

STUDENT HANDBOOK

2023-2024



Igniting Passion. Transforming Lives.

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Message from the President



It is my pleasure to welcome you to Parker University and to congratulate you on reaching this milestone.

Professional mastery, loving service, personal responsibility, passion, self-actualization, and a fulfilled life's journey, while these attributes are not overtly found in this catalog, it is my hope, desire, and intent that you will experience this unseen curriculum at Parker in a very real way.

Parker is a university built purposely to espouse a spirit, a soul, an underlying mission: service to others. This mission originated with our founder, Dr. James W. Parker, and has been the bedrock of Parker University since its inception.

My favorite quote comes from the famed humanitarian and theologian, Albert Schweitzer, "I don't know what your destiny will be, but one thing I know: the only ones among you who will be really happy are those who will have sought and found how to serve."

I truly believe that fulfillment in life only comes when you have discovered your unique gifts, talents, and place to serve. At Parker, we are here not just to teach, but to help you to discover where you can best serve humanity.

The faculty and staff of Parker University are now your partners in achieving not only your goal of a diploma, but also our goal of creating competent and confident professionals who are equipped for success in life. While there are several programs and degrees at Parker, a fundamental posit of our philosophy is that our bodies were created with an innate system of self-regulation. We respect and support that inborn system with a holistic evidence-based approach to healthcare.

I look forward to the day when you and I will share that special moment, a major milestone in your life, when I may hopefully look you in the eyes and present you with your hard-earned diploma. That moment will memorialize your achievement, sacrifice, and dedication, and you will be transformed from student to trusted colleague.

You have a journey ahead with plenty of hard work and sacrifice, but along the way you will make lifelong friends, many memories, and profound discoveries about yourself. Enjoy the journey.

Blessings,

William E. Morgan, DC
President

The Parker History

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

While in his final year of chiropractic college, Dr. Parker opened two successful practices in Illinois and published a book on spinal health and wellness. After graduating in 1946, he moved to Fort Worth, TX, and developed one of the fastest growing practices in the history of the profession. In 18 months, he established 18 clinics – one in almost every major Texas city. From his experience operating these offices, Dr. Parker improved spinal health and wellness care and developed methods to establish and maintain successful chiropractic practices.

Under Dr. Parker's direction, a foundation was created in 1951 to conduct postgraduate chiropractic seminars. The seminars evolved into the Parker School of Professional Success, which we know today as Parker Seminars. Nearly 40,000 chiropractors and healthcare professionals, or approximately two-thirds of the Doctors of Chiropractic in the world, have attended these seminars.

In the late 1970s, and at the urging of his colleagues, Dr. Jim Parker helped establish and fund Parker College of Chiropractic and consented to lend his name to the school. Dr. Parker's colleagues felt students could benefit from his unique success, his healing techniques, his philosophy, and his business acumen, which was not included in the traditional chiropractic curriculum.

Parker College was chartered by the State of Texas on March 8, 1978 and received its non-profit IRS status in October of 1978. The original campus, located in Irving, TX, a suburb of Dallas, officially opened on September 12, 1982, Dr. Parker's 62nd birthday. The first class – 27 students – graduated in September of 1985. After the opening of the Irving campus, enrollment increased dramatically, and the college subsequently moved to the Dallas campus in September of 1989.

The new campus featured the latest in higher education, including amphitheater classroom seating, full video display, podcasting technology, advanced laboratories, and a 30,000 square foot outpatient wellness clinic where student interns can perfect the art of chiropractic under the watchful eyes of top doctors in the profession. In September of 1993, enrollment had reached 1,000 students, making it the third largest chiropractic college in the world. The original Irving campus was converted into a 6,000 square foot chiropractic wellness center where patients continue to receive chiropractic care today.

In April of 2011, Parker College of Chiropractic officially became Parker University, paving the way for new healthcare degree programs that expand students' scope of knowledge and provide additional opportunities for Parker graduates to serve more people all around the world.

Parker Today

Parker University now has thirty degree programs, including several master's degrees in various healthcare related fields. This diversification of programs allows for all the students at Parker to learn to work in integrated healthcare environments. Parker embraces advancements in technology and research and joins together its programs with real world working models. For example: The MS and BS in Strength and Human Performance is integrated with the Human Performance Lab in the new state of the art ParkerFit gym, all Parker Seminars, and a range of fitness competitions. The Neuroscience and clinical majors are integrated with Parker's world class neurology clinic, Synapse, and the NeuroCon seminars.

Parker University is dedicated to student success and embraces the use of technology to maximize a student's learning experience. From simulation centers to virtual reality to interactive mannequins and virtual anatomy and radiology labs, Parker is at the forefront of educational healthcare equipment. The most modern tech is also used to enhance experiences in the gross anatomy lab, the diagnostic imagery lab, and in ParkerFit's Human Performance Lab. Beyond

the classroom, Parker Seminars ensure constant touchpoints with the world of healthcare and business, providing students the opportunity to be prepared for current and future patient needs and maintaining that growth and licensure after graduation. Like the seminars, Parker Success Academy is an online resource for content that students can use during education and after graduation.

The Parker Research Center provides sound, scientific evidence supporting health and wellness. A variety of the research efforts address such topics as pain relief, improved biomechanical function, and the contribution of chiropractic to overall wellness. The Parker Research Institute has collaborated with such prestigious institutions as Yale University, the University of Oxford, the University of Chicago, and the University of Texas Medical School. Furthermore, the institute has steered international studies in Australia, China, and Canada. Parker also serves as the research and development arm for companies worldwide seeking to provide evidence supporting the efficacy of their products.

Parker University is a truly diversified, international institution of higher learning. With students, graduates, and applicants from all across North America, as well as approximately 100 foreign countries, the University continually seeks qualified men and women of all ages, races, creeds, and national origins who aspire to the high honor of entering one of the many healthcare majors offered.

The Parker Mission

Parker University is a regionally accredited private university that offers certificate, undergraduate, and graduate degree programs in healthcare and business-related fields through multiple delivery formats and learning environments. The university espouses a culture of lifelong learning, research, and service.

Parker University provides its diverse population with support services and learning opportunities to develop the necessary skills for successful employment and career advancement.

Accreditation

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

Parker University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award certificates, associate, baccalaureate, master's, and doctorate degrees. Questions about the accreditation of Parker University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling 404-679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

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 85th Way, Scottsdale, AZ 85258-4321 and can be reached by phone at (480) 443-8877.

The Health Information Management accreditor of Parker University is the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). The University's accreditation for the baccalaureate degree in Health Information Management has been reaffirmed through 2027-2028. All inquiries about the program's accreditation status should be directed by mail to CAHIIM, 200 East Randolph Street, Suite 5100, Chicago, IL 60601-6528; by phone at (312) 235-3255 or by email at info@cahiim.org.

The Diagnostic Sonography program at Parker University is accredited by the Commission on Accreditation of Allied Health Programs (CAAHEP). CAAHEP is located at 9355 113th Street N, #7709, Seminole, FL 33775, Phone: (727) 210-2350, Website: caahep.org.

The Occupational Therapy Assistant Program (OTA) at Parker University is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA). ACOTE is located at 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929; phone: (301) 652-6611; website: www.aota.org

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 Licensing and Regulation.

Massage Therapy Licensing Program

PO Box 12157

Austin, TX 78711-2157

(512) 463-6599; www.tdlr.texas.gov

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.

Parker University assumes responsibility to notify all US Department of Education accrediting agencies of any negative actions or sanctions taken against it or its programs. 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 at (972) 438-6932.

Purpose of the Student Handbook

The Student Handbook provides information to students about the organization of the University. The information contained in the handbook is subject to change at any time as a result of official actions taken by the University. Notices of any changes will be made available to the students. The information contained in this handbook does not constitute a contract between Parker University and a student. The University is not responsible for any misrepresentations of its requirements or provisions that might arise as a result of errors in preparing this handbook.

Each student enrolled at Parker is individually responsible for knowledge of all current University policies and regulations and general and specific requirements as contained in this Student Handbook, the University Catalog, and other University publications.

Campus Directory

IN CASE OF EMERGENCY CALL 911, then call Campus Security:

Security Cell Phone	214.837.8510
Security Office Extension	7911

Departmental Emails:

Admissions: AskAdmissions@parker.edu
Alumni Relations: AskAlumni@parker.edu
Blackboard Issues: AskOnline@parker.edu
Bookstore: AskBookstore@parker.edu
Business Office: AskBusinessOffice@parker.edu
Center for Teaching & Learning: ctl@parker.edu
Financial Aid: AskFinancialAid@parker.edu
Parker Clinics: AskParkerClinics@parker.edu
Registrar: AskRegistrar@parker.edu
Student Affairs: AskStudentAffairs@parker.edu

Detailed departmental contact info can be found at https://my.parker.edu/ICS/Campus_Life/Student_Affairs/

Student Identification Cards

ID cards for new/incoming students are provided free of charge at the Security Office (located on the lower level of the Standard Process Activity Center). The ID card allows access to on-campus buildings, print money, and dining dollars and should be carried at all times.

Replacement of an ID card

If a student ID card is lost, a replacement ID must be obtained from the Security Office. **The ID replacement fee is \$25.** This fee can be paid at the University Bookstore (2nd floor of South Building), and the paid receipt must be taken to the Security Office to obtain a replacement card.

Parking Regulations

Security Office

The security office is located at inside the lobby of the Standard Process Activity Center. Security on the main campus is available 24 hours a day, seven days a week.

Policy Statement

Vehicles parked on Parker University property by students, faculty or staff must have a current parking permit. Registration of motorcycles is required but no parking permit is required.

Parking Permits

All student permits are made available during orientation and can be obtained from the Security Department at any time. Staff and faculty permits are also available in the Security Office. All vehicle registration forms are available online at my.parker.edu. You must show a current parker ID and proof of car ownership before a permit can be issued.

Temporary Parking Permit

Temporary parking permits are available in the Security Office. This parking permit allows a person who has borrowed or rented a vehicle to park on campus. The permit will indicate the number of days a vehicle may park with the temporary parking permit. The temporary permit is required on the first day the vehicle is on campus. Temporary permits may also be issued in the case of injury or illness causing a temporary disability. Students may obtain this temporary permit through the Office of Student Affairs.

Handicapped Permit

Handicapped parking permits are available in the Security Office. This permit may be assigned to a person with an injury or medical condition. The handicap permit is required on the first day the vehicle is on campus.

Replacement of a Parking Permit

If a parking permit is damaged/or a change in vehicle occurs, a replacement permit must be obtained from the Security Office. The replacement permit is required on the first day the vehicle is on campus. Failure to do so will result in issuance of a parking citation.

Parking Permits and Guidelines

CLASSIFICATION	PERMIT	LOT LOCATION	REQUIREMENTS & ALLOWANCES
DC Tri 1 thru Tri 6 Students	Yellow Permit	Main Campus*, Bowling Alley or Creek Lots: UNMARKED SPACES ONLY	Student vehicles with a yellow permit may park on the main campus, in the creek lot or bowling alley lot.
CHS Students (MT, DS, CDS, OTA, RT) DC Tri 7-10	Green	New South Lot Adjacent to Clinic, Main Campus*, Bowling Alley or Creek Lots: UNMARKED SPACES ONLY	Student vehicles with a green permit may park in the new south lot or on the main campus, in the creek lot or bowling alley lots. UNMARKED SPACES ONLY, NO MARKED PATIENT PARKING SPACES
Faculty, Staff	Red Permit	New South Lot Adjacent to Clinic, Main Campus*, Bowling Alley or Creek Lots: UNMARKED SPACES ONLY	Employees may park in unmarked spaces or “reserved” spaces in any lot. Clinic staff may also park in numbered spaces around the clinic. NO MARKED PATIENT PARKING SPACES

*Note: The main campus refers to the entire gated area around the South, North, and East buildings only, excluding the new South lot adjacent to the clinic and bowling alley and creek annex lots.

