a Concentration in Health Care Management requires a minimum of 120 semester credit hours of lower and upper division coursework including:

- 45 semester credit hours of general education core coursework
- 33 semester credit hours of business core coursework
- 42 semester credit hours of health care management coursework

#### **Graduation Requirements**

Parker University's graduation requirements for the Bachelor of Business Administration with a Concentration in Health Care Management are as follows:

- Complete the designated program of study.
- Complete degree requirements with a cumulative grade point average of 2.0 or higher on a 4.0 scale.

- File an application for degree with the Office of Student Affairs on or before the published date during the last term of resident study. The degree will not be awarded unless the application is completed.
- Resolve all financial obligations to Parker University.
- Complete all required exit paperwork.

### Curriculum

<b>Year 1 Semesters 1-3</b>		
<b>Course Number</b>	<b>Course</b>	<b>Cr Hours</b>
<b>PSYC 2301</b>	Introduction to Psychology	3
<b>ENGL 1301</b>	English Composition I	3
<b>ENGL 1302</b>	English Composition II	3
<b>ENGL 2326</b>	American Literature	3
<b>SPCH 1311</b>	Speech Communications	3
<b>BIOL 1308</b>	Biology for Non-Science Majors I	3
<b>BIOL 1309</b>	Biology for Non-Science Majors II	3
<b>MATH 1324</b>	Mathematics for Business and Social Sciences I (Finite Mathematics)	3
<b>MATH 1325</b>	Mathematics for Business and Social Sciences II (Business Calculus)	3
<b>MUSI 1306</b>	Music Appreciation	3
<b>HIST 1301</b>	American History	3
<b>HIST 1302</b>	American History II	3
<b>Total Credit Hours Year 1</b>		<b>36</b>
<b>Year 2 Semesters 4-6</b>		
<b>Course Number</b>	<b>Course</b>	<b>Cr Hrs</b>
<b>GOVT 2305</b>	Federal Government	3
<b>ECON 2301</b>	Principles of Macroeconomics	3
<b>ECON 2302</b>	Principles of Microeconomics	3

<b>ACCT 2301</b>	Principles of Financial Accounting	3
<b>ACCT 2302</b>	Principles of Managerial Accounting	3
<b>FINA 3301</b>	Corporate Financial Management	3
<b>MANA 3301</b>	Principles of Management	3
<b>MANA 3305</b>	Managerial Statistics	3
<b>MANA 3306</b>	Management Communication	3
<b>MANA 3308</b>	Business and Public Law	3
<b>MANA 4301</b>	Operations and Quality Management	3
<b>MANA 4320</b>	Capstone: Strategies and Problems in Management	3
	<b>Total Credit Hours Year 2</b>	<b>36</b>

<b>Year 3 Semesters 7-9</b>		
Course Number	Course	Cr Hrs
MISM 3301	Information Systems for Management	3
<b>MRKT 3301</b>	Principles of Marketing	3
HCMG 3301	Introduction to Health Care Management	3
HCMG 3302	Health Care Planning and Policy Management	3
HCMG 3303	Human Resource Management in Health Care	3
HCMG 3304	Evidence-Based Health Care	3
HCMG 3305	Organizational Behavior in Health Care Management	3
HCMG 3306	Health Care Regulations and Procedures	3
HCMG 3308	Managed Health Care	3
HCMG 3310	International Health Care Management	3
HCMG 4301	Quality Improvement, Quality Assurance, and Risk Management	3
HCMG 4303	Health Care Information Systems	3

<b>Total Credit Hours Year 3</b>		<b>36</b>
<b>Year 4</b>		
<b>Semester 10</b>		
Course Number	Course	Cr Hrs
HCMG 4305	Ethics and Decision-Making in Health Care	3
HCMG 4307	Cultural Competence in Health Care	3
HCMG 4310	Internship	3
HCMG 4320	Capstone: Health Care Management	3
<b>Total Credit Hours Year 4</b>		<b>12</b>

### Course Descriptions

#### Business Core Courses

##### **ACCT2301 Principles of Financial Accounting**

This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows, and statement of shareholders' equity to communicate the business entity's results of operations and financial position to users of financial information who are external to the company. Students will study the nature of assets, liabilities, and owners' equity while learning to use reported financial information for purposes of making decisions about the company. Students will be exposed to International Financial Reporting Standards (IFR)

##### **ACCT2302 Principles of Managerial Accounting**

This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity's accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs, operational budgeting and planning, cost control, and management decision making. Topics include product costing methodologies, cost behavior, operational and capital budgeting, and performance evaluation.

##### **FINA 3301 Corporate Financial Management**

This course covers fundamental concepts in finance and decision-making techniques in corporate financial management. Overview of financial markets, financial statement analysis, financial planning, time value of money, risk-return relationship and CAPM, security valuation, capital budgeting techniques, cost of capital, debt policy, and related topics.

##### **MANA3301 Principles of Management**

This course covers principles of planning, organizing, staffing, leadership and control, and the decision-making processes. Topics will also include the history of management, current issues relevant to managers, and future directions for organizations.



**MANA3305 Managerial Statistics**

Measures of central tendency, time series, forecasting, correlation and regression analysis, and introduction to probability with business applications.

**MANA3306 Management Communication**

A survey of sending and receiving skills necessary for effective communication in the business environment. Topics covered include: writing effective letters, memos, and reports; group dynamics and effective meetings; nonverbal communication; listening; perception and semantics; and oral reporting.

**MANA3308 Business and Public Law**

Introduces such fundamentals as legal rights and social forces in government, business, and society. Areas of study in this course include torts, contracts, employment law, product liability, and consumer protection. Introduces such fundamentals as legal rights and social forces in government, business, and society. Areas of study in this course include torts, contracts, employment law, product liability, and consumer protection.

**MANA4301 Operations and Quality Management**

This course is a study of the concepts and implementation of total quality and business process excellence tools including human resources, operations management and process improvement.

**MANA4320 Capstone: Strategies and Problems in Management**

This course is meant to provide the student an opportunity to perform a research project using a synthesis of the business disciplines and apply it in applicable context. Basics of historic strategic planning models as well as emerging theories will be considered. A case study approach is utilized to develop understanding of the practical challenges of creating organizational strategies.

**MISM3301 Information Systems for Management**

This course provides an overview of information technology and information systems topics from an organizational and managerial perspective. Topics include current information technology types and trends, such as the Internet and its organizational impact; the relationship of technology to organizational strategy, structure, controls, resources, and security; and the ethical and social impacts of information systems, such as privacy, intellectual property rights, accountability and quality of life. Emphasis will be placed on the user's role in developing information systems, ethical and management challenges and the uses of IT to create competitive advantages for an organization and for decision-making.

**MRKT3301 Principles of Marketing**

This course provides a study of the marketing function of the firm and the impact of consumer behavior. Examines the variables of the marketing mix, product planning, pricing, distribution, and promotion. Investigation of the economic, political, cultural, competitive, and technological forces which influence the marketing environment.

**Health Care Concentration****HCMG 3301 Introduction to Health Care Management**

This course will provide students with an introduction to the various aspects of healthcare leadership functions in health care facilities. Attention to areas concerning the operational aspects of clinical and administrative service planning and delivery, accounting and finance, human resources, service delivery will be the focus of the learning concepts.

**HCMG 3302 Health Care Planning and Policy Management**

Students will examine the past and current political structure of the U.S. health care system. The processes involved in the development, planning, execution, and oversight of health care policy at national, government, state, and local levels will be discussed.

**HCMG 3303 Human Resource Management in Health Care**

This course will provide an overview of personnel management within health care organizations. Students will develop an understanding of healthcare human resource functions and workforce planning regarding recruitment and retention, selection, job description development, benefits, and salary planning.

**HCMG 3304 Evidence Based Health Care**

Knowledge of evidence –based methods of practice will be developed in this course. An understanding of how to evaluate and assess best practices through the review of research to implement appropriate intervention practices will be the focus.

**HCMG 3305 Organizational Behavior in Health Care Management**

This course will introduce the concept of behavioral theories that frame health care organizations and leadership styles. Topics to be discussed include transformational leadership, situational leadership, and servant leadership.

**HCMG 3306 Health Care Regulations and Procedures**

This course will provide an overview of regulatory standards and procedures involved in the delivery of health care services. Topics of discussion will include government quality and safety regulations, standards of professional practice, and disaster preparedness.

**HCMG 3308 Managed Health Care**

Students will gain an understanding of how health care insurance in the U.S. is structured to meet the needs of various populations. The concepts behind managed care organizations such as health maintenance organizations, preferred provider organizations, employee provider organizations, private payors and public insurance will be discussed.

**HCMG 3310 International Health Care Management**

This course will examine the trends, challenges and policies that exist when managing health care on a global level. The role of health care leadership in addressing major global health issues such as health equity, infectious disease, disease prevention and health promotion, and health reform will be assessed.

**HCMG 4301 Quality Improvement, Quality Assurance, and Risk Management**

The focus of this course is centered around the overall improvement and maintenance of quality health care services. Students will be introduced to various methods utilized to evaluate, plan, and improve health care services such as quality improvement tools and evaluation methods. An analysis of risks involved in the implementation of selected modes of delivery of care, and medical error prevention and reduction methods will be included.

**HCMG 4303 Health Care Information Systems**

This course will provide an introduction to the function and structure of health care information systems. Various systems used in the delivery and management of health information such as electronic medical records systems, laboratory information systems, supply chain management systems, and human resources management systems will be reviewed.

**HCMG 4305 Ethics and Decision Making in Health Care**

This course will introduce the legal, ethical and moral aspects involved in making sound decisions as a leader in the health care environment. An overview of issues surrounding patient rights, end of life decisions, malpractice, and wrongful death will be addressed.

**HCMG 4307 Cultural Competence in Health Care**

This course will prepare students to appropriately address and meet the needs of patients, family members, and co-workers. A better understanding will be gained of how to communicate in a way that recognizes diversity and shows respect to individual beliefs and cultures.

**HCMG 4310 Internship**

Students should begin the search for a facility to complete their internship experience at the start of their program. The internship will provide students with an opportunity to experience firsthand the responsibilities that are involved in assuming the role of a health care leader. Ideally, students should seek opportunities in their area of interest; however, you are encouraged to take advantage of opportunities that are available for you at any health care facility.

**HCMG 4320 Capstone Health Care Management**

Students will demonstrate a well-rounded understanding of knowledge and skills acquired in previous core courses leading up to the completion of their degree program. Emphasis will be placed on the development of a management action planning project aimed at applying skills sets in critical thinking and reasoning to execute strategic development and planning, as well as sound decision making.

# *Bachelor of Science in Health Information Management*

## **Mission**

Mission of the Health Information Management major provides graduates with the technical and administrative skills to manage health information systems consistent with the professional standards (medical, ethical, and legal) in health care delivery systems. Graduates also possess the knowledge and skills needed to plan and develop health information systems which meet standards of accrediting and regulatory agencies.

## **Program Information**

The new Bachelor of Science degree with a major in Health Information Management is integrated with the existing programs to provide the community the leading health and wellness education resource through a web-based distance education instructional format. This degree will provide additional educational opportunities and contribute toward filling the need for health information management personnel in the job market.

The Health Information Management major prepares students to work in the health information management profession which focuses on health care data and the management of health care information resources. The profession addresses the nature, structure, and translation of data into usable forms of information including the electronic health record for the advancement of health and health care of individuals and populations. Health information management professionals collect, integrate, and analyze primary and secondary health care data, disseminate information and manage information resources, related to the research, planning, provision, and evaluation of health care services. Health Information Management professionals are an integral part of the planning, implementation and utilization of electronic health record systems.

## **Program Student Learning Outcomes**

- Graduates will be able to pass the certification or licensure exams
- Graduates will be able to verify, analyze and validate the accuracy and completeness of health care data.
- Graduates will be able to abstract, calculate, interpret, and present healthcare data maintained in paper-based and computer-based resources.
- Graduates will be able to develop, implement, and manage health information policies and procedures to ensure compliance with federal, state, and accreditation agency requirements.
- Graduates will be able to evaluate, implement, and manage both paper-based and computer-based health information systems.
- Graduates will be able to organize and manage the health information personnel and services

### **Length of Program**

The degree will be offered through a web-based distance learning instructional format and may be completed in ten semesters. The curriculum will include: four semesters of general education core coursework and program prerequisite coursework, and six semesters of Health Information Management major coursework reinforced with professional practice experience assignments in hospitals and other health care related facilities and organizations.

### **Mode of Instruction**

The Bachelor Science degree with a major in Health Information Management will be offered through a web-based distance education instructional format.

### **Time Limit to Complete**

The Bachelor of Science in Health Information Management program must be completed within fifteen trimesters.

### **Tuition and Fees** (as of January 1, 2014)

All charges, including tuition and fees, are due and payable on or before the first day of class.

Tuition per credit hour	\$660
Late Registration fee (per day)	\$50
Graduation Fee	\$45

### **Academic Policy**

These policies apply specifically to students in Health Information Management program, in addition to the general policies stated above that apply to all students.

#### *The Academic Year*

For academic purposes, the calendar year is divided into three trimesters. The spring trimester begins in January, the summer trimester begins in May, and the fall trimester begins in September.

<b>ACADEMIC CALENDAR 2014-15</b> <b>Health Information Management</b>	
<b>September 1</b>	Labor Day Holiday
<b>September 2</b>	1 <sup>st</sup> day of classes
<b>November 27 &amp; 28</b>	Thanksgiving Holiday
<b>December 19</b>	Last day of classes
<b>December 19 – January 2</b>	Holiday Break (Christmas & New Year's)
<b>January 5</b>	1 <sup>st</sup> day of classes
<b>January 19</b>	Martin Luther King Holiday
<b>April 3</b>	Good Friday
<b>April 24</b>	Last Day of classes
<b>May 12</b>	1 <sup>st</sup> day of classes
<b>July 4</b>	Independence Day
<b>August</b>	Last day of classes

### *Attendance Policy*

Students who do not attend courses at Parker University for three consecutive semesters will be administratively withdrawn from the program.

### **Grading Policy**

A grade of "C" or better is required for successful completion of each HIM class. Other courses may require a "C" or better so please see academic catalog. A student who makes an "F" in a HIM course will be dropped from the HIM Program. The student may reapply for admission at the discretion of the Program Director. Students who do not attend courses at Parker University for three consecutive semesters will be administratively withdrawn from the program.

Grades in the BHIM courses will be earned according to the following grading system:

- A = 90 - 100
- B = 80 - 89
- C = 75 - 79
- F = 74 and below

In addition, the following irregular grades may be used in appropriate circumstances: P/F Pass/Fail - Some courses are graded on a Pass/Fail basis. Administrative designations that may be used in appropriate circumstances include:

- **Incomplete Grades**  
Students must complete all course requirements before advancing in the program. The grade of "I" is a temporary grade given to a student due to extenuating circumstances that the student may have encountered which prevented the student from completing the course work in the time prescribed. All Grades of "I" must be changed to a permanent grade designation by Friday of the first week of classes in the subsequent trimester of enrollment. If the student fails to make up the deficient course requirements within the prescribed time period, the grade of "Incomplete" will be changed to an F and the entire course must be repeated.
- **W: Institutional withdrawal**  
Grade received as a result of withdrawing from the university. It is not calculated into the GPA.
- **WP: Withdrawal/Passing**  
Grade received as a result of withdrawing from a course. This indicates that the student was passing the course at the time of withdrawal from the course. It is not calculated into the GPA.
- **WF: Withdrawal Failing**  
Grade received as a result of withdrawing from a course. This indicates the student was not passing the course at the time of withdrawal from the course. It is not calculated into the GPA.

\*Note: When a student receives a W, WP or WF, that course may be used for financial aid determinations but only once.

### *Report of Academic Progress*

Grades are assigned and recorded at the end of each course. Grade cards are available on the Parker intranet.

### *The Right of a Student to Appeal*

Parker University provides a mechanism for grade appeals. The process respects the judgment of Faculty members and protects the interests of students if inappropriate criteria are used to determine a grade or if a Faculty member does not adhere to stated procedures or grading standards. Administrative officers cannot substitute their judgment for that of the Faculty concerning the assignment of a grade. The Faculty conducts the review of any student complaint over a grade, under these procedures adopted by the Faculty. Any resulting change in a grade should be by Faculty authorization.

### *Grade Appeal Process*

A student who wishes to appeal an interim grade must obtain the Interim Grade Appeal or the Final Grade Appeal Form from the office of the Program Director and follow the process described below within the appropriate time scale.

6. The student who wishes to dispute an interim grade must discuss the matter with the Instructor.
7. If the matter is not resolved after talking to the faculty member, the student must meet with the Program Director. The Director may resolve the appeal only through agreement of both the student and the faculty member.
8. If the matter is not resolved after Step 2, the student must meet with the Vice President of Online Education. The Vice President of Online Education may:
  - resolve the appeal through agreement of both the student and the faculty member,
  - deny the appeal and affirm the grade awarded by the faculty member if Program Director determines that the student has not offered any substantial, credible evidence that the grade was arbitrary and capricious or awarded maliciously, or
  - allow the student to appeal to the Commission on Curriculum and Grades if the Program Director determines the student has offered some substantial, credible evidence that the grade was arbitrary and capricious or awarded maliciously.
  - the decision of the Vice President of Online Education is final and not appealable.
9. If allowed by the Vice President of Online Education, the grade may be appealed to the Commission on Curriculum and Grades. Please note - the grade appeal form must be accompanied by appropriate documentation that is available to the student or the grade appeal will not be considered. The appropriate documentation from the student needs to include a letter describing fully the reason for the grade appeal and any appropriate accompanying documentation such as the syllabus of the course showing how the grade is to be calculated, a copy of the assignment the grade for which is being appealed (if it is available to the student) and any other supporting documentation such as statements from other students or faculty members who have information that supports the appeal.
  - A grade appeal subcommittee will interview the student and the faculty member separately, review any and all appropriate documentation (including documentation that may have had to be provided by the administration), and make a recommendation to the Commission.

- The grade appeal subcommittee will present their recommendations to the Commission on Curriculum and Grades who will come to a decision on the information presented by the grade appeal subcommittee.

10. The Chair of the Commission on Curriculum and Grades will notify the student, the faculty member, Program Director, and the Vice President of Online Education of the final outcome of the appeal. If this is a final grade that is being appealed, the Registrar will also be notified if a change of grade needs to be made.

#### *Time Table for Grade Appeals*

For interim grades awarded before the final exam:

- Step 1 must occur within 3 school days after the grade is posted or becomes available;
- Steps 2 and 3 must occur within 5 school days after the grade is posted or becomes available; and
- Steps 4 and 5 must be completed within 5 days after the council receives the appeal.

For final grades:

- Step 1 must occur no later than 3:00 p.m. of the second day of the next trimester;
- Steps 2 and 3 must be completed no later than 3:00 p.m. of the third day of the next trimester;
- Steps 4 and 5 must be completed no later than 5:00 p.m. on the Friday of the first week of the next trimester.

#### **Degree Requirements**

The Bachelor of Science with a major in Health Information Management requires a minimum of 124 semester credit hours of lower and upper division coursework including:

- 44 General Education credit hours
- 9 Prerequisite courses prior to major courses
- 71 Health Information Management major credit hours

#### **Graduation Requirements**

Parker University's graduation requirements for the Bachelor of Science with a major in Health Information Management are as follows:

- A grade of C (a minimum grade point average of 2.0 on a 4.0 scale) or above in all general education courses completed at Parker; and
- A grade of C (a minimum grade point average of 2.5 on a 4.0 scale) or above in all BHIM courses taken in the professional program.
- Two four-week professional practice courses required in the first semester of the senior year. See Student Handbook for more details.