- Students are not allowed to park in marked spaces at any time (RESERVED, VIP, PRESIDENT, CABINET, FLEET, VISITOR, etc., or spaces adjacent to clinic).
- Vehicles with a student parking permit are **NOT allowed to park in the spaces surrounding the Dallas Clinic and CHS buildings at any time, even while being seen in the clinic.** Clinic and patient parking spaces (adjacent to the clinic and CHS buildings) are reserved only for clinic faculty, staff, and external patients.
- Only Student Senate Executive Cabinet members may park in spaces marked “Senate” with an approved Senate parking pass obtained from the Department of Student Affairs.

Parking Lot Hours

Main Campus

- Monday – Friday (4:30 AM – 12:00 Midnight)
- Saturday – Sunday (6:00 AM – 8:00 PM)

Bowling Alley (West Annex) & Creek (East Annex) Lots

- Monday – Thursday (4:30 AM – 8:00 PM)
- Fridays (4:30 AM – Noon)
- Saturday & Sunday – Closed

Clinic Parking (South Lot)

- Monday – Friday (4:30 AM – 9:30 PM)
- Saturday & Sunday – Closed

Parking Violations

- Students, faculty and staff parking in other than designated parking locations without a permit will result in a parking violation.
- All members of the University will adhere to the rules outlined in the Parking Guidelines “unless” otherwise directed by the Security Director.
- Vehicles may not park overnight or for the entire weekend without prior approval from the Security Director. An overnight form can be picked up in the Security Department.
- It will also be a violation of parking regulations to not properly display a parking permit or temporary permit.
- Providing false or misleading information concerning motor vehicles will result in a parking ticket with a fine of \$50.

Moving Violations

It will be a moving violation for any student, faculty, staff member or their spouses or dependents to:

- Exceed speeds of 10 mph on University property.
- Operate a vehicle or bicycle in an unsafe manner.
- Fail to report a collision with another vehicle/object on University property to Security or the Student Affairs office within one working day of the incident.
- Fail to stop at a stop sign.

Fines & Towing

All violations will result in a \$35 citation. It is the owner’s responsibility to pay the citation within 10 business days. After 10 business day, the citation will be considered “unpaid” and a one-time \$25 late fee will be assessed. Citations may be paid in person or online by contacting the Parker University Business Office/Financial Services.

While vehicles can be towed for many reasons, the following is a list of some of the most common infractions that cause a vehicle to be towed at the owner’s expense:

- Vehicles parked in the fire lanes
- Unauthorized vehicles parked in handicapped or maintenance spaces
- 3 or more unpaid parking tickets, even if the car is currently parked legally, including in visitor's spaces
- Parking in a closed lot
- Displaying a lost, stolen, altered or counterfeit parking permit
- Moving or removal of a barricade or cone placed by Security personnel

Parker University has a contract with a private towing company, “Parking Control” to enforce towing. Parking Control has been given authority by Parker University to enforce all towing from all properties controlled, leased or owned by the University. If your vehicle is towed from Parker University property, it will be taken to a storage lot operated by Parking Control. Parking Control contact info: 11240 Goodnight Ln. Dallas, TX 75229 972-872-8898/parkingcontrol.us

All tow fees are paid to Parking Control and all claims that could arise in the event of a vehicle being towed is between Parking Control and the vehicle owner. Parker University takes no liability for any damages or costs that could occur due to a state violation/Parker University policy violation.

Parking Committee

The purpose of the Parking Committee is to discuss parking issues and problems, make recommendations to the Dean of Student Affairs for resolving parking issues, and to hear appeals of parking tickets. The Parking Committee includes student representatives recommended by the Student Senate President and faculty representatives recommended by the Faculty Senate President. The Dean of Student Affairs will serve as chair of the committee. This Parking Committee meets twice each Trimester.

Parking Ticket Appeal Procedure

A student that receives a vehicle violation may appeal to the Parking Committee. The appeal must be submitted within ten working days from the date of the ticket, or the right to appeal is waived.

The Appeal Form and a copy of the ticket must be submitted to the Department of Student Affairs. After consideration of the appeal, the committee will inform the student in writing, of its decision. If the decision is to waive the ticket, the Business Office will be notified to credit the student's account. The decision of the Parking Committee is final. It is up to the recipient of the ticket to pay the fine prior to the fine deadline. Reimbursement will be made in the event the committee decides in favor of the ticket recipient.

STUDENT AFFAIRS

The mission of Student Affairs is to provide services and co-curricular opportunities that promote intellectual, emotional, physical, personal, and professional and leadership development, while educating students on their rights and responsibilities as members of the Parker University community.

The Department of Student Affairs oversees Administrative Services, Athletics and Recreation, Career Services, Student Programs & Traditions (including all co-curricular and social programs), Counseling Services, Student Rights and Responsibilities, Student Conduct, Student Success and Retention, and Diversity and Inclusion.

Office of Student Affairs- Administrative Services

Administrative Services includes assisting with facility maintenance requests, locker registration, referrals for insurance and housing assistance, student discounts, parking appeals, special projects and the approval and processing of student reimbursements for student organization expenses. Administrative Services also tracks students' assembly credits in the Doctor of Chiropractic program.

Housing Information

A wide variety of living accommodations are available in the Dallas/Fort Worth area. Information about apartments, houses for sale or rent, rooms, and roommates is compiled and maintained in Student Affairs.

Locker Rentals

Lockers are available free of charge in the North and East Buildings for student academic use. Registration is required each trimester prior to use, and students are required to provide a lock. Lockers must be cleaned out at the end of each trimester. Register by visiting https://my.parker.edu/ICS/Campus_Life/Student_Affairs/Student_Locker_Registration/. Locks are subject to removal and items will be will be confiscated if registration procedures are not followed.

Athletic lockers are available for day use only in the ParkerFit Gym. No registration is required, but students must provide a lock. Any locks left on lockers will be cut at the end of each day.

Lockers in the Standard Process Activity Center are for faculty and staff use only.

Student Discounts

Student Affairs may sometimes obtain discounts to assist students in reducing living and entertainment costs. Discounts may be available for: childcare, banking, personal care, car repair, retail purchases, entertainment, health services, restaurants, sporting events, travel, and other businesses. Discounted services will be made available to students as they are received.

Student Employment

Parker provides a limited number of work opportunities on campus through the University Work Study program. A student must be eligible for financial aid to qualify for this program. Jobs range from clerical to teaching, coaching, and lab assistants. Please visit https://my.parker.edu/ICS/Student_Services/Financial_Aid/Federal_Work_Study_Program.jnz for more information and to apply for available positions.

Student Handbook

The Student Handbook is revised and distributed routinely by Student Affairs. Each student is individually responsible for knowledge of current policies, regulations and procedures as contained in the Student Handbook, the University Catalog, and other documents.

Office of Athletics and Recreation

This office provides co-curricular athletic, recreation, fitness, and wellness programs and services that benefit and exceed the expectations of students. Parker University encourages students to maintain a healthy lifestyle, with plenty of exercise, a healthy diet and an active role in promoting health and physical fitness. Many opportunities are provided for exercise and physical development either at ParkerFit or through various sports and recreation programs, such as intramural leagues and tournaments in sports like basketball, softball, volleyball, table tennis and dodgeball. Parker has had several athletic club teams and in previous years some club teams have competed against colleges, universities, and other teams in the DFW area. Parker University also competes annually in Chiro Games against Wellness Institutions from coast-to-coast. Parker has claimed a record 16 overall team championships and we are committed to growing and adding new athletic opportunities for all students. The Office of Athletics and Recreation manages the programs, services and operations of ParkerFit, the athletic court located in the Standard Process Student Activity Center (SPSAC), the outdoor athletic courts located on the south side of the SPSAC, and Parker Universities participation in the Chiro Games.

ParkerFit

ParkerFit is a 23,000-sq. ft. modern facility that enhances athletic ability and human performance with trend setting fitness and cardio equipment, functional space, indoor climbing, group exercise studio, and labs. It also includes an AstroTurf for pushing sleds and high intensity training, multiple flat screen televisions, plus a multi speaker audio system. In addition, ParkerFit provides outdoor workout equipment, outdoor athletic courts, locker rooms with saunas, showers, and lockers to store your belongings while you work out. The facility includes a human strength and performance labs which provide an expansive study of evidenced-based research in physiology, biomechanics, and human metabolism to enhance health, function, and physical performance. ParkerFit offers group fitness classes taught by student coaches and held throughout the day to meet the needs of the campus community. ParkerFit is free and open to students, faculty, staff, alumni, and household members of the Parker University community.

Office of Career Services

Information about career opportunities such as practices for sale or lease, partnerships, associate or exam doctor positions is compiled on Parker Success Academy-Marketplace website. Check out [Marketplace](#) for all current job listings. This website is updated on a weekly basis. The office organizes two career fairs each year to allow soon-to-be graduates and alumni the chance to meet with potential employers. Additionally, Career Services hosts the Business and Employment series to give students the tools to be successful in opening and running a practice, seeking out employment opportunities, and professional business development.

Virtual and In-person appointments are available for resume and cover letter review/help and other brief career related questions. 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.

Licensure and State Boards

Information about the different state requirements for licensure and taking State Boards is available in the Registrar's Office. In addition, students can access the governing state board for the area in which they wish to practice.

Office of Student Programs and Traditions

This office provides co-curricular opportunities which facilitate student development, highlight student leadership, and expose students to University Traditions and Rites of Passage, such as New Student Orientation, Parker Preamble (Welcome Week programs), Graduation, Parker Serves, Talent Show and Talk-the-Tic. In addition, this office works directly with Registered Student Organizations and outside speaker requests.

Orientation (New Patriot Orientation)

New and transfer students are introduced to the many facets of life, policies and procedures at Parker through a student new orientation program, which is held online for programs with a monthly start and students enrolled in fully online programs, and three times per year at the beginning of each trimester. Students, faculty, and administrators present information about student life and the academic process.

Students will participate in an Orientation that includes general information, resources on student services and academic success, and information about learning strategies to help students meet the challenges of the academic program.

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. The graduation ceremony is meant to celebrate the completion of all degree and certificate programs from Parker University. In the Doctor of Chiropractic program, a committee of representatives appointed by the class president begins meeting with the Department of Student Affairs to assist in planning graduation activities. A meeting is held with each class as graduation approaches to collect information regarding caps and gowns, announcements, and graduation pictures. The Dean of Student Affairs is responsible for overseeing graduation and the Doctor of Chiropractic Graduation Awards Selection Committee.

Student Organizations/Clubs

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 Parker students, faculty, and staff. These organizations provide many opportunities for experiential learning and leadership development, which is facilitated through staff and faculty advisors. All official student organizations must be approved by the Dean of Student Affairs and the Student Organization Committee and recognized by Parker University.

Student organizations and clubs will conduct their activities and be held accountable to the policies and procedures detailed in the Student Organization Handbook. The Dean of Student Affairs is the final determining party for all student organization speaker requests.

The University maintains an activities calendar on Events.Parker.edu which lists all meetings, activities, and events scheduled on campus. Any class or student organization wishing to schedule a meeting or event on campus should contact the Department of Student Affairs to schedule the meeting or event.

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, IT Representative, and two Student Senators. Students in the School of Massage Therapy and the undergraduate program elect two Senators per class.

Student Senate

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 Student Senate Executive Committee (President, Vice President, Secretary, Treasurer, Events Coordinator, and Public Relations Coordinator) and Class Officers of each Doctor of Chiropractic class and representatives from the College of Health Sciences. The Senate Executive Committee shall be elected at large by the Student Body each summer. Students are encouraged to serve their class as a class officer or class representative.

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.

Office of Diversity and Inclusion

The Dean of Student Affairs provides overall management and supervision to Office of Diversity and Inclusion. This office seeks to promote a supportive climate for all members of the Parker community and encourage open dialogue about issues related to diversity, inclusivity, access, and equity. Through this office we provide opportunities for diversity training initiatives to all faculty, staff, and students. We also provide opportunities for the Parker community to engage in honest self-examination and to take action to create a safer and more inclusive campus environment. The Dean of Student Affairs serves as the chair of the Diversity and Inclusion Committee formed to develop and implement diversity and inclusion policies, practices and program initiatives, all measured to ensure accountability and continuous improvement.