**Curriculum**

<b>Year 1 Semesters 1-3</b>		
<b>Course Number</b>	<b>Course</b>	<b>Cr Hours</b>
PSYC 2301	Introduction to Psychology	3
COSC 1301	Introduction to Computer	3
ENGL 1301	English Composition	3
SPCH 1311	Speech Communications	3
HITT 1305	Medical Terminology	3
BIOL 2301& 2101/lab	Anatomy & Physiology I w/lab	4
BIOL 2302& 2102/lab	Anatomy & Physiology II w/lab	4
MATH 1314	College Algebra	3
HPRS 2335	Pharmacology and Medical Treatment	3
ARTS 1301	Music Appreciation	3
HIST 1301	American History	3
HIST 1302	American History II	3
<b>Total Credit Hours Year 1</b>		<b>38</b>
<b>Year 2 Semesters 4-6</b>		
<b>Course Number</b>	<b>Course</b>	<b>Cr Hrs</b>
MATH 1316	Statistics	3
GOVT 2301	Political Science I	3
GOVT 2306	Political Science II	3
ENGL 2326	American Literature	3
BHIM 1310	Principles of Health Information Management	3
BHIM 1311	Fundamentals of Health Information Systems	3

<b>BHIM 1301</b>	Introduction and Technical Aspects of Health Information Management	3
<b>BHIM 2310</b>	Departmental Management	3
<b>HPRS 2336</b>	Pathophysiology for Health Information Management	3
<b>BHIM 2402</b>	Clinical Classification and Coding Systems	4
<b>BHIM 3201</b>	Health Information Management Research and Education	2
<b>BHIM 3202</b>	Clinical Procedural Terminology Coding Systems for Provider	3
<b>Total Credit Hours Year 2</b>		<b>36</b>
<b>Year 3</b>		
<b>Semesters 7-9</b>		
Course Number	Course	Cr Hrs
<b>BHIM 3301</b>	Legal Aspects of HIM	3
<b>BHIM 3300</b>	Electronic Health Records	3
<b>BHIM 3305</b>	Quality Improvement Regulations & Procedures for HIM	3
<b>BHIM 3345</b>	Systems Analysis in Health Care Settings	3
<b>BHIM 3304</b>	Healthcare Privacy and Data Security	3
<b>BHIM 2311</b>	Management of HIM Systems	3
<b>BHIM 4301</b>	Finance, Reimbursement Methodologies for HIM	3
<b>BHIM 3310</b>	Health Information Management Research and Data Analysis	3
<b>BHIM 3311</b>	Comparative Record Systems	3
<b>BHIM 3303</b>	Management Science Statistics (Health Care Statistics)	3
<b>BHIM 3501</b>	Health Information Technology Throughout Enterprise	5
<b>BHIM 4310</b>	Seminar in Health Information Management	3
<b>Total Credit Hours Year 3</b>		<b>38</b>
<b>Year 4</b>		
<b>Semester 10</b>		
Course Number	Course	Cr Hrs
<b>BHIM 3466</b>	Health Information Management Practicum	4
<b>BHIM 4320</b>	Contemporary Leadership Principles for HIM	3

<b>BHIM 4566</b>	Professional Practice Experience	5
<b>Total Credit Hours Year 4</b>		<b>12</b>

**Course Descriptions**

**HITT 1305 Medical Terminology**

Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.

**HPRS 2335 Pharmacology and Medical Treatment**

The study of basic concepts and terminology associated with medication structure, function, interaction, and administration. Emphasis is placed on the mechanism of drug action, uses, adverse effects, contraindications and clinically important drug interactions. Students will review case scenarios to identify diseases associated with medications. Students will also identify medications prescribed for certain diseases.

**BHIM 1310 Principles of Health Information Management**

Exploration of the expanding role of the HIM professional. Emphasis will be on the organizational structure and delivery of healthcare in hospitals and other healthcare agencies and the associated roles of HIM professionals.

**BHIM 1311 Fundamentals of Health Information Systems**

An introduction to the information technology aspects of health information management to include hardware components, systems architecture, operating systems, languages, software applications, tools, and related topics and concepts.

**BHIM 1301 Introduction and Technical Aspects of Health Information Management**

An introduction into principles and procedures used in health records organization, maintenance and retention, numbering and filing systems and procedures, forms control and design, and imaging. Emphasis placed on functions and duties of the HIM administrator, and relationships of the medical record to the health care delivery system.

**BHIM 2310 Departmental Management**

A study of the principals involved in managing HIM departments in hospitals and other healthcare facilities. The course provides the opportunity to apply theory to traditional HIM managerial responsibilities and in the expanded role of the HIM professional.

**HPRS 2336 Pathophysiology for Health Information Management**

This course emphasizes the study of the major diseases associated with each body system. It introduces important medical terminology, inflammation and allergy, neoplasia, heredity and disease, dietary factors and diseases, and infectious diseases. Understanding of the Pathophysiology language is explored by reading and interpreting the documentation in patient medical records.

**BHIM 2402 Clinical Classification Systems (coding)**

Introduction to ICD-CM, CPT and other classifications and nomenclatures. Emphasis will be placed on manual coding of diagnoses and procedures from the acute care facility and the introduction of the use of encoding systems.

**BHIM 3201 Health Information Management Research and Education**

A course of independent reading and research with the student completing a research project and developing an in-service instructional module. Emphasis is on the application of health information

management theory and clinical practice.

**BHIM 3302 Clinical Procedural Terminology Coding Systems for Provider**

Continued study of ICD-9-CM, CPT 4 and other classification and nomenclatures. The relationship with inpatient and ambulatory care reimbursement systems is also explored.

**BHIM 3301 Legal Aspects of Health Information Management**

A study of the legal issues of Health Information Management with focus on statutory and regulatory requirements, case law and practical applications. Special legal problems associated with access to patient information, disposition of records, confidentiality and privacy, reporting requirements and compliance with current state and federal legislation are emphasized.

**BHIM 3300 Electronic Health Records**

This course will prepare students to work in an electronic health record environment. Topics include an in-depth study of the electronic health record. The course will cover clinical terminologies, clinical vocabularies, e-health, health information exchange, security, and other current issues.

**BHIM 3305 Quality Improvement Regulations & Procedures for Health Information Management**

Overview of regulatory agency requirements for quality improvement, utilization management and risk management. Methods for integrating these procedures for credentialing and peer review are explored.

**BHIM 3345 Systems Analysis in Healthcare Settings**

This course is designed to give the student an insight into the procedures and techniques that can be used to analyze health care systems. The course will focus on the "how to" of systems by demonstrating fundamental skills and techniques that can be applied immediately.

**BHIM 3304 Healthcare Privacy and Data Security**

This course examines laws and regulations addressing the management of protected health information (P.H.I.), electronic health records (E.H.R.), and e-discovery guidelines. Coursework includes: discussion of case studies illustrative of the current legal and political environment affecting the health care industry, and developing policies and procedures to ensure compliance.

**BHIM 2311 Management of Health Information Management Systems**

An introduction to the system life cycle with an emphasis on the role of the HIM professional in the implementation of electronic health record systems. Systems development and information brokering are considered with particular emphasis on data security.

**BHIM 4301 Finance and Reimbursement Methodologies for Health Information Management**

Course will also address the reimbursement cycle from patient registration to claims billing with an emphasis on federal regulations and the role of HIM regarding payment systems. Topics will include accounting principles, budget processes, cost/benefit analysis, healthcare finance, compliance strategies, charge- master and case mix management, and payment systems and plans.

**BHIM 3310 Health Information Management Research and Data Analysis**

An introduction to research methods and experimental inquiry to acquaint the student with skills to critique and conduct studies in the health information management domains. The course will also provide the foundation for compiling, analyzing, and displaying statistics related to the delivery of healthcare.

**BHIM 3311 Comparative Record Systems**

Theory and procedures for the maintenance and regulation of patient health information records in non-hospital medical care facilities to include long term care, ambulatory care, psychiatric care,

rehabilitation and prison record keeping systems.

**BHIM 3303 Management Sciences Statistics (Health Care Statistics)**

Introduces statistics. Topics include statistical methods dealing with data collection, grouping and presentation, organization of data, measures of central tendency and dispersion, normal distributions, probability, correlation and regression, estimation, hypothesis testing, and contingency table analysis.

**BHIM 3501 Health Information Technology Throughout the Enterprise**

This course studies the integrated use of health information technology throughout the enterprise. Students will evaluate how technology impacts overall hospital operations from both a clinical and administrative perspective and will use planning and assessment tools to simulate technology system implementation.

**BHIM 4310 Seminar in Health Information Management**

Problem-solving course designed to assimilate actual internship encounters and theory. Emphasis is on integration of knowledge and making transition to the applications required to function as a health information manager.

**BHIM 3466 Health Information Management Practicum**

Assignments made to promote uniformity and competency levels required of entry-level health information management professionals with practical application of administrative, management, and problem-solving skills required to complete projects and portfolio material.

**BHIM 4320 Contemporary Leadership Principles for Health Information Management**

An analysis of the expanded role of the Health Information Management professional in the healthcare environment and application of the principals involved. Topics include strategic planning and forecasting, marketing, entrepreneurialism, leadership, motivation, consensus building, workforce diversity, change management, work redesign/reengineering, and project management.

**BHIM 4566 Professional Practice Experience**

Supervised management experience and training in a healthcare or related setting. Student will participate in administrative, management, and problem-solving activities in the institutional setting. Full-time participation is required in addition to scheduled campus visits.

## *Bachelor of Science with a major in Computer Information Systems*

### **Mission**

The Department's Mission is to advance knowledge in the computing and Information sciences by providing our students with the highest quality of online educational experience. The Computer Information Systems Program at Parker University has goals that are aligned with the University. The Online CIS faculty members are devoted to instilling in their students' knowledge of Computer information systems and technology as a way of creating and managing information systems and technology enterprises. As such, we are devoted to academic rigor, critical thought and teaching excellence. As a department, we prepare our students to think critically and creatively to succeed in challenging careers in Computer Information Systems by using current technical concepts to analyze user needs and integrate Computer-based solutions for the changing technological and social environments. The Department strives to:

1. Provide excellence in online teaching;
2. Develop a community of scholars that includes faculty, staff, students and alumni;
3. Provide service to others; and
4. Respond to the changing demands for trained computing professionals.
5. Teach, mentor, motivate, and challenge students.