Office of Student Success and Retention

Student Success and Retention houses the Student Success Center and Disability, Testing and Special Accommodation Services. The office provides academic support to students in all programs via workshops, advising/success coaching and connecting students with academic resources including tutoring services provided by the Center for Teaching and Learning. Information is available and individualized assistance is given to help in identifying areas which need improvement. Workshops are offered providing information on learning strategies, study skills, time management, test taking, stress and test anxiety.

Disability Services/Testing and Special Accommodations

Parker University is committed to providing reasonable and appropriate accommodations to students with disabilities. Students who need accommodations must notify the Department of Student Affairs, located in the East Building, Suite 234. The Department of Student Affairs can also be reached at (214) 902-2422.

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.

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 psycho-educational 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 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.

Office of Counseling Services

Counseling Services are free, confidential, and available to all students.

Parker University Counseling Center strives to meet a range of unique needs presented by college students. Committed to delivering quality care, the Parker University Counseling Center professionals provide a range of short-term mental health services to students. All students are welcome to request an appointment for an initial assessment to discuss their concerns. Clients in serious mental or emotional distress may be referred to providers trained in crisis management for stabilization.

When a student's needs require a more intensive level of care, we partner with the student to find resources within the community. Situations that may require off-campus care include: a need, or request, to be seen at a higher frequency

for individual therapy (sessions are typically every-other week); alcohol and drug addiction, eating disorders, chronic thoughts and/or attempts of self-injury and/or suicide, and treatment for aggressive or violent behavior. Parker University Counseling Center does not provide psychological testing for disability services, documentation for courses, or documentation for an emotional support animal. The DFW area has many specialized mental health resources available for students who need different services and levels of care and the counseling staff can assist students in finding appropriate services. It is the responsibility of the student to follow through with treatment.

The counseling staff consists of a licensed psychologist who is available to work with students concerning personal, social, relationship, and academic problems. Counseling is scheduled by appointment only. Both in-person or teletherapy through Microsoft TEAMS are available. Some states do not allow teletherapy offered by a professional outside of their state borders. For students living in one of those locations, referrals will be offered.

The Counseling office is in the Department of Student Affairs, E200. Counseling services are available Monday through Friday, 8:00 a.m. to 5:00 p.m. The Department of Student Affairs follows the University Calendar for closings/delays. Students are encouraged to call the Campus Care services (information below) evenings, weekends, and holidays, or if they need immediate assistance and do not have an appointment.

To schedule an appointment, fill out the "Request for Counseling" form located on the Counseling Page of My.Parker. https://my.parker.edu/ICS/Campus_Life/Student_Affairs/Counseling_Services/

If you have questions about counseling services or about other local resources, contact Dr. Elbel jelbel@parker.edu.

Teletherapy is also offered 24/7 to students and spouses through the CampusCare Telehealth Discount Plan. Visit www.MyBenefitsWork.com or download the MyBenefits Work Mobile app to register. Crisis counseling and appointments with an individual provider are both offered through this service.

If case of emergency, contact the National Suicide Prevention Lifeline, a 24-hour crisis hotline at 988. Confidential online chat is also available at www.suicidepreventionlifeline.org.

Office of Student Rights and Responsibilities

The Dean of Student Affairs provides overall management and supervision to Office of Student Rights and Responsibilities conduct and compliance programs and pertinent staff. Publishing the Student Handbook, enforcing the Code of Student Conduct, overseeing the Academic and Professional Standards and Appeal Committee, Student Complaint and Grievance Policy, Title IX Coordination, Alcohol and Drug Policy, Student Harassment Policy, Parking Committee, and serve as the Emergency Preparedness Coordinator.

Student Rights

Some personal freedoms and rights of students include, but are not limited to:

1. Each student shall have the right to participate in all areas and activities of the University, free from any form of discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, actual or perceived sexual orientation, gender expression, pregnancy, or veteran status in accordance with applicable federal and state laws.
2. A right to fair and impartial academic evaluation.
3. A right to be free from involuntary disclosure of private information that faculty, staff, or administrators acquire in the course of their work, examples include information regarding their gender identity, sexual orientation, health information, personal views, beliefs and political associations.
4. A right to have the university maintain and protect the private status of all educational records except as directed by appropriate legal authority.
5. A right to an environment conducive to intellectual freedom and a campus characterized by safety and order.
6. A right to a private and fundamentally fair conduct process, as described in the student conduct procedures.

Student Responsibilities

Each student has the responsibility:

1. To act in a manner that does not infringe upon the rights or property of others.
2. To maintain an atmosphere that promotes respect for learning and human dignity.
3. To know and comply with the Code of Student Conduct, other university policies, and applicable laws.
4. To facilitate the learning environment and the process of learning, including attending class regularly, completing class assignments, and coming to class prepared.
5. To recognize that student actions reflect upon the individuals involved as well as upon the entire university community.
6. To recognize the university's obligation to provide an environment conducive for learning and academic inquiry.
7. To uphold and maintain academic and professional honesty and integrity and to adhere to the academic requirements determined by individual instructors.
8. To serve as a responsive bystander, reporting safety concerns and violations of the Code of Student Conduct.

LIBRARY RESOURCE CENTER

Parker University Library supports teaching, learning, research, and healthcare by providing quality resources, resource sharing, and instruction. The Library offers an extensive array of electronic resources such as EBSCO, TexShare, and ProQuest databases, evidence-based materials, full-text journal collections, and over 375,000 electronic books. Availability to resources requires Parker's credentials on-campus and remotely.

Parker Library resources are accessed through the online library catalog, Stacks Mobile app, and website (<https://library.parker.edu>). EBSCO's Discovery Service provides an integrated search that allows users to search EBSCO databases and other electronic resources. EBSCO's Full-Text Finder supplies access to full-text journals and eBooks, and EBSCOhost searches databases. The Cochrane Collection and DynaMed databases represent evidence-based practice point of care tools. ProQuest databases provide a single source for scholarly journals, newspapers, and reports concentrating on business-related topics.

Library facilities maintain four huddle rooms equipped with computers, monitors, and collaborative dry erase tables. The Library also has anatomical models, six computers, a printer, and flexible seating areas available for student use.

An Academic Success Librarian is available for bibliographic instruction, interlibrary loan, and research materials. A Digital Reference Librarian is available for instructional support of any digital resource available through the library collection. Interlibrary Loan service is available when resources are not available through Parker's collection.

Parker University participates in cooperative agreements and shares resources with OCLC, TexShare, Healthline, Chiropractic Library Collaboration, American Library Association, and Texas Library Association.

Technical support is available through the Information Technology Helpdesk located in the East Building.

PARKER RESEARCH CENTER

The Parker Research Center mission is to “Establish and sustain a culture that promotes research excellence, which is patient-centered and innovative”. The Parker Research Center personnel are dedicated to assist faculty, staff, students, and field providers who wish to cooperate in Parker's research efforts. These research efforts address such topics as patient safety, specialty populations (pediatrics, pregnant/postpartum individuals, chronic pain patients), nutrition, human performance, and the overall contribution of chiropractic care to the healthcare system. The Parker Research Center collaborates on several multi-disciplinary, international studies, including in the United Kingdom, Australia, and Canada, making it the most impactful international research center in the United States.

CENTER FOR TEACHING AND LEARNING

The mission of the Center for Teaching and Learning (CTL) is to support lifelong education excellence. The core functions include promoting learning-centered education and facilitating improvements in teaching and learning. The CTL serves the university by providing a variety of resources and services to enhance teaching and learning. The CTL supports the university's Quality Enhancement Plan (QEP), encourages scholarly productivity, reinforces effective learning, and supports student learning through Tutoring Services.

Tutoring Services

Tutoring Services provide online and face-to-face resources to Parker University students seeking additional support outside of the classroom to promote the institutional mission and vision. Peer tutoring is offered in a range of subjects to provide content-related assistance in a peer learning environment. Parker University has partnered with Tutor.com to provide online professional tutoring to all students, in addition to peer tutoring. Information about accessing Tutor.com is provided to all students through Blackboard and provides access through single sign-on. For more information, visit the [Tutoring Services](#) website.

BOOKSTORE

The campus bookstore is located on the upper level of the south building, adjacent to the library. The bookstore is open Monday – Thursday from 8:30am – 4:30pm and on Friday until 2pm. The bookstore offers apparel, gifts & drinkware, gift cards, school supplies and clinic & lab supplies. Accepted forms of payment include credit/debit and Parker Printing funds (students are required to show/scan their student ID card at checkout to utilize printing funds). More information can be found on the bookstore website: <https://share.parker.edu>.

DINING SERVICES

The Parker Café area is located on the lower level of the South Building, along with a self-pay grab & go area located just outside of the Café entrance. Both dining services areas are open Monday – Thursday from 7:00am until 4:00pm and on Friday from 7:00am until 2pm. (The grab & go is open for **ID card access only** after closing hours). The café offers breakfast, lunch, snacks and drinks in addition to a full-service coffee bar. The grab & go area offers self-serve coffee, drinks, snacks, sandwiches & more. Accepted forms of payment include Parker Card and credit/debit card. Students who pay using their Parker Card receive a 10% discount off all purchases made in the Parker Café (this discount does not apply to purchases made in the grab & go area).

ACADEMIC AFFAIRS

The academic regulations and procedures are set forth in the University catalog, including student academic rights and responsibilities. Every student is responsible for being aware of all academic policies and regulations. Being unaware of policies and regulations is not an excuse for noncompliance.

The University reserves the right to change academic policies, regulations and procedures, schedule of classes, courses of study, and schedule of fees and tuition with appropriate notice. Any changes will apply to all currently enrolled students. (Please see the University catalog for additional information.)

Computer Usage

Students are encouraged to utilize personal computers in the classroom for taking notes, following the lecture outlines or reference materials, etc. Other uses unrelated to the lecture topic are not allowed. As an example, surfing the Internet or playing games during lecture or lab time is strictly prohibited and will result in the student being asked to discontinue use of their computers. Also, the student may be asked to leave the classroom and will be counted absent for that class period.

Communications

When a faculty member or the University needs to transmit important information to the class or an individual student, they will contact the student via their Parker email address. Parker students are responsible to periodically check their email. If a student does not know their Parker email address, or how to log on to collect their email messages, they should contact Information Services at ext. 7450 or ServiceDesk@parker.edu.

Class Syllabi

The provisions contained in the course syllabi do not constitute a binding contract between the student and Parker University. Those provisions may be changed at any time and for any reason at the discretion of the Course Director. When it is necessary to make changes, appropriate notice (at least one week, if at all possible) will be given to the class.

STUDENT CODE OF 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, off-campus and through electronic communication, 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 have taken place off campus and/or are 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, non-interference 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:

- 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 or through electronic communication and social media 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.

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.

Written reprimand	A letter of reprimand is delivered to the student and placed in the student's official file.
Probation	The student is placed on notice that any future violation of policy or procedure could result in dismissal from the university.

Discretionary Sanctions	Failing grade on exam, lab practical, paper, project, or course. Work assignments, written apologies, written papers, service to the university or other related assignments. Exclusion from participation in extracurricular activities of the institution.
Suspension	Prohibits a student from attending a class or classes and/or clinic duties or from being on campus or attending any school activities or events, for a specified period of time.
Dismissal	Permanent removal from Parker University.

Examples of actions that would violate the Student Code of Conduct include, but are not limited to, the following:

A. **Acts of Academic dishonesty.** Academic dishonesty is directly counter to the goals and ideals of every academic institution and will not be tolerated at Parker University. A substantiated allegation of academic dishonesty brought against a student may result in dismissal from the institution. Appropriate designated individuals within the Institution will judge cases of alleged academic dishonesty according to the principles, policies and procedures outlined in the University Catalog and/or Handbook.

Students must read and sign the cover page (if applicable) present on all exams prior to taking the examination. The cover sheet contains a more inclusive list of what will be considered dishonest academic behavior. This cover sheet must be submitted when students turn in their exam or exam answer sheet.

Any writing, erasures, marks, etc. on a scantron sheet submitted by the student for any exam/lab practical/quiz, etc., other than those marks or erasures directly pertaining to the marking of the bubbles on the scantron sheet will be considered cheating and if discovered, the student will receive a grade of zero on that exam/lab practical/quiz and appropriate disciplinary action will be taken which could result in the student being suspended or dismissed from the Institution.

Acts of Academic Dishonesty/Academic Misconduct include, but are not limited to:

1. Copying, giving the appearance of copying, or attempting to copy from another student's test or other academic work either in person or during online assessments;
2. Taking into an exam, quiz, practical or capstone and/or using during an exam, quiz, practical or capstone, material, equipment, or electronic devices not authorized by the instructor administering the test;
3. Collaboration with another person during a written, oral, or electronic exam/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 – attempt to represent someone else’s words or ideas (whether published or unpublished) as one’s own. Examples of such activities include, but are not limited to, the following:
 - a. Using the words of a published source in a written exercise without appropriate documentation.
 - b. Presenting as one’s own original concepts, ideas, and/or arguments of another source.
 - c. Presenting as one’s own another’s scientific research, case studies, etc. without properly acknowledging the source of the material.
6. Knowingly accessing, using, buying, selling, stealing, transporting or soliciting in whole or in part, the contents of confidential test information;
7. Substituting- using a proxy or acting as a proxy in an academic exercise. Examples include, but are not limited to the following:
 - a. Taking an examination for another student.
 - b. Doing homework assignments for another student.
 - c. Using someone else’s homework assignment and substituting it for their own original work.
 - d. Bribing another person to obtain confidential test material or information about confidential test material;
8. Alteration or falsification of records will not be tolerated. Examples include but are not limited to the following:
 - a. Signing another student’s name on the class roll sheet.

- b. Changing an answer on an already graded academic exercise (or scantron sheet) without appropriate authorization.
 - c. Altering entries in any way in any University record. Furnishing false information to any university office, staff, or faculty member or on an admissions application; and
 - d. Forgery, alteration, destruction or misuse of any university document, record, or identification form.
9. Sabotage will not be tolerated. Examples include but are not limited to the following:
- a. Stealing another's academic work
 - b. Destroying another's academic work
 - c. Altering another's academic work
- B. Obstruction or disruption of teaching, whether online or in the classroom, 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; speaking to faculty, staff or students in a disrespectful aggressive manner, throwing paper or other items.
- C. Any violation of policy or misconduct in the Dallas or Irving Chiropractic Clinic, Community Based Internships, Massage Therapy Clinic, externship site for students in the Colleges of Health Science programs. (please see program specific handbooks for additional information)
- D. Failure to care adequately for clients/patients, a student who exposes a client/patient or other person to risk of harm may be dismissed from the institution. This include failure to conform to minimum standards of acceptable practice under the supervision of the faculty, university staff or official, or designee of a Parker University-affiliated facility;
- E. Unauthorized possession, duplication or use of keys or unauthorized entry to, or use of the university premises.
- F. Damaging, defacing, or destroying university property or the property of a student, faculty or staff member or a campus visitor.
- G. Attempted or actual theft and/or damage to the property of the university or property of any student, faculty, or staff member.
- H. Misconduct which adversely affects the university community, or which constitutes a violation of criminal laws of the federal, state or city governments.
- I. 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 Office of the Registrar or giving a false or fictitious address to the university.
- J. Violation of federal copyright laws, including, but not limited to, downloading unauthorized copies, or copying textbooks, lab manuals or unauthorized computer programs.
- K. Violation of the Parker University Title IX Policy.
- L. Physical abuse/assault, verbal abuse, threats, intimidation, harassment, coercion, electronic bullying, or harassment and/or other conduct which threatens or endangers the health or safety of any person.
- M. Hazing - any intentional, knowing or reckless act, occurring on or off the campus, by one person alone or acting with others, which endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in or maintaining membership in any organization whose

members are or include students at 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 of Student Affairs.

- N. Use or possession of ammunition, firearms, guns, or other objects which are dangerous or flammable or which could cause damage by fire or explosion.
- O. 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).
- P. Unlawfully using, manufacturing, distributing, dispensing, possessing, selling, purchasing, and/or being under the influence of drugs; including narcotics, or hallucinogens.
- Q. Smoking (include e-cigarettes, vapors, and hookahs) and the use of smokeless chewing tobacco is prohibited in all campus buildings, parking lots and campus facilities.
- R. 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.
- S. Use of foul unprofessional, inappropriate, prejudice or bigoted language on campus or at a university-sponsored event, using a telephone or electronic device in an obscene, mischievous, harassing, or malicious manner, or the wearing of inappropriate or offensive clothing.
- T. Tampering with or vandalizing fire alarms or other safety devices or equipment.
- U. Unauthorized solicitation, advertising or selling merchandise on campus or on any university managed or branded virtual platform.
- V. 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.
- W. Abuse of computers, technology, or computer time, including but not limited to:
 1. Unauthorized entries 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.
- X. 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.
- Y. Performing any spinal adjustments or extra spinal manipulation on others without authorized supervision or violating any provision of the Texas Chiropractic Practice Act (students may practice the following without supervision: static palpation; motion palpation; leg checking procedures, i.e., Thompson and Activator; muscle testing and the setups of the nine separate chiropractic technique systems taught at Parker University).
- Z. Massage Therapy students will ensure clients will be properly draped during massage procedures. Full conservative draping is required at all times.

SOCIAL MEDIA/INTERNET POLICY

Students are advised to be aware that the information they post/share online or is posted/shared online by others becomes public information that may be viewed by their relatives, faculty, future employers, etc. Students are expected to conduct themselves in a professional and ethical manner if they choose to have an online presence. Any communication that involves threats, intimidation, harassment, coercion, electronic bullying, or harassment and/or other conduct which threatens or endangers the health or safety of any other person is prohibited. Use of foul unprofessional, inappropriate, prejudice or bigoted language online and via social media is also prohibited. This includes but is not limited to pictures, videos, posts, or statements. Parker University reserves the right to investigate any electronic communication or social

media engagement which might have an adverse effect on the university, its faculty, staff, and students or on the educational process. If the University receives information that any content or postings online or on social media violates the Student Code of Conduct such allegations will be investigated through the student conduct process. Students may be held accountable for any violations that are revealed through the investigative process. Posts that demonstrate a need for support or mental health assistance may also be addressed to offer support and resources as needed.

Charges of Misconduct

Faculty upon becoming aware of possible misconduct:

1. Notify the student of the charge against him/her.
2. Determine whether, in the faculty member's view, the students are guilty of the infraction; if so report the infraction to the appropriate Department Chair/Program Director at which time one or more of the following courses of action may be taken:
 - a. The case may be decided and dealt with on the instructor level in cases of minor infractions.
 - b. Cases of more severe infractions will be referred to the Academic Dean and/or Provost where the case will be referred to the Dean of Student Affairs and determination will be made whether the case should be handled by the Office of Student Rights and Responsibilities.

One or more of the following penalties may be imposed once academic dishonesty has been substantiated:

1. A written record of the infraction will be included in the student's permanent file.
2. A failing grade on the exam, lab practical, paper or project.
3. A failing grade in the course.
4. Suspension from the Institution.
5. Permanent dismissal from the Institution.
6. Exclusion from participation in any extra-curricular activities of the Institution
7. Any appropriate sanctions designated by the Office of Student Rights and Responsibilities

Minor incidents of academic misconduct may be handled by a faculty member or academic department head/administrator. If the student does not wish to accept the disciplinary action given, they will be reported to the Dean of Student Affairs for adjudication. Some issues may be referred to the Academic and Professional Standards Committee for a hearing and decision where applicable.

Conduct Violations Hearing

Academic and Professional Standards Committee

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 of Student Affairs. The Dean of Student Affairs reserves the right to impose an immediate suspension to a student while an investigation is being conducted if the Dean of Student Affairs perceives the student to be a risk to the campus community.

The Dean of Student Affairs conducts an investigation to determine if the charges have merit and/or can be resolved administratively by mutual consent. If there is 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 an appropriate time period from the date of the reported violation. If a report is filed during the last two weeks of the term, it may be necessary to postpone the hearing until no later than the Friday of the first week of the following term.

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 of Student Affairs. The student representatives on the committee will be appointed by the Student Body President and/or Dean of Student Affairs. The committee is chaired by the Dean of Student Affairs. For cases involving chiropractic interns, Clinic faculty doctors will serve as the faculty representatives on the committee.

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 committee 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 can uphold the decision of the Dean of Student Affairs or change the disciplinary action by reducing or increasing the severity. If the committee's decision is an increased sanction the student does not have the option of reverting back to the decision of the Dean of Student Affairs. The committee chair will inform the student in writing within five business days 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 or off campus. Students who are suspended may be required to meet conditions in order to return after their period of suspension. Conditions will be indicated in the letter notifying student of sanctions. The university reserves the right to refuse or delay readmission if conditions are not met, or if additional violations of university policy occur during the period of suspension. If the disciplinary action is dismissal, the student is dismissed from the university and is prohibited from being on campus, attending any classes, clinic duties, events, or activities of the university, whether on campus or off campus. Special permission may be given by the Dean of Student Affairs for the student to come on campus for a specific purpose.

Appeal Procedure

If the decision of the Academic and Professional Standards committee is an adverse decision (suspension or dismissal) the student may appeal the decision. The appeal will be submitted in writing within five business days of the receipt of the committee's decision to the Dean of Student Affairs. 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 of Student Affairs 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.

The Academic and Professional Standards Appeal Committee is chaired by the Dean of Student Affairs and consists of the Vice Provost, Associate Provost of Education and Research, Dean of the College of Health Sciences, Dean of Clinics-College of Chiropractic, and the Dean of Academics-College of Chiropractic. If one of the aforementioned members of the Appeals committee is unavailable, an alternate administrator may be appointed to serve on the Appeals Committee. The Appeals Committee may uphold the appeal of the student, may affirm the committee's decision, or may modify the disciplinary action, by reducing the disciplinary action. The Dean of Student Affairs will notify the student of the decision within five business days of the Appeals Committee's decision. If the appeal is upheld, the student is immediately reinstated and may be allowed to make-up any missed course work during the suspension or dismissal. 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 and may only be overturned by the university Provost.

Problem Resolution Chain of Communication

In the event that a student has an issue, students should address through the following chain of communication:

- Academic issues such as academic dishonesty witnessed, or students being disruptive in classes, etc.: Student → Instructor → Program Director/Department Chair → Academic Dean → Dean of Student Affairs → Vice Provost, → Provost
- Issues with an exam, exam questions, exam scheduling, etc.: Student → Instructor → Program Director/Department Chair → Academic Dean → Vice Provost → Provost
- Grade disputes: Student → Instructor → Grade Appeals Form → Program Director/Department Chair → Grade Appeal Subcommittee → Academic Dean
- Issue with a faculty member: Student → Instructor if possible, otherwise Program Director/Department Chair → Academic Dean → Vice Provost → Provost (The Dean of Student Affairs should be the first point of contact for an issue with a faculty member related to Title IX)
- Issues with academic labs: Student → Lab Director/Instructor → Instructor → Program Director/Department Chair → Academic Dean → Vice Provost → Provost

In the event a student cannot resolve an issue through the Chain of Communication students should follow the student complaint procedures outlined in the following section.

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. If mutual consent is achieved, 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 Complaint Intake Form which is available in paper and electronic formats through the Office of Student Affairs and via MyParker [Complaint Form](#). The Complaint Form consists of the following elements:

- **Complaint** – separately list complaint(s), with the relevant date(s), and identify the person(s) about whom the complaint is being filed.
- **Evidence** – identify and attach copies of all letters, notes, memos, diaries, calendars, reports, or other documents or items that support the complaint(s)
- **Witnesses** – identify all individuals who know about the incident(s)
- **Describe Attempt to Solve as Informal Complaint** – identify steps taken in an attempt to resolve issue with the appropriate individual of direct supervisor
- **Desired Outcome** – state what actions are believed to be appropriate to address the concerns identified

Once complete, the student must submit the form to Student Affairs. The Dean of Student Affairs will conduct an interview with the student to review the complaint and permit the student to provide additional relevant communication. The Dean of Student Affairs 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 an appropriate time of the completion of the investigation.

If either the student or other involved party does not feel that the recommendation is appropriate, they may appeal in writing to the Vice Provost and/or university Provost within five (5) business days of receiving the recommendation.