### **Program Information**

The PEOs of the B.S in Computer Information Systems at Parker University, Dallas Texas are to produce graduates who:

- a) are able to apply the principles of computer information systems and business applications to solve real world problems appropriate to the discipline;
- b) are able to apply current industry accepted computing practices and new and emerging technologies to analyze, design, implement, and verify high quality computer-based solutions to real world business problems;
- c) exhibit skills in effective oral and written communication, critical thinking, leadership, and teamwork;
- d) understand the ethical and technical context of their professional obligations and contributions;
- e) are able to positively and appropriately apply knowledge of societal impacts of computing technologies in the course of career related activities; and
- f) are successfully employed or accepted into a graduate program, and demonstrate a pursuit of lifelong learning.

The set of six Program Expected Objectives (PEOs) expresses the career and professional accomplishments that the online program is preparing graduates to achieve, and is assessed from three to five years after

graduation. These objectives are expected to provide a meaningful expression of the department's vision and mission. That mission and those accomplishments are consistent with the institutional mission at Parker University.

The CIS program objectives can be mapped directly to the University's Mission Statement. Because the University's Mission Statement is quite general, it is quite simple to map the department's Program Objectives to it. The key difference between the University Mission and the Department's CIS PEOs is that the CIS PEOs are stated in terms of the attainments of successful graduates, whereas the University's mission is stated entirely in terms of how it will support learning among its students. CIS PEOs a, b, c, d and e all relate directly to the University Mission of providing our students with "leadership in education, research and service and Empowering Education" Although the issue of teamwork, central to CIS objective C, is not explicitly present anywhere within the stated University Mission, it is universally recognized as being required for effective performance in most application environments and has always been strongly recommended based on statistics from other Universities in Texas.

### **Program Student Learning Outcomes**

- Graduates will be able to pass the certification or licensure exams
- Graduates will be able to verify, analyze and validate the accuracy and completeness of health care data.
- Graduates will be able to abstract, calculate, interpret, and present healthcare data maintained in paper-based and computer-based resources.
- Graduates will be able to develop, implement, and manage health information policies and procedures to ensure compliance with federal, state, and accreditation agency requirements.
- Graduates will be able to evaluate, implement, and manage both paper-based and computer-based health information systems.
- Graduates will be able to organize and manage the health information personnel and services

### **Length of Program**

The degree will be offered through a web-based distance learning instructional format and may be completed in a minimum ten (10) semesters of instruction and a maximum satisfactory time frame completion of Fifteen (15) semesters. The curriculum will include: Forty-two Semester Credit Hours of General Education core coursework and Sixty Semester Credit Hours of Computer Information Systems Core Courses, then Eighteen (18) Semester Credit Hours concentrations in either Information Technology (IT) or Cybersecurity or both with an Internship/Industrial Experience Program in IT related organizations.

### **Mode of Instruction**

The Bachelor Science degree with a major in Computer Information Systems will be offered through a web-based distance education instructional format.

### **Time Limit to Complete**

The Bachelor of Science in Computer Information Systems program must be completed within fifteen

semesters.

**Tuition and Fees** (as of January 1, 2014)

All charges, including tuition and fees, are due and payable on or before the first day of class.

Tuition per credit hour	\$660
Late Registration fee (per day)	\$50
Graduation Fee	\$45

**Academic Policy**

These policies apply specifically to students in Computer Information Systems, in addition to the general policies stated above that apply to all students.

*The Academic Year*

For academic purposes, the calendar year is divided into three trimesters. The spring trimester begins in January, the summer trimester begins in May, and the fall trimester begins in September.

<b>ACADEMIC CALENDAR 2014-15</b> <b>Computer Information Systems</b>	
<b>September 1</b>	Labor Day Holiday
<b>September 2</b>	1 <sup>st</sup> day of classes
<b>November 27 &amp; 28</b>	Thanksgiving Holiday
<b>December 19</b>	Last day of classes
<b>December 19 – January 2</b>	Holiday Break (Christmas & New Year's)
<b>January 5</b>	1 <sup>st</sup> day of classes
<b>January 19</b>	Martin Luther King Holiday
<b>April 3</b>	Good Friday
<b>April 24</b>	Last Day of classes
<b>May 12</b>	1 <sup>st</sup> day of classes
<b>July 4</b>	Independence Day
<b>August</b>	Last day of classes

*Attendance Policy*

Students who do not attend courses at Parker University for 14 days will be administratively withdrawn from the program.

**Grading Policy**

Grades in the BBA-HCM courses will be earned according to the following grading system:

- A = 90 - 100
- B = 80 - 89
- C = 70 – 79
- D = 60 - 69
- F = 59 and below



In addition, the following irregular grades may be used in appropriate circumstances: P/F Pass/Fail - Some courses are graded on a Pass/Fail basis. Administrative designations that may be used in appropriate circumstances include:

- **Incomplete Grades**  
Students must complete all course requirements before advancing in the program. The grade of “I” is a temporary grade given to a student due to extenuating circumstances that the student may have encountered which prevented the student from completing the course work in the time prescribed. All Grades of “I” must be changed to a permanent grade designation by Friday of the second week of classes in the subsequent month of enrollment. If the student fails to make up the deficient course requirements within the prescribed time period, the grade of “Incomplete” will be changed to an F, and the entire course must be repeated.
- **W: Institutional withdrawal**  
Grade received as a result of withdrawing from the university. It is not calculated into the GPA.
- **WP: Withdrawal/Passing**  
Grade received as a result of withdrawing from a course. This indicates that the student was passing the course at the time of withdrawal from the course. It is not calculated into the GPA.
- **WF: Withdrawal Failing**  
Grade received as a result of withdrawing from a course. This indicates the student was not passing the course at the time of withdrawal from the course. It is not calculated into the GPA.

\*Note: When a student receives a W, WP or WF, that course may be used for financial aid determinations but only once.

#### *Report of Academic Progress*

Grades are assigned and recorded at the end of each course. Grade cards are available on the Parker intranet. Students must maintain a minimum cumulative GPA of 2.0 to remain in the business program. A student who earns less than a 2.0 CGPA at the end of the semester will be placed on academic probation. The student on probation must raise the CGPA to a minimum of 2.0 after the subsequent semester to come off probation. If the student earns less than a 2.0 CGPA in the subsequent semester, the student may be academically dismissed from the university. If the student earns a semester GPA of 2.0 but does not raise the CGPA to a minimum of 2.0, the student may continue on academic probation. Students must earn a minimum CGPA of 2.0 to graduate from the Bachelor in Business Administration program.

#### *Grade Appeal Process*

A student who wishes to appeal an interim grade must obtain the Interim Grade Appeal or the Final Grade Appeal Form from the office of the Dean and follow the process described below within the appropriate time scale.

11. The student who wishes to dispute an interim grade must discuss the matter with the Instructor.
12. If the matter is not resolved after talking to the instructor, the student must meet with the Program Director. The Program Director may resolve the appeal only through agreement of both

the student and the faculty member.

13. If the matter is not resolved after Step 2, the student must meet with the Dean. The Dean may:
  - resolve the appeal through agreement of both the student and the faculty member,
  - deny the appeal and affirm the grade awarded by the faculty member if the Dean determines that the student has not offered any substantial, credible evidence, or
  - affirm the appeal if the Dean determines the student has offered some substantial, credible evidence supporting the grade appeal
14. If a student does not agree with the decision of the Dean, the student may file a grievance with the Office of the Provost. The student must write a letter describing the reason for the grade appeal and provide appropriate documentation such as the syllabus of the course showing how the grade is to be calculated, a copy of the assignment grade that is being appealed (if it is available to the student) or any other supporting documentation such as statements from other students or faculty members who have information supporting the appeal. The decision of the Office of the Provost is final and not appealable.
15. The Office of the Provost will notify the student, instructor, Program Director, and Dean of the final outcome of the appeal. If this is a final grade that is being appealed, the Registrar will also be notified if a change of grade needs to be made.

#### *Time Table for Grade Appeals*

For final grades:

- Step 1 must occur within 5 school days after the grade is posted or becomes available;
- Steps 2 and 3 must occur within 7 school days after the grade is posted or becomes available; and
- Steps 4 and 5 must be completed within 5 school days after the Office of the Provost receives the appeal.

#### **Degree Requirements**

The Bachelor of Science with a major in Computer Information Systems requires a minimum of 124 semester credit hours of lower and upper division coursework including:

- 44 General Education credit hours
- 9 Prerequisite courses prior to major courses
- 71 Health Information Management major credit hours

#### **Graduation Requirements**

Parker University's graduation requirements for the Bachelor of Science with a major in Computer Information Systems are as follows:

- A grade of C (a minimum grade point average of 2.0 on a 4.0 scale) or above in all general education courses completed at Parker; and
- A grade of C (a minimum grade point average of 2.5 on a 4.0 scale) or above in all BCIS courses taken in the professional program.

- Two four-week professional practice courses required in the first semester of the senior year. See Student Handbook for more details.

### Course Descriptions

#### **BCIS 1302 Programming Logic**

In this course, we will take an in depth look at some advanced programming concepts and techniques. We will examine theoretical concepts that make the world of programming unique. Also, this course will adopt a practical hands-on approach when examining programming techniques. Along with examining different programming strategies, this course will explore the advancement of program development, as well as, timeless problem solving strategies.

#### **BCIS 2322 Client-Side Scripting (HTML)**

The course covers the introduction to programming and scripting concepts, using JavaScript as the catalyst for learning client-side scripting. Topics include: JavaScript & Dynamic HTML for interactivity · Forms and introductory data processing.