The Vice Provost/Provost will conduct an investigation and have a final decision within an appropriate time from completing their investigation. Should the original complaint involve the Vice Provost/Provost the uninvolved party will render a final decision.

If the complaint involves the Dean of Student Affairs or a member of Student Affairs, the form may be submitted to the Provost.

Unresolved Complaint(s)

If an issue cannot be resolved internally after all avenues for resolution are exhausted, students may file a complaint with the [Texas Higher Education Coordinating Board](#).

The rules governing student complaints also are addressed in [Title 19 of the Texas Administrative Code, Section 1.110-1.120](#).

Resolution of Non-Academic Problems

To ensure the proper resolution of non-academic problems, the following channel of communication should be followed: 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 of Student Affairs. The Dean 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. 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.

POLICIES AND PROCEDURES

Weapons on Campus

While on Parker University property, no student is permitted to possess a firearm, a weapon, instrument, or any material or device which could be used to inflict bodily harm or death against any person. This policy includes any individuals possessing a valid permit to carry a firearm or weapon.

Concealed Carry of a firearm is not permitted by any student while on Parker University property, even if the firearms bearer has been issued a Concealed Carry license by the State of Texas or by any another state.

Students who are licensed and commissioned peace officers as defined by Texas Code of Criminal Procedure Art. 2.12 are NOT exempt from this policy unless they are performing their department-assigned official duties under the color of law in official capacity and at which time, must notify the Director of Security prior to arriving or upon arriving on Campus to perform such duty.

Animals on Campus

Animals are not permitted in buildings or on campus. Only animals that qualify as a service animal under the ADA definition are permitted on campus. Emotional support animals are not considered service animals and are not permitted on campus. Please refer any questions regarding animals on campus to the Dean of Student Affairs.

Travel Policy

These guidelines apply to all student travel if the activity or event meets all of the following criteria and is undertaken by one or more currently enrolled students to reach an activity or event:

1. The activity or event is sponsored, organized and funded by Parker University.
2. The activity or event is located more than twenty-five (25) miles from Parker University
3. The activity or event is either:
 - a. Undertaken, using a vehicle owned, leased, or rented by the institution; or
 - b. attendance at the activity or event is required by a registered student organization and approved in writing by the Dean of Student Affairs

Student Organizations/Clubs and/ Groups that meet the above criteria must follow the guidelines as listed:

1. Schedule a meeting with the Coordinator of Student Engagement
2. Submit all required travel forms

Children on Campus

Students in need of a safe and secure place for nursing children should make arrangements with the Department of Student Affairs to use the Lactation Lounge (N100). Students should work with their course instructors to provide sufficient breaks in their schedule to allow nursing during or outside of class time.

While children are welcome to visit Parker University during scheduled family events, students are prohibited from bringing children to the campus for the purpose of childcare or allowing other students to provide childcare. Children should never be left unattended while on the campus. Children are prohibited from being in classrooms, labs, the library, or clinics (except when they are patients). Children are not allowed in the ParkerFit gym at any time due to risk of injury. If children are brought to campus, students will be asked that they be removed from campus in accordance with policy.

Classroom Decorum and Policies

We expect our students and faculty to conduct themselves with honesty and integrity. Therefore, each student is expected to uphold high ethical standards both inside and outside of the classroom. The classroom should be an environment for learning. Behavior which is considered disruptive by the course director, behavior which in the eyes of the receiver belittles another, or behavior which discourages others from achieving their academic goals will not be tolerated in the classroom. Individuals engaging in this type of behavior will be asked to leave the classroom. Repeat offenders will be referred to the Dean of Student Affairs and may face penalties which could include suspension from the institution. Positive contributions to the learning environment and participation in classroom learning activities are expected. Students should demonstrate courtesy to the instructor, to special guest speakers, and to other classmates. Focusing your attention on anything other than pertinent classroom material could be considered discourteous. Any person who is discourteous or disrupts the class with unprofessional conduct may be asked to leave the classroom and will be counted absent for that class period.

Food and Drink

Food and drink are permitted in The Café, in the South Building Student Lounge areas, and other identified student lounge areas. Generally, food and drink should not be taken into classrooms, laboratories, clinics, the Library, or the ParkerFit gym without permission or unless there is an official university function. All drinks in classrooms should be in closed containers.

Personal Items

Personal furniture and appliances are prohibited in the classroom. This includes but is not limited to personal chairs, candles and other flammable items, personal desks, file cabinets, lockers, microwaves, coffee/tea pots and machines

(Keurig's only are permitted), extension cords and other like appliances. Personal property left in a classroom overnight will be considered abandoned. That abandoned property may be discarded or taken without any liability. If the University takes possession of that property to hold for the owner, the University will not be liable for any loss, theft, or damage that may occur while the property is in the University's possession.

Standing Desks- Any standing desk that has the ability to be folded flat as not to impede the normal desk function (such as being used as a desktop for writing) will be allowed. Standing desks should be approved by the Dean of Student Affairs prior to installation. Upon approval, a permit will be issued. Any desks without a permit will be removed from the classroom by Parker officials. Parker is not responsible for damage to or theft of personal items left in the classroom.

Posting Information

Information such as calendars, schedules, notices, or drawings may be posted on bulletin boards provided in each classroom, but are prohibited from being taped or affixed to equipment, walls, counters, doors or windows and chalked on the sidewalks and parking lots. All posting must have prior approval from the Department of Student Affairs.

Audio / Video Taping

Since the courts have ruled a professor's voice and physical image are his/her personal property, the prerogative of the audio taping and/or video recording of lectures/laboratories is a right specifically reserved to faculty. Should you wish to record, using any type of audio or visual recording device, you must obtain the written permission of the respective instructor in all classes.

Cell Phones and Electronic Devices

All cell phones / mobile devices must be turned off or placed on silent (with no vibration) while students are in class. Other personal electronic devices (PDAs, pagers, iPods, MP3 players, instant message devices, games, pagers, and other handheld devices) should be turned off and placed out of sight during class. Faculty members have the right to instruct students to:

1. turn off phones, laptops and other devices
2. place those devices away from the students' view
3. leave the classroom

Faculty members may allow students to use electronic devices for academic purposes related to the class. For example, faculty members may permit the use of laptop computers to take notes or access materials related to the class. Faculty members may also make exceptions when students need to use their cell phones in anticipation of a pending emergency (like a spouse going into labor).

During quizzes, practicals, and exams, all cell phones and other electronic devices must be turned OFF and kept away from the student's immediate view. Students who violate this rule may receive a zero for that exam. If a student's cell phone rings, buzzes or makes any noise during the administration of an exam – even if the cell phone is in a purse or backpack, on the side of the room, or under a desk or table – the faculty member has the discretion to reduce the student's grade to zero on that exam. Students who fail to turn off those devices, fail to keep those devices outside their view, or refuse to follow the directions of a faculty member in class may incur disciplinary action, up to and including suspension and dismissal.

Solicitation on Campus

Selling merchandise on campus by students is prohibited. Students may obtain permission in the Student Affairs Office to display notices or ads on bulletin boards for sale or trade of items. Approved student organizations, clubs, and classes may obtain approval from the Dean of Student Affairs to conduct fund raising activities on campus.

Students Acting as Agents

Students are prohibited from receiving any remuneration for advertising or acting as an agent for business enterprises who wish to give presentations, seminars, workshops, teach courses, etc., for entrepreneurial purposes or for faculty/staff who wish to advertise products or seminars.

Fundraising

Conducting any fundraising activities which contribute to the financial benefit of any person or private business or organization is prohibited. Classes and student organizations may conduct fundraising activities if approved by Student Affairs.

Facilities Procedures

Parker University facilities may be used for activities, events and meetings by students, faculty and staff, nonprofit professional and community groups, and profit organizations, subject to certain guidelines, conditions and approval. In some cases, fees may be charged to help defray expenses of utilities, cleaning, maintenance and security.

All faculty and staff can submit requests via logging in with their MyParker credentials on events.parker.edu. Student Organization Presidents, and Student Senate Presidents can make requests as well by logging in with their MyParker credentials at events.parker.edu. All other inquiries can be emailed to events@parker.edu for consideration.

Posting Notices on Campus

All students, faculty, and staff are expected to assist in maintaining a clean campus. All notices will be posted only on bulletin boards, which are available around the campus. Notices or other kinds of paper, such as drawings, calendars, and schedules are not to be posted on doors, walls, in classrooms, or on windows. Prior to posting, all items must receive a stamp from the Department of Student Affairs. Please see the Department of Student Affairs for more details and restrictions.

Student Dress Policy

Parker University is committed to preparing qualified individuals to be competent providers in their respective healthcare fields. Parker University believes that the educational process involves not only the acquisition of knowledge and skills, but also the development of professional pride, image, attitude and behavior. Students are expected to maintain the following high standards of personal grooming and hygiene in the classroom, laboratories and on campus.

Due to the interactive nature of the curriculum of our health science programs, students are required to adhere to the guidelines listed below to remain in compliance with the student dress policy. Parker University reserves the right to make a determination regarding items deemed inappropriate that may not be included on this list, and to enforce disciplinary action for policy violations.

1. All articles of apparel are to be clean and neat.
2. Shoes and shirts must be worn at all times.
3. Athletic attire that may be appropriate in campus exercise facilities is considered inappropriate for the classroom. This includes: wide-armhole tank tops/muscle shirts that expose chest, back or midsection; sheer/see-through leggings/tights/yoga pants; sports bras; compression garments without appropriate cover; etc.
4. No revealing or suggestive attire, such as: sheer, see-through clothing; clothing that reveals excessive cleavage and/or undergarments
5. Shorts, skirts, or dresses should be of modest length; permitting comfortable bending, stooping, or movement without indecent exposure
6. No crop-tops and other bare midriff tops, tube tops, or halter tops
7. No items of clothing with indecent, obscene, or lewd messages. Clothing that promotes drug use is prohibited.

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

Student Employment

Students who are employed in some capacity for Parker University are prohibited from performing job duties during the time they are scheduled for classes or labs or clocked in at the Clinic. Students cannot attend work on the same day they are absent from a scheduled class without prior approval and documented extenuating circumstances.

Smoking

Parker University promotes a clean and healthy environment for learning and working. Therefore, Parker is a smoke-free campus. Students are prohibited from using cigarettes, e-cigarettes, vaping, and smokeless tobacco and/or like products on campus grounds including parking lots. This policy applies to students, employees and visitors.

Alcohol and Drug Policy

It is the policy of Parker University to promote a safe, healthy and productive learning and working environment free from the influences of alcohol and drugs. Alcohol and drugs are a danger to everyone. They impair safety, health, promote crime, lower productivity and quality, and undermine public confidence in the institution. All Parker University students must complete an online course in alcohol and drug prevention policy through EVERFI by an announced deadline. If a student is found in violation of the alcohol and drug policy prior to completion of the online course, they will received an elevated initial sanction.

In accordance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, an alcohol and drug-free school and workplace is established at Parker University. As a matter of policy, Parker University prohibits its students, faculty, and staff from unlawfully manufacturing, distributing, dispensing, possessing, and using controlled substances (narcotics, cannabis, stimulants, depressants, hallucinogens) or consuming alcoholic beverages in any campus facility or property, as well as at any off-campus facility or activities, including but not limited to field trips, internships, rotations, and clinical assignments. Alcoholic beverages may be present on campus at an approved university event where prior authorization has been granted by the President’s Office. The consumption and/or possession of any alcoholic beverage by any person under the age of 21 years of age is forbidden as provided by state law and campus regulations. All federal and state drug laws will be enforced.

Any student found in violation of The Student Alcohol and Drug Policy will be subject to appropriate disciplinary actions up to and including expulsion, even for a first offense. Information about disciplinary actions is listed under the Student Conduct section. If a student has violated any local, state or federal law regarding the use, possession or distribution of alcohol or other drugs (as defined by the Texas Health and Safety Code, Subtitle C, Substance Abuse Regulations and Crimes), the appropriate law enforcement authorities will be notified. Violation of this policy can result in institution, as well as, criminal sanctions. In certain cases, students may be referred to counseling sources and/or substance abuse help centers to take part, at their own expense, in an appropriate counseling or treatment program. If such a referral is made, continued enrollment will be subject to successful completion of any prescribed counseling or treatment program.