#### **BCIS 1301 Fundamentals of Computer Information Systems**

Overview of Computer systems hardware, operating systems, and micro-computer application software, including the Internet, word processing, spreadsheets, presentation graphics, and databases. Current issues such as the effect of BCISuters on society, and the history and use of BCISuters in business, educational, and other modern settings are also studied.

#### **BCIS 2302 Computer Programming 1**

This course is in line to provide the introductory IT student with a basic introduction to Computer programming technology and algorithmic problem solving using Java as the introductory programming language.

#### **BCIS 2303 Computer Programming 1 Lab**

This course covers basic aspects of the internet, focusing on web programming and application layer computer security. No programming background is required. Students will learn how to write a web application using both client-and server-side scripting languages. Students will also participate in activities involving hacking and defending web applications

#### **BCIS 2306 Network Essentials**

This course covers the architecture, function, and configuration of computer hardware and networks, along with basic operating system software functions. The students are introduced to network and communications concepts including operational issues surrounding network planning, configuration, monitoring, trouble shooting, and management.

#### **BCIS 2307 Operating Systems**

This course examines the important problems in operating system design and implementation. The operating system provides an established, convenient, and efficient interface between user programs and the bare hardware of the BCISuter on which they run. The operating system is responsible for sharing resources (e.g., disks, networks, and processors), providing common services needed by many different programs (e.g., file service, the ability to start or stop processes, and access to the printer), and protecting individual programs from interfering with one another. The course will start with a brief historical perspective of the evolution of operating systems over the last fifty years and then cover the major BCISonents of most operating systems. This discussion will cover the tradeoffs that can be made between performance and functionality during the design and implementation of an operating system. Particular emphasis will be given to three major OS subsystems: process management (processes, threads, CPU

scheduling, synchronization, and deadlock), memory management (segmentation, paging, swapping), and file systems; and on operating system support for distributed systems, monitoring, trouble shooting, and management.

### **BCIS 2304 Computer Programming II**

This course is a continuation of programming 1. The students will use a structured programming language such as JAVA or C++ in problem solving. This course examines advanced features of modern programming languages such as object-oriented programming, string manipulation functions, and visual programming. Both procedural and event-driven programming is covered. This course will also include an introduction to data structures such as queues and stacks.

### **BCIS 2305 Computer Programming II Lab**

This is the laboratory activities section of BCIS 2304 and covers structured programming language such as JAVA or C++ in problem solving. This course examines advanced features of modern programming languages such as object-oriented programming, string manipulation functions, and visual programming. Both procedural and event-driven programming is covered. This course will also include an introduction to data structures such as queues and stacks.

### **BCIS 2308 Data and Information Management**

This is an introductory course in database and file management systems. It will help students to develop an understanding of the role of data modelling, file management and database systems in information systems.

### **BCIS 2309 Ethical, Social and Legal Dimensions of Computer (CMP)**

The course covers: an introduction to the ethical style of good writing in Computer Information Systems and Science; the social, legal, philosophical, and economic issues related to Computers that members of a technological society might face in their professional and civic lives; the copyright laws/issues and model ethical acquisition and use of digital information, citing sources using established methods; the proper etiquette and knowledge of acceptable use policies when using networks, especially resources on the Internet and Intranet; the measures, such as passwords or virus detection/prevention, to protect Computer systems and databases from unauthorized use and tampering; and the impact of Computer programming on the World Wide Web (WWW) community.

### **BCIS 3313 Data Warehouse and Business Intelligence (BI)**

This course will help the student understand the process by which a data warehouse system is designed and developed. The student will get acquainted with OLAP models and their differences with standard OLTP models. Efforts will be made to give the students a thorough understanding of the underlying concepts and software systems. Students will learn concepts, tools, and technologies associated with modeling, design, implementation, and management of data warehouses.

### **BCIS 3303 Networking II**

This course emphasizes the production of high quality software for medium and larger scale projects. Theoretical software engineering research is the basis for a practical approach to developing quality software. Students study a software life-cycle model, fundamental software engineering principles, and documentation standards in detail. A significant team project is required.

### **BCIS 2390 System Analysis and Design**

A study of the systematic analysis, design, and implementation of software systems with special emphasis on the processes and skills used in the first four stages of the System Development Life Cycle. Traditional and current methodologies, including BCISuter aided analysis and design tools will be considered. Topics

will be approached through project - oriented cases and projects, which integrate theory and practical application.

### **BCIS 3311 IT Project and Service Management**

In this course, particular emphasis will be placed on the issues associated with the successful completion of a project, including defining, scheduling, and monitoring project activities; interacting with clients in interviews and project reviews; and managing client expectations. The rapidly changing field of information technology requires a solid knowledge foundation. This course reviews contemporary information technology management and the relevant issues of effective management of the information service activities.

### **BCIS 4301 Fundamentals of Information Security**

This course will cover a variety of topics that will prepare students who wish to develop skills in information security management. This is a survey course that will cover a full range of information security topics, ranging from technical areas like cryptology and network security to a policy area like risk management. The level of depth will engender an appreciation for the topics, and should stimulate an interest in taking follow-up courses to attain greater depth. We will explore technical subjects as well as other less technical topic areas where managers are required to lead an information security group and make sound business decisions surrounding information systems and security. The technical level will sometimes delve deep as the module requires it, but the finer details will usually be left for advanced courses. Though there is no prerequisite, it is expected that each student will possess knowledge of the fundamentals of Computer and information systems.

### **MATH 2305 Discrete Mathematical Methods**

This course covers discrete mathematics for Computer Information Systems and Science. It provides an overview of the branch of mathematics commonly known as discrete mathematics. Topics included are sets, relations, functions, induction and other methods of proof, recursion, combinatorics, graph theory, and algorithms. Emphasis is placed on the solution of problems and proofs. The use of graphing calculator is required.

### **BCIS 3301 Data Structures and Algorithm Analysis**

This course aims to introduce the student to the concept of data structures through abstract data structures including lists, sorted lists, stacks, queues, dequeues, sets/maps, directed acyclic graphs, and graphs; and implementations including the use of linked lists, arrays, binary search trees, *M*-way search trees, hash tables, complete trees, and adjacency matrices and lists

### **BCIS 3302 Data Structures and Algorithm Analysis Lab**

This course will continue from BCIS 3301 and apply concept of algorithms design. This includes greedy, divide-and-conquer, random and backtracking algorithms and dynamic programming; and specific algorithms including, for example, resizing arrays, balancing search trees, shortest path, and spanning trees.

### **BCIS 4311 Cloud Computing and Virtualization Methods**

This course will cover the design and implementation of virtual machine monitors as well other recent trends in virtualization. Topics to be covered in the course include key techniques for CPU, memory, device, and network virtualization, including their security implications. New hardware features introduced by Intel and AMD to assist virtualization will be covered. The course will also study technical papers and recent developments in virtualization and its application to resource provisioning, autonomic management, system security, and energy saving. VMWare application will be used for this course.

**BCIS 4304 Introduction to Unix**

This course will introduce the Unix operating system, discuss Unix commands, the file system, text editors, the Unix shell, and shell scripts. The primarily focused will be on command line usage. Covers the history, kernel, file systems, shells and user utilities. Also introduces students to the fundamentals of shell programming, processes, communications, and basic security.

**BCIS 4305 Advanced Unix Administration**

This course will concentrate on normal tasks of a system administrator to include system backup and file maintenance, Linux server maintenance and set up. Overview of integration of files and directories, shell scripting and systems programming; Unix tools; Unix internals; file systems, process structure. Using the system call interface and Interprocess communication.

**BCIS 4361 IT Audit and Controls**

This course explores organizational and managerial issues relevant to planning and conducting IT audit and control activities. The course also covers the role of the IS auditor and the IS audit functions, the anatomy of controls in an information systems environment. Access to systems, resources, and data audit controls. Assess to IT performance design, placement, and quality of controls. Understand some of the basic theory underlying computer security policies, models, and problems

**BCISC 2305 Security Policy Analysis and Implementation**

This course will cover Network Security Policies and implementation of firewall policies, stateful firewalls, and firewall appliances. Network-related physical security, risk management and disaster recovery/contingency planning issues and housekeeping procedures.

**BCISC 3305 Fundamentals of Ethical Hacking and Penetration Testing**

This course will cover the process of gathering Information Intelligence, identifying and solving Security Vulnerabilities, develop Exploits, scan and Produce Vulnerability Assessments and application of Network Attacking Techniques. Message authentication codes and key management. WLAN security, IPSec, SSL, and VPNs are also included in the topics to be covered.

**BCISC 4306 Database Security**

This course covers the principles and practices of implementing computer database security in modern businesses and industries, including database security principles, database auditing, security implementation and database reliability. This course will focus on issues related to the design and implementation of secure data stores. Emphasis will be placed on multilevel security in database systems, covert channels, and security measures for relational and object-oriented database systems.

**BCISC 2304 Risk Management: Assessment and Mitigation**

This course will cover on events such as identify theft, physical security during international travel, or invasion of one's privacy. The course will also focus on incidents such as cyber-crimes, fires, flooding, financial frauds, kidnapping of employees, and expropriation of resources. The course covers the following conceptual areas: business risks and the management of business risk, IT risk as a component of business risk, the need to manage IT risks, and the basic type of controls required in a business system in order to control IT risks. Issues associated with new risks created by the use of the internet for business applications and electronic businesses are also covered.

**BCISC 2303 Threats of Terrorism and Crime**

This course is designed to acquaint students with the security threats posed by both terrorist and criminal activity, and with strategies to combat these threats. Terrorism and security are defined as well as terrorism in its historical context. Varieties of terrorist groups, organizations and their actions are studied

with targets of terrorism being a focus. Types of crime including street, employee, organization and white collar crime are studied.

**BCISC 2302 Digital Forensics in Criminal Justice System**

This course will introduce students to digital forensics as practiced by local, state, and federal law enforcement. Students will gain hands-on experience with several digital forensic tools in this laboratory-based course. Students taking this course will become familiar with the emerging responsibilities of cybercrime investigators as well as developing a hands-on working knowledge of software commonly used at many law enforcement agencies. The course will use “Encase Tools” for laboratory activities.

**BCIS 4362 CAPSTONE 1**

In this capstone, students will develop the proposal for the Capstone Project, including project design, methods, and procedures using Java programming for specific task. During this course, students will work with their Capstone Committee, completing the project and preparing a written manuscript and oral presentation of the Capstone. This course will culminate in an oral defense of the capstone.

**BCIS 4363 CAPSTONE II Internship**

A course consists of internship with IT related companies. Work experience is cooperatively planned by the department and employer to fulfill the student’s objectives. Weekly conferences, assignments, and reports required. Students are expected to apply classroom and laboratory concepts and principles in an industry work environment. In this course, students are expected to establish goals by working with supervision to define work objectives for the internship experience. They are also expected to demonstrate time and project management skills by completing the work objectives within the specified time limits.

## *General Education Curriculum Course Descriptions*

### **ARTS 1301 Music Appreciation**

Introduces basic elements of music combined with a survey of Western art music.

### **BIOL 2301 & 2101/lab Anatomy and Physiology I with Lab**

Basic chemistry, the cell, tissues, the skeletal, muscular, nervous, and systems, and the senses.

### **BIOL 2302 & 2102/lab Anatomy and Physiology II with Lab**

Prerequisite: BIOL 2301&2101/lab. Fundamental principles of body systems and their functions. Satisfies the requirements of human anatomy and physiology for some Paramedical and Allied Health curricula.

### **BIOL 2301 Anatomy and Physiology**

Provides basic structure, function and chemistry of the human body. Topics include terminology; chemistry; cell biology; tissues; cellular respiration and body systems including skeletal, muscular, respiratory, reproductive and integumentary.

### **BIOL 2302 Anatomy and Physiology**

Emphasis on circulatory, digestive, endocrine, immune, lymphatic, nervous and urinary systems. Topics include blood, sense organs, nutrition and metabolism, fluid and electrolyte balance and acid-base balance. Laboratory experience includes microscopic observation, experimentation, study of anatomical models and dissection.

### **COSC 1301 Introduction to Computers**

Introduces fundamentals of operating personal computer equipment. Topics include basics of word processing, database management, electronic spreadsheets and presentation graphics.

### **ENGL 1301 English Composition**

Develops writing skills to achieve career goals. Topics include using principles of pre-writing, drafting, revising and editing to write clear, well-developed paragraphs, essays and a documented research paper. (Parker University requires a minimum of 4,000 written words.)

### **ENGL 2326 American Literature**

Explores select American authors and literary texts. Topics include historical background, social forces, literary genres and elements. (Parker University requires a minimum of 4,000 written words.)

### **GOVT 2301 Political Science**

Addresses how America has evolved from an agrarian to a post-industrial society. Topics include the Constitution and its three branches of government.

### **GOVT 2306 Urban Government Social Policy**

Historical review of urbanization in America, the governmental and political structures as they function in urban areas, and the discussion of urban, social and political problems.

### **HIST 1301 American History Pre 1877**

Examines American history from 1492 to 1876, focusing on political, economic and diplomatic events.

### **HIST 1302 American History Since 1876**

Examines American history since 1876, focusing on political, economic and diplomatic events.

### **MATH 1314 College Algebra**

Prepares students for disciplines involving quantitative calculations. Topics include operations with algebraic expressions, radicals, exponents, linear and quadratic equations with applications, graphs of linear, quadratic, cubic and rational functions, combinations of functions, composite functions, direct,



inverse and joint variation, radical equations, absolute value equations and inequalities, exponential and logarithmic equations and applications, systems of linear equations, and complex numbers.

**MATH 1316 Statistics**

Algebra-based introduction to data analysis, experimental design, sampling, probability, inference, and linear regression. Emphasis on applications, statistical reasoning, and data analysis using statistical software.

**PSYC 2301 Introduction to Psychology**

Introduces terms and concepts dealing with basic psychological research methods, human and animal behavior, life-span development, states of consciousness, learning, memory, intelligence, motivation, personality structure, stress and coping, behavior disorders, social pressures and cultures. Students are encouraged to apply critical thinking strategies through their participation in various discussions of psychological theories and concepts throughout this course. (Parker University requires a minimum of 4,000 written words)

**SPCH 1311 Speech Communications**

Focuses on preparation and delivery of various types of speeches. Topics include techniques to improve interpersonal communication skills, job interviewing and working in teams.

# *Student Conduct*

## **Disciplinary Actions**

Parker University is a self-governing, private, nonprofit institution of higher education. The University attempts to provide for all students an environment that is conducive to academic endeavor, personal and social growth and individual discipline. Acceptance to attend is a privilege extended to a selected group. Enrollment is considered an implicit acceptance of rules, regulations, procedures and guidelines governing student behavior at this institution.

Each student is responsible for full knowledge of all published policies, rules, regulations, and guidelines of the University as well as any subsequent changes or updates. The University holds each student responsible for compliance with all policies, rules, regulations, and guidelines and obtaining any printed revisions. Students are also expected to comply with all federal state and local laws and to conduct themselves on campus in a manner that is ethical and professional. Parker also reserves the right to adjudicate conduct and behavior violations of students, student organizations, and clubs which has taken place off campus or is associated with an event sponsored by the University. A student is not entitled to any greater immunities or privileges before the law than those enjoyed by other citizens generally.

Students have the right of free expression and advocacy; however, the time, place and manner of exercising speech and advocacy will be determined and regulated by the University in such a manner as to ensure orderly conduct, noninterference with University functions or activities and the safety of students, faculty, and staff. Any action that interrupts the scheduled activities or processes of education is classified as disruptive; thus anyone who initiates any gathering leading to disruptive activity will be violating University regulations.

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

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

### **Disciplinary Actions**

Any student who violates the standard of conduct and behavior policies, regulations or procedures is subject to any of the following disciplinary actions, notwithstanding any action taken by civil or criminal authorities.

<b>Written reprimand</b>	A letter of reprimand is delivered to the student and placed in the student's official file
<b>Probation</b>	The student is placed on notice that any future violation of policy or procedure could result in dismissal from the University
<b>Discretionary Sanctions</b>	Work assignments, written apologies, written papers, service to the University or other related assignments.
<b>Suspension</b>	Prohibits a student from attending a class or classes and/or clinic duties or from being on campus, online or attending any school activities or events, for a specified period of time.
<b>Dismissal</b>	Permanent removal from Parker University.

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

A. Acts of dishonesty, such as:

1. Copying, giving the appearance of copying, or attempting to copy from another student's test or other academic work;
2. Taking into an exam or using during an exam, material not authorized by the instructor administering the test;
3. Collaboration with another person during a written, oral or practical examination or in preparing academic work for credit;
4. Collusion – unauthorized collaboration with another person in preparing written work for credit or allowing another to use one's work, copying from one's research or test paper, providing answers and/or test materials and aiding or abetting another in any unethical or unprofessional manner.
5. Plagiarism – appropriation of another's work and the unacknowledged incorporation of that work in written form for credit;
6. Knowingly using, buying, selling, stealing, transporting or soliciting in whole or in part, the contents of confidential test information;
7. Substituting for another student, or permitting another student to take a test or exam in your place;
8. Bribing another person to obtain confidential test material or information about confidential test material;

9. Signing in or logging in for another student or asking another student to sign University forms for another student;
  10. Furnishing false information to any University office, staff or faculty member; and
  11. Forgery, alteration, destruction or misuse of any University document, record or identification form.
- B. Obstruction or disruption of teaching, whether in the classroom, online, in laboratories, clinics or other University facilities to include, but not be limited to: being late for class, labs or clinic; conversations with other class members during the lecture; reading materials not related to the course or lab; feet on desks; or throwing paper or other items.
  - C. Unauthorized possession, duplication or use of keys or unauthorized entry to, or use of the University premises;
  - D. Damaging, defacing or destroying University property or the property of a student, faculty or staff member or a campus visitor;
  - E. Attempted or actual theft and/or damage to the property of the University or property of any student, faculty, or staff member.
  - F. Misconduct which adversely affects the University community or which constitutes a violation of criminal laws of the federal, state or city governments.
  - G. Misconduct relating to student obligations with the University or University employees, including but not limited to:
    1. Issuance of a check without sufficient funds;
    2. Failure to fulfill financial obligations to Parker University;
    3. Failure to comply with reasonable directives of faculty, staff or administrators acting in the performance of their duties;
    4. Failure to heed an official notice or summons by faculty, staff or administrators.
    5. Failure to maintain a current mailing address and phone number in the Registrar's Office, or giving a false or fictitious address to the University.
  - H. Violation of federal copyright laws, including, but not limited to, copying textbooks, lab manuals or unauthorized computer programs.
  - I. Physical abuse/assault, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.

- J. Hazing - any intentional, knowing or reckless act, occurring on or off the campus, or online, by one person alone or acting with others, which endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in or maintaining membership in any organization whose members are or include students at Parker University. Under the Texas Education Code, criminal penalties may be imposed against persons who engage in hazing, or fail to report hazing to the Dean or Vice President.
- K. Use or possession of ammunition, firearms, guns or other objects which are dangerous or flammable or which could cause damage by fire or explosion.
- L. Use or possession of a knife with a blade longer than 5 ½ inches, which is also prohibited by the State of Texas (Penal Code 46.016A).
- M. Unlawfully manufacturing, distributing, dispensing, possessing, selling, purchasing drugs, narcotics, or hallucinogens.
- N. Smoking and use of tobacco on campus.
- O. Unauthorized consumption of alcohol on the Parker University campus or at any University event or activity on campus or being under the influence or intoxicated at any on or off-campus University event or activity.
- P. Using the telephone or online communication in an annoying, obscene, mischievous, harassing, or malicious manner or the wearing of inappropriate or offensive clothing.
- Q. Tampering with or vandalizing fire alarms or other safety devices or equipment.
- R. Unauthorized solicitation, advertising or selling merchandise on campus or online.
- S. Students acting as an agent for businesses or organizations or for faculty/staff who wish to give presentations, seminars, workshops, teach courses, etc., for entrepreneurial purposes.
- T. Abuse of computers, technology or computer time, including but not limited to:
  - 1. Unauthorized entry into a file, to use, read or change the contents or for any other purpose including reading another person's E-mail.
  - 2. Unauthorized transfer of a file.
  - 3. Unauthorized use of another individual's identification and password.
  - 4. Unauthorized access into network files.
  - 5. Use of computer facilities to interfere with the work of another student, faculty or staff member.