The most common legal violations and their consequences are listed below:

Alcohol	Class	Penalty
Minor in possession	Class C Misdemeanor Class B Misdemeanor	Up to \$200 fine Up to \$1000 fine and six months jail
Contributing to the delinquency of a minor	Class C Misdemeanor Class B Misdemeanor	Up to \$200 fine Up to \$1000 fine and six months jail
Public Intoxication	Class C Misdemeanor	Up to \$200 fine
Other Drugs Drug Possession	Varies according to placement of drug on schedules and amount in possession	Up to \$50,000 fine and 5-99 years in jail

Penalties for drug possession are governed by the Texas Health and Safety Code, Subtitle C. Specific penalties vary depending on the type of drug and amount. Any student violating the alcohol and drug policy of this University is subject to disciplinary action. For further clarification please refer to the Texas Health and Safety Code, Subtitle C.

<http://www.statutes.legis.state.tx.us/Docs/HS/htm/HS.481.htm>

First Offense:	Clinic Interns and students on externship may be immediately suspended from clinic duties or externship sites and be reported to the Academic and Professional Standards Committee for disciplinary action. All other students will be reported to the Academic and Professional Standards Committee for
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	disciplinary action. A student who is found guilty of violating the alcohol and drug policy of the university may be suspended and required, at the student's own expense, to participate in an alcohol or drug abuse assistance or rehabilitation program, approved for such purposes by a Federal, State, or local health, law enforcement or other appropriate agency. Periodic reports of satisfactory progress will be required. Upon a written report of satisfactory completion of the program, the student may be readmitted to the university. Failure to satisfactorily complete the program will result in dismissal from the university.
Second Offense:	Immediate dismissal from Parker University.

Outlined below is a listing of drugs of abuse and their health risks taken from the U.S. Drug Enforcement Administration website. A more complete and detailed accounting may be found at their website at <https://www.dea.gov/druginfo/factsheets.shtml>. Alcohol and other depressants (barbiturates, sedatives and tranquilizers): Addiction, accidents as a result of impaired ability and judgment, overdose when used with other depressants, damage to a developing fetus, heart and liver damage.

1. Marijuana: Addiction, panic reaction, impaired short-term memory, increased risk of lung cancer and emphysema (particularly in cigarette smokers), impairment of driving ability.
2. Cocaine: Addiction, heart attack, seizures, lung damage, severe depression, paranoia, psychosis. Similar risks are associated with other stimulants, such as speed and uppers.
3. Hallucinogens (acid, LSD, PCP, MDMA, etc.): Unpredictable behavior, emotional instability, and violent behavior, organic brain damage in heavy users, convulsions, and coma.
4. Narcotics (heroin, Demerol, morphine, codeine, etc.): Addiction, accidental overdose, risk of hepatitis and AIDS from contaminated needles.
5. Inhalants (gas, aerosols, glue, nitrates, etc.): Loss of consciousness, suffocation, damage to brain and central nervous system, sudden death, nausea and vomiting, nosebleeds, impaired judgment.

Several types of help are available on a voluntary basis. The Department of Student Affairs located at 2450 Walnut Hill Lane (South Building), Suite S209 will provide information about community resources for assessment, treatment and counseling. These resources can be best used voluntarily before problems occur on campus. The Department of Student Affairs, Office of Counseling provides all students access to in-person counseling sessions, 24/7 access to online counseling services through ComPsych or students can call toll free 1-877-541-7905 or 2-1-1 in Texas for immediate confidential help that is provided by the Texas Department of State Health Services or visit www.dshs.texas.gov/sa/OSAR/ for more information.

Any student who is convicted of violating a criminal drug statute must notify the university within five days of the conviction (including pleas of guilty or nolo contendere). Failure to notify the university may result in disciplinary action, up to and including permanent dismissal. This may affect federal financial aid. For information on how this could affect financial aid eligibility visit: <https://studentaid.ed.gov/sa/eligibility/criminal-convictions>

On notice of such conviction, the university must either discipline the student or offer participation in an approved rehabilitation or alcohol or drug abuse assistance program. If such help is offered and accepted, the student must satisfactorily take part in the program, at their own expense, to continue their education at this institution.

This policy is established as part of the university's commitment to the health, safety and well-being of students, their families and the university family.

Alcohol and Drug Testing

The procedure for drug testing is established to ensure a healthy and safe environment and is not intended to be used for criminal prosecution. However, this intent does not preclude criminal action if violation of state/federal law occurs.

Parker University may require students to submit to drug testing based upon reasonable suspicion or the unauthorized use of drugs on university property or the use or possession of illicit drugs at any time. Reasonable suspicion may be based on, but not limited to, the following criteria:

Direct observation of drug use or possession

1. Direct observation of physical symptoms
2. A pattern of abnormal or erratic behavior, which is consistent with drug use
3. Arrest or conviction for drug related offense
4. Possession of drug paraphernalia

Anyone who suspects that a student has violated a university drug policy should submit a written statement to the Dean of Student Affairs. The statement should include specific facts about the person's behavior indicating whether that person is using or is in the possession of illicit drugs. The emphasis should be placed on how the behavior is affecting his/her performance. If the Dean of Student Affairs determines there is reasonable suspicion, the student will be required to submit to an alcohol/drug test at his/her own expense.

The test results will be reported to the Dean of Student Affairs for review. The Dean of Student Affairs will give the student the opportunity to discuss the test results. If the Dean of Student Affairs determines that there is a documented medical reason for the positive test results, no further action will be taken.

LEGITIMATE REASONS

Medication prescribed to the student by a licensed physician is an exception.

All information related to the drug testing of a student will be held in strict confidence and will be maintained in the Department of Student Affairs.

POSITIVE DRUG SCREEN RESULT

Any student who receives a positive drug screen result may be subject to disciplinary action by the Academic and Professional Standards Committee. If it is determined the student has breached the Parker University Drug Policy the student may be immediately dismissed from the university and unable to re-apply for four months. In addition, a positive drug screen may result in subsequent dismissal from the university. If the test results are positive, the student may request testing at another facility within 24 hours of notification of a positive drug screen result. The student has the right to have a second test performed at a certified laboratory of his/her choice at his/her expense. The results of the second test will be reported to the Program Director, Dean of the College, VP, and Dean of Student Affairs. A student is prohibited from attending class or any university activity during the appeal. A second positive drug screen report will result in the student's dismissal from the university.

Any student who refuses to consent to a drug test will be dismissed immediately from the university. (Any additional costs incurred in this process are the sole responsibility of the student.)

RE-ADMISSION TO ANY MAJOR PROGRAM AFTER BEING DISMISSED DUE TO A POSITIVE DRUG SCREEN

Any student dismissed from a program due to a positive drug screen will have an opportunity to reapply to that program one time after a minimum of a four months from the initial dismissal. An individual who is being considered for re-entry may be required by his/her respective licensing board(s) to obtain an Ethics Review Pre-Application to determine eligibility to sit for the examination. Please note that there are costs to the student associated with this review.

The following steps must be completed by the student in order to be considered for readmission:

1. Submit a re-application letter which includes; why the student should be reinstated into the program, what steps have been taken to address the problem and supporting documentation, (i.e. provide verification of completion of a treatment program).
2. Be screened and cleared by the certified/licensed drug company at the student's expense.
3. Complete a panel interview with the Program Director, Academic Fieldwork Coordinator and/or Clinical Coordinator, Dean of Student Affairs and Dean or VP of the College.

4. Submit to random/unannounced drug screening at the discretion of the program faculty.
5. Meet all current program admission requirements.

A positive drug screen after readmission to the major program will result in permanent dismissal from the university. All information related to the alcohol and drug testing of a student will be held in strict confidence and will be maintained in the Program Director's Office, College Dean, VP's, and the Department of Student Affairs.

Policy for Self-Harming or Suicidal Students

Students who are disruptive should be offered the option of off-campus screening for the identification and treatment of underlying emotional/psychological disorders.

If any employee of the university becomes aware of a student's suicidal ideas or self-harming behaviors, they should contact the Dean of Student Affairs or submit an "early alert" (The employee **may**, but does not have to, tell the student that they will do so. The emphasis will be on the desire to keep them safe and help them get the treatment they need). The student should be asked to meet with the Dean of Student Affairs.

There they should be told of the observed behavior or verbalizations, the concern Parker University has for their well-being, and the resources available to help them. The student can be encouraged to set up an appointment for on-campus counseling, given the CampusCare telehealth information, and/or given a psychological treatment referral list for other agencies/professionals in the community. The student can be offered a follow-up contact to verify that they were able to schedule an appointment for assessment/treatment. If the student needs and seeks hospitalization, they can be offered a medical leave of absence for the trimester. The conversation around these issues would work best if they were compassionate versus punitive.

Care should also be offered to those who were involved/affected by the distressed or suicidal student (friends or classmates). If a student commits suicide, open sessions will be facilitated by counselors to help those close to the student process their emotions about this. The group processing can help clear up misconceptions about the event (through the other students' experiences with the person—not by releasing confidential information about the student). The community will be reminded of psychological care available on campus and through CampusCare telehealth.

If the student asks to be hospitalized or for psychiatric care, they should be asked to contact their insurance company to plan care based on their coverage. If the student does not have insurance coverage, the Parkland Hospital system, Dallas Metrocare Services (214) 331-0148, or ValueOptions/NorthSTAR are sources for help: (888) 800-6799 or via email at northstarcustomer@valueoptions.com. If the student does not believe they can get themselves to the hospital on their own, 911 and a psychiatric emergency team can be called. Any hospital must admit a person threatening suicide and hold them until they are stable.

Typically, if the student voluntarily withdraws or admits themselves to the hospital, they have control over reentering the institution. If, however, they are deemed by university administration to be a danger to others and are put on leave, they must meet the conditions set by the institution for remittance (which may include mandated assessment and treatment prior to application for readmission).

Computer Policies

Parker has embarked on a long term effort to convert much of the existing curriculum into a digital format. The primary goal of this new technology is to supply many more ways for students to access information. This allows the student to optimize their education by tailoring the curriculum to their own personal style of learning. Therefore, each student is required to have access to a computer. Federal financial aid funds are available to assist any qualifying student who might wish to purchase their own computer.

PURPOSE OF ACCOUNTS

Parker University believes that all students, faculty and staff should have an opportunity to become computer literate, that students, faculty and staff should have access to the vast resources available through personal computers and the Internet, and that those resources should be used to further the public service goals of this institution. As a consequence

of that belief, Parker is providing computer facilities on campus to support the educational, research and public service missions of Parker. Access accounts are supplied for your personal educational use. As a responsible member of the Parker community, you are expected to act in accord with the following terms and conditions based on common sense, common decency, and civility applied to the computer environment, and you are expected to use these resources in a responsible and ethical manner.

ELIGIBILITY

Applicants must be full-time or part-time students, alumni, or employees of Parker. Accounts will only be supplied to those individuals with a current Parker ID.

PRIVACY

You are responsible for your personal account and should take appropriate precautions to safeguard against unauthorized access to your account. The system will automatically prompt you for a new password every 90 days. You will not share your username and/or password with any other individuals or groups. Anyone using someone else's account, or sharing their account with others may lose their account privileges or be subject to other discipline. Accounts will be monitored on a regular basis for unauthorized use.

DISCLAIMERS

Parker will make every effort to provide a secure computing environment. However, no computer security system can absolutely prevent a determined person from accessing stored information that they are not authorized to access. Parker cannot guarantee the privacy or confidentiality of electronic documents.

Parker will not be liable in any way for any damages caused by delays in furnishing services under this agreement. You hereby agree to indemnify and hold Parker harmless for any damage or loss as a result of the use of the campus computing facilities.

MEMORY MANAGEMENT

From time to time the Parker Information Services Department network administrators may delete various files or e-mail messages. Do not depend on electronic documents stored in Parker's Computer Facilities. Parker is not responsible for any damages caused by such a deletion.

ACCEPTABLE USE OF LAPTOPS IN CLASS

Instructors reserve the right to prohibit use of laptops during class time. The use of the network and/or Internet connections within the classrooms is reserved for educational purposes only. Use of computers in class must respect the rights of others, in so that you do not offend others or inhibit another's education. Remember that your laptop is visible and audible to others in the class. Any misuse may result in disciplinary action. Computer ports have been installed in one or more rows in each classroom. Priority seating is established for students who wish to use wired network connections, in those rows in each classroom in which computer ports have been installed. Extending access to any seats other than rows cabled for computer ports, which includes running and taping extension cords and cables to floors or ceilings, is prohibited.

ACCEPTABLE USE OF COMPUTER LABS

You may use the computer labs for academic purposes. The services available may include e-mail, web browsing, word processing, problem solving, information gathering, preparation of assignments and tutorials. Computer lab resources should not be used for extended periods of time for private or personal business.

PERSONAL INFORMATION

Personal messages and electronic documents may be accessed by the administration and Information Services department of Parker. Do not transmit any messages or create any documents that you do not want to be read by a third party. For example, do not use the e-mail system for gossip, including personal information about yourself or others, for forwarding messages under circumstances likely to embarrass anyone, or for emotional responses to academic or school situations.

INFORMALITY IS DECEPTIVE

Computers are often used to create less formal e-mail correspondence and documents because the communication is not face-to-face and seems to be private. Do not be deceived by such informality. Remember, such documents may be read by other persons.

COMMERCIAL USE PROHIBITED

Accounts may not be used for any kind of commercial activities, such as consulting, computing for commercial organizations, advertising, soliciting, fund-raising, or proselytizing for commercial ventures, religious or personal causes, unless such activity is pre-approved by the appropriate Department at Parker. This rule does not prohibit the use of computer resources to investigate or support vendors' products, such as the discussion of a product's relative advantages and disadvantages by users of the product, the distribution of information or technical support material by request, or vendor's responses to questions about their products, as long as the responses are not in the nature of a solicitation.

INTERNET/INTRANET SITE HOSTING

The University will not provide computer space for hosting Internet sites of a personal or commercial nature. Space will be provided for educational sites on a limited basis depending upon disk space and manpower availability to monitor and update such sites. Intranet sites may be created which support classroom activities or approved school organizations.

HARASSMENT PROHIBITED

It is the policy of Parker to provide and maintain an environment in which students, faculty and staff may pursue their studies and career with a maximum of productivity and enjoyment. Harassment in any form will not be condoned or tolerated. (See Title IX Student Handbook, Faculty Handbook or Personnel Manual).

RESPECT THE RIGHTS OF OTHERS

E-mail which harasses, libels, abuses, or in any way harms another individual is strictly prohibited. Civil discourse is the heart of an academic community free of intimidation and harassment and based upon a respect for individuals, as well as a desire to learn from others. While debate on controversial issues is inevitable and essential, bear in mind that you are responsible to do so in a way that actually advances the cause of learning and mutual understanding.

ILLEGAL USES PROHIBITED

You will not use Parker's computer facilities for any activity that violates any federal, state or local law, statute or ordinance, or for any activity that violates any Parker policies.

The United States Copyright Law prohibits the use or copying of unauthorized software on any computer. Failure to comply can result in large fines and a possible jail term. Therefore, you may not install or use any personal software on the Parker Computer Facilities, unless such use is in compliance with the license agreement for that software. You may not make copies of existing software on the Parker Computer Facilities for personal use. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject a student to civil and criminal liabilities and /or disciplinary action by the institution.

The ability to attach a document to an e-mail message for distribution greatly enhances the risk of copyright infringement. You may be liable for the unauthorized copying and distribution of copyrighted material through the Parker Computer Facilities. Accordingly, you should not copy or distribute through the Parker Computer Facilities any copyrighted material of a third party (such as software, database files, documentation, articles, graphics files and down-loaded information) unless you have confirmed in advance from appropriate sources that you or Parker has the right to copy or distribute such material. For more information see www.copyright.gov

PORNOGRAPHY IS PROHIBITED

Parker's computer facilities may not be used to obtain or display graphics or documents that are pornographic.

MISREPRESENTATION PROHIBITED

Users may not misrepresent themselves or Parker while using their school accounts.

CHAIN LETTERS PROHIBITED

The sending of chain letters is strictly prohibited because such letters can clog existing resources so that those resources are not available to others who need them. You are expected to promote efficient use of network resources consistent with the instructional, research, public service and administrative goals of Parker. Show consideration for others and refrain from engaging in any use that could interfere with their work or disrupt the intended use of network resources. You should especially avoid wasteful and disruptive practices such as sending broadcast messages or unwanted material.

VIRUSES PROHIBITED

The introduction of computer viruses or malware, intentionally or negligently, or other attempts to damage or interfere with the operation of Parker's computing facilities is strictly prohibited.

RIGHT OF ACCESS

Although Parker respects each individual's right to privacy, you are waiving any right to privacy as to any e-mail or electronic document created or stored on Parker's computer facilities. Such documents are not private and may be read by others at Parker or outside of Parker under the appropriate circumstances. Parker wants to make all users aware that such documents may be read by others. Additionally, users should be aware that even though a message may be deleted from the e-mail system, a record of it may remain on the computer system either on the daily backups of all data or in other ways. You should keep those facts in mind and exercise the appropriate discretion in using the Parker computer facilities.

Parker reserves the right to examine any accounts in the investigation of possible misuse of privileges. Parker reserves the right to monitor and audit use of any and all computer resources at any time in their discretion.

UNAUTHORIZED ACCESS

All electronic files belong to somebody. You should assume that they are private and confidential unless the owner has explicitly made them available to others, or placed them in an area available to you. You are strictly prohibited from entering or attempting to enter, or aiding anyone who is entering or is attempting to enter any records or files that you know or could reasonably be expected to know are private, confidential or privileged, and are not normally available for your use. For example, unauthorized users will not enter the Registrar's records, student records, or employee records. This prohibition is not limited to those files, and they are provided only as examples.

REVOCAION OF RIGHTS

The use of Parker's computer facilities is a privilege and not a right. Parker reserves the right to restrict access to any user who misuses any computing resources, violates any of these terms and conditions, or otherwise abuses their privilege to use the computer facilities.

VIOLATION OF THESE TERMS AND CONDITIONS

Disciplinary action for violations of these terms and conditions will be determined in the manner prescribed in the *Student Handbook*, *Employee Handbook*, or *Faculty Handbook*.

Policy on Student Intellectual Property

Parker University is dedicated to teaching, research, and dissemination of knowledge generated within the University community. Thus, the basic goal is to promote the progress of the chiropractic profession and to ensure that discoveries, inventions, and creations generated by our students are utilized in ways most likely to benefit the public. The University also assists its students in properly disclosing their scholarly work, in complying with applicable laws and formal agreements, and in gaining the protection available under United States laws governing patents.

The Student Intellectual Property policy applies to all Parker University students. A creative work developed by a student using University resources for which the student has paid tuition and fees to access or using resources available to the public, is the property of the student.

Policy on Student Employee Intellectual Property

The rights to intellectual property created by a student employee during the course and scope of their employment at the University belongs to the University.

GENERAL POLICY

Parker University shall have the first option to pursue a patent for any inventions developed by any University student employee during the course of University activity. The activities of the University include all scholarly research conducted in the course of the inventor's University employment, including performance of research sponsored by the University, research sponsored by an external agency or corporation, and research conducted with University facilities or resources. Any revenue from those patents will be shared as described below.

INVENTION DISCLOSURES

All potentially patentable inventions conceived or first reduced to practice in whole or in part by University employees in the course of their University responsibilities shall be disclosed in a timely manner to the University regardless of the source of funding. Disclosure to the University shall be made to the President, the Provost, and the Vice President of Academics. The disclosure must include all relevant data and other information. The inventors shall assign all intellectual property rights to the invention to the University at the time of the disclosure. The University, in turn, will be responsible for notification to sponsors of invention disclosures.

RIGHTS TO OWNERSHIP

The rights to ownership will vary depending on the nature of the University activities. Activities leading to the development of patentable inventions and ideas may be 1) University-supported activities, 2) Sponsor-supported activities, 3) Individual activities of the inventor, or 4) Jointly-supported activities.

UNIVERSITY-SUPPORTED ACTIVITIES

Rights to inventions developed by University student employees shall vest in the University when the inventor's efforts were supported by the use of University funds, facilities, personnel or other resources. In this case the inventor will share in University-earned income according to the allocation formula described below, unless the University waives its right to pursue a patent.

SPONSOR-SUPPORTED ACTIVITIES

A grant or contract between a sponsor and the University usually contains specific provisions with respect to the disposition of rights to patentable inventions and other intellectual property. Those contractual obligations determine the disposition of intellectual property produced during those projects.

In the case of Government-supported research, the Bayh-Dole Act and subsequent amendments and federal regulations provide the basis for current University technology transfer practices. Accordingly, while the University is assigned the rights to intellectual property generated during the course of federally-sponsored research activities, the Government retains the option to claim ownership under certain circumstances. Even if the Government does not exercise its option, the Government retains a non-exclusive, non-transferable, irrevocable, royalty-free, worldwide license to the invention or to copyrightable material produced under Government sponsorship.

If any patent rights are vested in the University or the University receives any income from the patent or invention, the inventors will share in the income received by the University according to the allocation formula described below.

INDIVIDUAL ACTIVITIES

All rights to inventions made by individuals on their own time and without the use of University resources belong to the inventor. In such cases the University shall have no right to any royalties.

JOINTLY-SUPPORTED ACTIVITIES

If a University student employee is co-inventor with an individual from another institution or business entity, then any portion of the revenue received by Parker University will be shared according to the allocation formula described below.

FIRST OPTION OF PARKER UNIVERSITY

University decisions on disclosed inventions

A Patent Committee, appointed by the President, will decide for the University whether to seek intellectual property protection on disclosed inventions. This committee will make every effort to make prompt decisions, consistent with faculty publication and other obligations. The University will decide within 30 days of the disclosure whether to pursue a patent.

Assignment of right of ownership to inventor(s)

If the University does not decide to pursue patent protection within that time limit, the University will assign to the inventors the rights of the University to the invention.

If the invention is assigned to the inventor: 1) those rights may be subject to contractual or other sponsor restrictions, and 2) the University will retain the rights to a non-exclusive, non-transferable, irrevocable, royalty-free, worldwide license to use the invention for research and educational purposes.

If the Federal Government sponsored the research, ownership does not automatically revert to the inventors. In such cases, the Government retains the option to claim ownership of the invention. In the event the Government does not exercise its option, ownership will revert to the inventors. However, regardless of ownership status, the Government will retain a non-exclusive, non-transferable, irrevocable, royalty-free, worldwide license to practice the invention.

If it benefits both the University and the inventors, the University may retain ownership of the invention, but grant a license to the inventor(s).

DISTRIBUTION OF INCOME

Revenue received by the University generated through income or other exploitation of University owned patents shall be distributed in a manner that recognizes the efforts and contributions of the inventors. The Business Office will maintain a detailed accounting for all expenditures and receipts associated with each disclosed invention or software program and will manage the distribution of income according to this policy.

Income shall be distributed as follows:

100% to the University until all its out-of-pocket expenses associated with the protection and exploitation of the patent or software have been reimbursed. These expenses include fees associated with patent filing and any other continuing costs associated with the licensing or other commercialization of the intellectual property.

After the University has been reimbursed for its expenses, income received by the University is distributed as follows:

50 % to the inventor(s) (or their heirs). Income will be split equally among multiple inventors, unless the inventors have agreed otherwise. If the inventors enter into an agreement, they should submit a copy of that agreement to the Business Office.

15% to the organizational unit (the department and/or Center/Institute) listed as the sponsoring unit by the University student at the time of invention disclosure or software registration.

35% to the University, those terms for the income distribution may be replaced by other terms mutually agreed upon in writing by the inventor(s), the organizational unit, the University, and the external sponsor or a potential business partner. If the University receives equity, the participation of the inventors in the equity will be negotiated on a case by case basis.

Disabilities

Parker University does not discriminate on the basis of disabilities, and consistent with Section 504 of the Rehabilitation Act of 1973, no qualified student with a disability is denied the benefits of, or excluded from, any educational program or activity of Parker University because of the absence of reasonable accommodations or of auxiliary aids for students with disabilities.