6. Use of computing facilities to send, receive or view obscene or abusive messages or information, including pornography.
7. Use of computing facilities to interfere with the normal operation of the University computing system.

U. Abuse of the judicial system, including but not limited to:

1. Failure to comply with a directive or summons of a judicial committee or University official.
2. Falsification, distortion or misrepresentation of information before a judicial committee.
3. Disruption or interference with the conduct of a judicial committee.
4. Attempting to discourage an individual's participation in or use of the judicial procedures.

Minor incidents of misconduct may be handled by a faculty member, staff, administrator or department head. If the student does not wish to accept the disciplinary action given, he/she will be reported to the Dean or Vice President for a hearing and decision.

Student Complaint Policy

It is the policy of Parker University to provide appropriate services to our students and treat each student fairly and respectfully in the application of University policies and procedures.

Complaint Procedures

It is the desire of the University to provide an education and services of high quality to its students, and to treat them fairly and respectfully in the application of policies and procedures. Should a student have a perceived violation of a policy or procedure, they are encouraged to resolve their concern through the University's Student Complaint process. This process involves an informal resolution process and a formal resolution process.

Informal Resolution Procedure

When a student has a complaint, resolution should be sought through informal communication with the appropriate individual or direct supervisor. The student should arrange a meeting with the person involved with the complaint and/or with the direct supervisor of the person involved. The parties involved should meet and determine if the complaint can be resolved through mutual consent. Such disposition will be final, and there will be no subsequent proceedings or appeals. If there is no mutual consent, the students should begin the formal resolution process.

Formal Complaint Procedures

A student that wishes to file a formal complaint must complete the Formal Complaint Questionnaire which is available in the Student Affairs Office and on MyParker within ten (10) business days of the occurrence. The Formal Complaint Questionnaire consists of the following elements:

1. **Complaint** – separately list your complaint(s), with the relevant date(s), and identify the person(s) about whom you are complaining
2. **Evidence** – identify and attach copies of all letters, notes, memos, diaries, calendars, reports, or other documents or items that support your complaint(s)
3. **Witnesses** – identify all individuals who know about the incident(s)
4. **Describe Attempt to Solve as Informal Complaint** – identify steps taken in an attempt to resolve issue with the appropriate individual or direct supervisor
5. **Desired Outcome** – state what actions you feel are appropriate to address the concerns you identified

Once complete, the student must submit the form to the Office of Student Affairs. If the complaint involves the Office of Student Affairs, the form may be submitted to the Office of the Provost. **The Dean or Vice President** will conduct an interview with the student to review the complaint and permit the student to provide additional relevant communication. **The Dean or Vice President** will conduct an investigation to determine if the complaint has merit and/or can now be resolved administratively by mutual consent. If the complaint has merit, a written recommendation will be made to all the involved parties within five (5) business days.

If either the student or other involved party does not feel that the recommendation is appropriate, they may appeal in writing to the Provost within five (5) business days of receiving the recommendation.

The Provost will conduct an investigation and have a final decision within 10 business days. Should the original complaint involve the Provost, the President will render a final decision.

#### **Involuntary Withdrawal**

A student's continuing enrollment at Parker University is a privilege based on satisfactory academic progress and professional conduct and behavior. In the event that a student demonstrates evidence of an emotional problem as reported by two or more members of the faculty, staff or student body, the **Dean or Vice President** will investigate the allegation and appoint a three-member Committee to investigate the allegation as appropriate.

**The Dean or Vice President** will notify the student to appear before the Committee. The student will be advised of the inappropriate or unprofessional behavior and will have the opportunity to respond to the allegations and may provide evidence or witnesses in responding to the allegations. After consideration of all information presented, the Committee will determine if a psychological/psychiatric evaluation or leave of absence is warranted. The Committee Chair will notify the Dean or Vice President in writing of the Committee's decision. The Dean or Vice President will notify the student in writing of the Committee's decision. The student may appeal the decision in writing to the Dean or Vice President within three working days who will forward this appeal to the Office of the Provost. The Provost may affirm, modify or reject the decision of the Involuntary Withdrawal Committee and will notify the student of his/her

decision in writing within three working days. If the decision is for a psychological or psychiatric evaluation, the student is responsible for the expense of the evaluation.

At any time during this process, if the **Dean, Vice President**, or Provost believe that the student poses a threat to his or her health or safety, or the health and safety of others, the student may be immediately suspended from the University pending a psychological or psychiatric evaluation by a licensed psychologist or psychiatrist.

If the student is required to obtain an evaluation and refuses to do so, or if the results of the evaluation indicate that withdrawal from the school would be in the best interest of the student and the University, the student will be withdrawn from the University.

Involuntary withdrawal will normally incur no academic penalty for the trimester in which the student is enrolled and any tuition refund will be based on the Tuition Refund Policy.

A student seeking readmission, at his/her own expense, must submit a written report from a licensed practitioner acceptable to the University, to the Dean, Vice President or Provost. Approval from the Dean, Vice President or Provost is required for readmission.

#### **Resolution of Non-Academic Problems**

To ensure the proper resolution of non-academic problems, the following channel of communication should be followed.

1. If a student has a problem with another student, he/she should discuss it with the student involved. If the problem is not resolved, submit a written statement of the problem to the Dean or Vice President. The Dean or Vice President will meet with the parties involved and attempt to resolve the issue. If the issue is not resolved and there has been a violation of University policy, the matter will be referred to the Academic and Professional Standards Committee. If the issue is not resolved and it does not involve a violation of University policy or procedures, the student may request a Grievance Committee Hearing.
2. If a student has problem with a staff member or faculty member, he/she should discuss it with that individual. If the problem is not resolved, the student should follow the Student Complaint Policy.



## *Student Life*

The Student Affairs Office provides information, programs, services and activities to assist students in achieving their academic goals and enhance student learning, student development, and leadership. Students are encouraged to participate in and contribute to the total university program.

Student Affairs includes administration, athletics and recreation, counseling, student activities, student development, student organizations, student services, and student conduct. Please direct all questions to the Student Affairs Office located in South 201.

### **Counseling Services**

The counseling staff consists of a licensed psychologist who is available to counsel with students concerning personal, social, marriage and family, and academic problems. There is no fee for students and their spouses to utilize the counseling services. In addition, information regarding referrals and other counseling options is available. Counseling is scheduled by appointment only. To schedule an appointment, fill out a Counseling Request Form available online or in the Office of Student Affairs. These forms can be submitted to the Office of Student Affairs or emailed to [JElbel@parker.edu](mailto:JElbel@parker.edu). Students or spouses can call Dr. Elbel with any questions concerning counseling at 214.902.2422.

Counseling and guidance is also available 24 hours a day seven days a week via a toll-free phone number, email, or internet. ComPsych employees work with Parker students in crisis, assess behavioral and emotional health, and make referrals to providers for a limited number of free telephonic or in-person counseling sessions. Through ComPsych, Parker University also offers legal assistance and financial planning sessions.

The confidentiality of counseling matters will be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA). FERPA permits disclosure of such records to third parties under circumstances prescribed by law.

### **Disability Accommodations**

The Association on Higher Education and Disability (AHEAD), in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, has published guidelines to provide institutions with uniformity in determining standards of proof in documenting the veracity of a student's disability status and the need for specified accommodations. These guidelines have been adopted for use by the National Board of Chiropractic Examiners (NBCE), and are followed by Parker University.

Parker University is committed to providing reasonable and appropriate accommodations to students with disabilities. Students who are in need of accommodations must notify the Office of Student Affairs, located in the South Building, Suite 201. The Office of Student Affairs can also be reached at 214-902-

2422. The burden of proof lies with the student in order to show why a disability requires accommodation. The supporting documents must clearly show that the individual (1) has a disability, (2) is substantially limited by the disability, and (3) has an existing need for accommodation. Documentation requirements may include psychoeducational testing, history of prior disability services identifying specifically when, where, type, and for what disability the services were provided, official SAT/ACT results indicating that testing accommodations were provided, medical reports, audiology results, optometry results, and/or other documentary evidence as deemed relevant by the Office of Student Affairs.

Lawfully, accommodations may be granted if sufficient documentary evidence of disability is provided and if the circumstances imposed by the disability can be alleviated with the provision of reasonable accommodations. It is the responsibility of the Dean of Student Affairs to make a final determination of eligibility status and prescribed accommodations or services.

### **Student Development**

The Student Development Office provides assistance to students to improve learning strategies and study skills. Information is available on learning strategies and study skills, and individualized assistance is given in identifying areas which need improvement and workshops are scheduled as needed to provide information on learning strategies, study skills, stress and test anxiety. Contact the Counselor in the Office of Student Affairs for more information.

### **Student Services**

#### *Student Handbook*

The Student Handbook is revised and distributed each year by the Office of Student Affairs. Each student is expected to know and comply with the current policies, regulations and procedures contained in the Student Handbook, this catalog and other documents of the University. Much of this information is also available on the Parker University website.

#### *Program Orientation*

New and transfer students are introduced to the many facets of life, policies and procedures at Parker through an orientation program, which is held prior to the beginning of classes. Students, faculty, and administrators present information about student life and the academic process.

As a part of orientation, entering students receive a mini course in study skills, to provide information about learning strategies and to help students meet the challenges of the academic program. A student panel discusses how they study, take notes, study for tests, and write reports and basically, how they learn.

Students in the College of Chiropractic also participate in an overnight camp experience that will focus on goal setting, program preparation, and team building.

### *Parker Card*

Student Identification cards, known as Parker Cards, are issued at Orientation for new students or in the Parker University Bookstore for continuing students. Parker cards should be carried on your person, anytime you are on campus. If lost or stolen, your Parker Card may be replaced in the Bookstore. There is a replacement fee that must be paid prior to receiving the new card.

### *Parking*

All students, spouses, dependents, faculty, and staff parking on any property owned, rented leased or otherwise controlled by Parker University are subject to parking regulations. All students, faculty, and staff, who park a motor vehicle on university property or other designated parking areas, must register their vehicle, and display a parking permit on the vehicle.

Students must register their vehicles at Registration or within twenty-four hours of parking the vehicle on campus. Students are required to furnish vehicle registration information at each Registration. If the information is unattainable, the Security Director will verify the vehicle information to issue a parking permit. During Registration, a student may register all of his/her vehicles whether or not he/she plans to drive them on campus. To update vehicle registration information, visit the Business Office located in the South Building.

When the vehicle is registered, the permit must be affixed to the passenger lower inside corner of the front windshield. Registration of motorcycles is required, but the parking permits are not required to be placed on motorcycles. Parking violations and cars without stickers carry a fine of \$5 for the first offense, \$10 for the second, \$20 for the third, \$30 for the fourth, \$50 for the fifth and \$100 for the sixth and each additional offense.

All parking tickets must be cleared before a student may register, graduate or obtain an official transcript. A student may appeal a ticket by obtaining proper forms in the Student Affairs Office and by submitting them within 10 days of ticket issuance. A parking committee hears appeals. See the Student Handbook for more information about these procedures.

### *Health Insurance*

A health insurance plan is made available to Parker students by an independent insurance company. Students may enroll for each trimester or may enroll for a year's coverage in September. Rates are provided for each trimester or on an annual basis for student only coverage with additional premiums for spouses and children.

The health insurance plan is also available for international students. International students are required to have health insurance in force during their time as a student at Parker.

### *Housing Information*

A wide variety of living accommodations are available in the Dallas/Fort Worth area. Information about apartments, houses to buy or rent, rooms and roommates is compiled and maintained in the Office of Student Affairs.

### *International Student Office*

The International Student Advisor assists international students and maintains files of required documents. The International Student Office is located in the Enrollment Office, South Building.

### *Lockers*

Lockers are available in the South, North, and East buildings for student use. Lockers are also available in the Standard Process Student Activity Center for students who use the facilities.

### *Class Mailbox*

Each class has a mailbox in the Student Affairs Office that is used to disseminate information and school mail to individual students and classes. A class representative delivers mail to the classroom. It is each student's responsibility to check for their mail.

### *Student Discounts*

The Student Affairs Office has obtained discounts to assist students in reducing living and entertainment costs. Discounts may be available for: baby-sitting, banks, beauty/barber, car repair, clothing, entertainment, such as movie tickets, Six Flags, Hurricane Harbor, Scarborough Faire, Scream, the State Fair of Texas, health services, restaurants, sports, travel, and other businesses.

### *Graduation Activities*

Graduation ceremonies are held at the end of each trimester. This uplifting occasion is made even more moving by the regal atmosphere and impressive surroundings. Graduation ceremonies at Parker University are memorable events.

A committee of representatives appointed by the class president begins meeting with the Dean of Students to assist in planning graduation activities, such as the commencement ceremony, the graduation banquet and photos. A meeting is held with each class as graduation approaches to collect information regarding caps and gowns, announcements and graduation pictures.

### *Career Placement*

Information about career opportunities such as practices for sale or lease, partnerships, associate or exam doctor positions is compiled on Parker Classifieds website. Check out the Professional Opportunities at [www.parkerclassifieds.com](http://www.parkerclassifieds.com) for all current job listings. This Website is updated daily. The office organizes two career fairs each year to allow soon-to-be graduates and alumni the chance to meet with employers looking to hire chiropractic or massage therapy staff.

Drop-in hours are available for resume and cover letter review/help and other brief career related questions. Appointments can be made for more thorough discussions. Students are encouraged to set up an appointment to visit with the Career Counselor about any career related concerns.

Career Services offers help with: resumes, cover letters, follow-up, references, job opportunities, recruitment for full-and part-time positions, job and employment wanted listings, business plans and on-campus mock interviewing skills. Additional resources can be found on the Parker Website under the Student Life Professional Opportunities section.

### **Student Activities**

The Office of Student Affairs offers programs to facilitate the academic, physical and social development of students. Students are encouraged to participate in the various student activities and events planned throughout the year.

Parker University encourages students, faculty and staff to maintain a healthy lifestyle; one that includes plenty of exercise and a healthy diet. Many opportunities are available for exercise and physical development through sports and recreation programs. Contact the Student Activities Coordinator in the South Building, Suite 201, for more information.

### **Student Organizations**

Student organizations and clubs are formed to further the common interest of its members and the Parker community. The functioning of student organizations and clubs are an essential part of the learning environment at Parker University. Student organizations and clubs are open to all students enrolled at Parker. These organizations provide many opportunities for experiential learning and leadership development, which is facilitated through staff and faculty advisors. Parker University boasts a number of other student organizations and clubs. Students are encouraged to participate and become involved in those in which they have an interest. Information about specific student organizations and clubs is available in the Student Handbook or from the Office of Student Affairs.

The student body consists of all enrolled students at Parker University. The policy and decision making body of the student body is the Student Senate which includes the President, Vice President, Secretary, Treasurer, Events Coordinator, Technology Coordinator, the President of each class and one class representative for each 50 students in the class. The Senate Cabinet officers (president, vice president, secretary, treasurer, events coordinator, and technology coordinator) shall be elected at large by the Student Body each summer. All Student Senate meetings are open to the student body, faculty and staff. Students may request, through their elected representatives, that issues and concerns be placed on the agenda for discussion and action. Only the elected representatives to the Student Senate may vote. The Dean of Student Affairs is the advisor to the Student Senate.

### **Class Officers and Representatives**

Students are also encouraged to serve their trimester class as a class officer or class representative. For the College of Chiropractic, officers for the following positions are elected by the class: President, Vice President, Secretary, Treasurer, and Student Senator(s). Students in the School of Massage Therapy and the undergraduate program elect one Senator per class.

## *Advancement*

### **Alumni**

Parker University has more than 6,000 alumni in every state and in 30 foreign countries. The Alumni Department maintains strong ties between the University and its alumni through the Parker Wellness Provider Referral program, Parker Ambassador Program, communicating with alumni across the globe, hosting alumni gatherings, and promoting the Parker Alumni Association.

The Alumni Department handles requests from patients, doctors, and massage therapists for referral to Parker graduates on a daily basis. It uses e-mail, web and print media to communicate with alumni and other University supporters regarding news and current events. Parker alumni can keep in touch with their alma mater and former classmates through the toll-free Alumni number, 888-PR-ALUMS, or via the Web at [www.parker.edu/alumni](http://www.parker.edu/alumni), the content of which is maintained by the Alumni Department.

The Parker Alumni Association was founded in 1986 for the purposes of promoting positive relations between the University and its alumni, promoting Parker and supporting the goals of the institution. The Alumni Association provides members with discounts on Parker Seminars, continuing education and Parker Share. Members also enjoy student privileges in the Library and Bookstore. The Association is governed by a Board of Directors, which is comprised of the President of the University, the Director of Alumni Relations, the Student Senate President, and nine Parker Alumni Association members who are elected to serve three-year rotating terms. The Alumni Association offers free membership to all Parker alumni.

### **Development**

As a nonprofit organization, Parker University needs the support of alumni, friends, corporations, foundations, faculty and staff to offer quality education to students, cutting-edge research for the profession, and valuable services to our patients and to the community.

Financial partnership with Parker creates a stronger voice for chiropractic and your investment helps create a global community ensuring the chiropractic profession becomes a leader in the 21st century for health and wellness. Giving opportunities include:

- Student Scholarships

- Seminar Sponsorships
- Faculty Development
- Library Materials
- Gifts-in-Kind
- Chiro Games
- Wellness Centers /Student Clinics
- Academic Program development

If you have any questions or would like to make a gift, please call 214-902-3415 or email [askdevelopment@parker.edu](mailto:askdevelopment@parker.edu).

### **Museum**

The Parker University Museum, located in the South Building, is a living tribute to the founder of the college, the late Dr. James W. Parker. It also commemorates events and houses memorabilia significant to the development of Parker University.

Dr. Parker's personal and professional history is uniquely depicted - from the management of 18 chiropractic clinics in Texas, to nearly a half century of teaching graduate seminars to hundreds of thousands in chiropractic, to his 12 years as President of Parker University. The focus of Dr. Jim's life was always a commitment to natural health through chiropractic. Equally important was his emphases on helping other chiropractors improve through teaching and the practice of success principles.

Now open periodically to the public, the museum honors the Parker history and commemorates its impact worldwide on the role of chiropractic education, practice and the profession.

## ***Disclaimers***

Parker University reserves the right to modify requirements for admission or graduation without due notice; to change the arrangement or content of courses, instructional methods used, or tuition and fees charged; to change or modify any regulation(s) affecting the student body; to refuse admission or readmission to any person at any time; or to dismiss any student at any time, if it is deemed to be in the best interest of the University or of the student.

The procedures, rules and regulations listed in this catalog may be changed or modified. Implementation of changes may occur at any time after appropriate notification of faculty, staff and students. The University is not responsible for any misrepresentation of procedures, rules and regulations that may arise as a result of errors in the preparation of this catalog, whether in printed or electronic format.

Each student is individually responsible for knowing the current academic regulations as well as general and specific procedures and policies that apply to all facets of student life, as described in the University

catalog, the Student Handbook, official documents and publications of the University, postings on official bulletin boards, and on official web sites of Parker University. All verbal communications that may have an impact on students, faculty or staff must be verified in writing.

The provisions of this catalog do not constitute a contract, expressed or implied, between any applicant, student or faculty member and Parker University.

The school subscribes to a high standard of ethical practice in the conduct of its activities with respect to employees, students and the public.