Information concerning services for disabled students may be obtained from the Student Affairs Office. Any student, who believes he/she meets the qualifications for a handicapped person under Section 504 of the Rehabilitation Act of 1973, and wishes to request assistance, is encouraged to submit a Request for Accommodations to Student Affairs. The student requesting accommodations must document the kind and degree of disability. After evaluation of the request, the student will be notified in writing of the accommodations which the University will provide.

A student who has a complaint which alleges discrimination based on disability may submit a Request for a Grievance Hearing to the Vice Provost. For further information consult the procedures indicated under Grievance Committee.

University Title IX / Harassment / Discrimination Policy

For additional information, please visit: <https://www.parker.edu/wp-content/uploads/2020/08/20-21-Master-University-Catalog-8.31.2020.pdf>

TITLE IX SEXUAL HARASSMENT POLICY

INCLUDING SEXUAL HARASSMENT, SEXUAL ASSAULT, DOMESTIC AND DATING VIOLENCE, AND STALKING ("SEXUAL HARASSMENT")

TITLE IX STATEMENT ON NON-DISCRIMINATION

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex (including sexual harassment and sexual violence) in educational programs and activities that receive federal financial assistance. Title IX also prohibits retaliation against individuals who file a complaint of sex-based harassment/discrimination or assist in the filing, investigation, or resolution of such complaints.

To ensure compliance with Title IX and other federal and state civil rights laws, Parker University has developed policies and procedures that prohibit all forms of sex-based discrimination and/or retaliation. Accordingly, Parker University does not tolerate unlawful discrimination and makes every effort to maintain a work and academic environment free from all forms of sexual misconduct, including sexual harassment, sexual assault, domestic and dating violence, and stalking. The University will promptly respond to individuals who are alleged to have experienced sexual harassment by offering supportive measures, following a fair grievance process as outlined in this policy to resolve formal complaints of sexual harassment, and providing remedies to those who are determined to have experienced sexual harassment through that process. Thus, all forms of prohibited conduct under this policy are considered serious offenses, and violations will result in discipline, up to and including possible suspension and dismissal from the University.

DEFINITIONS

Actual knowledge: Notice of sexual harassment to the Title IX Coordinator or other official of the University, who has authority to take corrective action on behalf of the University. In addition to the Title IX Coordinator, officials with authority to take corrective action include the Provost, Vice Provost, Dean of Student Affairs, and VP of Human Resources. Although all employees are considered mandatory reporters and are required to report sexual harassment, those employees not listed in this paragraph, do not qualify as individuals, who have authority to take corrective action. Therefore, notice to those employees does not qualify as actual notice to the University.

Coercion: Coercion is the use of unreasonable pressure to compel an individual to initiate or continue sexual activity against an individual's will. It includes a wide range of behaviors which override the voluntary nature participation.

Complainant: Individual, who alleges conduct that would, *if true*, constitute sexual harassment.

Education Program or Activity: Any operations of Parker University, including locations, events, or circumstances over which Parker University exercised substantial control over both the respondent and the context in which the sex discrimination or sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by Parker University.

Formal Complaint: A document filed by the complainant or signed by the Title IX Coordinator, alleging sexual harassment by a respondent, and requesting that the University investigate the allegations of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the University's education program or activity. If the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this Policy and must comply with the requirements of this Policy.

A formal complaint may be filed with the Title IX Coordinator in person, by mail, by electronic mail, or through electronic form submission by using the contact information list for the Title IX Coordinator in this Policy and by any additional method designated by the University. The complaint must contain the complainant's physical or digital signature or otherwise indicate that the complainant is the person filing the formal complaint.

Incapacitation: Incapacitation is defined as the inability, temporarily or permanently, to give consent because an individual is mentally and/or physically helpless, asleep, unconscious, or unaware that sexual activity is occurring. An individual who is incapacitated lacks the ability to make informed, rational judgments and therefore cannot consent to sexual activity. Persons with certain intellectual or developmental disabilities may not have the capacity to give consent.

Where alcohol or other drugs are involved, incapacitation is a state beyond intoxication. Evaluating incapacitation requires an assessment of how the consumption of alcohol and/or drugs affects an individual's decision-making ability, awareness of consequences, ability to make informed judgments, capacity to appreciate the nature of the act, and their level of consciousness. In other words, a person cannot give valid consent due to incapacitation if the person cannot appreciate the who, what, where, when, why, or how of a sexual interaction.

A respondent may not be held responsible for invalid consent through incapacitation where the respondent did not know and should not have known of the complainant's incapacitation based on objectively and reasonably apparent indications of impairment when viewed from the perspective of a sober reasonable person in the respondent's position.

Minors: Minors are defined as anyone under the age of 18, who participates in the University's programs or activities, or who participate in any program on the University's campus, or who are otherwise covered under the foregoing Scope of Policy. Under many laws, minors may not have the capacity to consent.

Respondent: A respondent is an individual who has been reported to have committed conduct that could, *if true*, constitute sexual harassment.

SCOPE OF POLICY

This policy applies to all members of the Parker University community, including, but not limited to, Parker students, faculty, staff, alumnae/alumni, third-party vendors, contractors, guests, and all other visitors, including minors, to the Parker University campus or any other property owned or controlled by the University, within the United States. This policy also applies to all acts of Prohibited Conduct (as defined below) committed by or against any member of the Parker University community (as defined above) if:

- The Prohibited Conduct occurs on property owned or controlled by Parker University, within the United States; or
- The Prohibited Conduct is directly related to or occurs in the context of University employment or an education program or activity of the University, including, but not limited to: University-sponsored research, internship/externship programs, on-line courses, volunteer activities, work-related travel, training, attendance at seminars or conferences, participation in athletics, student organizations, or any other extra-curricular activity, within the United States; or

- The Prohibited Conduct is directly related to or occurs while using property or resources owned, controlled, or provided by Parker University, including, but not limited to: University- owned vehicles, laptops, mobile devices, computer systems and networks, email accounts, telephone and voice mail systems, within the United States; or
- The Prohibited Conduct has continuing adverse effects on a member of the Parker University community (as defined above) as it relates to an education program or activity of the University, within the United States.

Additionally, an attempt to commit an act prohibited by this policy, as well as assisting or willfully encouraging any such act, is also considered a violation of this policy.

Notwithstanding the foregoing, this Policy’s grievance procedures apply only to sex discrimination occurring against a person *in the United States*. Please note that the University’s Harassment and Discrimination and/or other University Codes of Conduct may apply to discrimination based on sex, race, national origin, disability, age, or other protected class occurring against a person participating in a University program or activity outside of the United States. Please refer to the Parker University Student Handbook for additional information.

In the event of any conflict or inconsistency between the provisions and requirements of this Title IX Sexual Harassment Policy and any other Parker University policy regulating the conduct of any member of the Parker University community or setting forth procedures governing the suspension, dismissal, termination, or removal and exclusion from Parker University property of any member of the Parker University community, the provisions and requirements of the most current version of this Policy shall prevail and govern. Where prohibited conduct violates both this Title IX Sexual Harassment Policy and any other Parker University policy regulating the conduct of any member of the Parker University community, the University’s response will be governed by the provisions and procedures outlined in the most current version of this Policy.

Sexual misconduct not otherwise covered under this policy may be addressed under the University’s Harassment and Discrimination Policy if it applies. Under no circumstances may the Harassment and Discrimination Policy be used to retaliate against an individual, who has filed a complaint under the University’s Title IX Sexual Harassment Policy.

DEFINITIONS OF PROHIBITED CONDUCT

The following acts of Title IX Sexual Harassment are prohibited under this policy:

Sexual harassment: Conduct on the basis of sex that satisfies one or more of the following criteria:

1. An employee of the University conditions an aid, benefit, or service on an individual’s participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, *and* objectively offensive that it effectively denies a person equal access to the University’s education program or activity; or
3. Sexual assault, dating violence, domestic violence, or stalking, as further defined in this section.
- 4.

Sexual Assault: Sexual and non-forcible sex offenses, as defined in the FBI’s Uniform Crime Reporting database, including:

Non-Consensual Penetration: Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim [complainant].

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of the victim’s age or because of the victim’s temporary or permanent mental or physical incapacity.

Incest: Sexual intercourse between persons who are related to each other, within the degrees wherein marriage is prohibited by law. In Texas, incest is illegal even among consenting adults.

Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent. In Texas, a person under the age of 17 cannot consent.

Dating Violence: An act of violence committed by a person who is or has been in a romantic or intimate relationship with the complainant. The existence of such a romantic or intimate relationship is determined by the length of the relationship, the type of relationship, and the frequency of the interactions between the individuals involved in the relationship.

Domestic Violence: An act of violence committed on the basis of sex by:

- A current or former spouse or intimate partner of the complainant;
- A person with whom the complainant shares a child in common
- A person, who is cohabiting with, or has cohabited with, the complainant as a spouse or intimate partner;
- A person similarly situated to a spouse of the victim under the domestic/family violence laws of the jurisdiction;
- Any other person against an adult or youth victim, who is protected from person's acts under domestic/family violence laws of the jurisdiction.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person with similar characteristics under similar circumstances to:

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress
- Significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
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To qualify under Title IX, the conduct must be sex-based stalking. Stalking that does not constitute sexual harassment because it is not on the basis of sex may still fall under other University codes of conduct.

A course of conduct, for purposes of stalking, means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

RETALIATION IS PROHIBITED

Parker University does not tolerate retaliatory conduct and strictly prohibits retaliation. Any retaliatory conduct against such persons will be addressed by the University in the most serious manner, and individuals who engage in such actions will be subject to disciplinary action that may include suspension, dismissal, termination, or removal and exclusion from the University.

Retaliation is defined as intimidation, threats, coercion, or discrimination against any individual for the purpose of interfering with any right or privilege secured by this Policy, Title IX or its implementing regulations. Retaliation also includes intimidation, threats, coercion, or discrimination aimed at a person because that person complained of sex discrimination or sexual harassment, testified, provided information, assisted, participated in, or refused to participate in, in any manner, in a sex discrimination or sexual harassment investigation, proceeding, or hearing under Parker University policies or the law. Notwithstanding this prohibition, there may be circumstances in which conduct, that does not fall under this policy, may fall under other University policies, such as the University's Harassment and Discrimination Policy or other University Code of Conduct. In those instances, after determining the conduct in question does not fall under this Policy, but rather under another University policy, the University may investigate such conduct under the other policy, so long as the purpose is not to engage in retaliation. Anyone who is aware of possible retaliation or has other concerns regarding the response to a sexual misconduct complaint should report such concerns to the Title IX Coordinator, who will take appropriate actions to address such conduct in a prompt and equitable manner.

The University must keep confidential the identity of any individual who has made a report or complaint of sex discrimination or harassment, any respondent, and any witness, except as permitted by the Family Educational Rights and Privacy Act (FERPA), or as otherwise required by law or to carry out the purposes of Title IX, its implementing regulations, or this Policy, including the conduct of any investigation, hearing, or judicial proceeding

arising under this Policy. Complaints alleging retaliation may be filed with the Title IX Coordinator and will be addressed under the University's Harassment and Discrimination Policy.

Charging an individual with a violation of this policy for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation. However, a determination regarding responsibility is not sufficient, by itself, to conclude that any party made a materially false statement in bad faith.

CONSENT

Consent represents the cornerstone of respectful and healthy intimate relationships. Thus, all sexual conduct or contact occurring on campus and/or occurring with a member of the Parker University community must be consensual.

Consent requires words or overt acts by a competent person indicating a freely given agreement to the sexual conduct at issue. Consent must be freely given without compulsion or duress by a person legally capable of consenting, and not based on fraud or deception. Consent may not be inferred from silence or passivity alone and a current or previous relationship is not sufficient to constitute consent.

Consent to some sexual acts does not constitute consent to others, nor does past consent to a given act constitute present or future consent to the same or another sexual act. Consent must be ongoing throughout a sexual encounter and can be revoked or withdrawn at any time prior to or during a specific sexual act by either person.

Consent is not valid when given by someone who is incapacitated or is not of legal age to consent under the circumstances. Consent is also not valid when obtained by coercion or force. In order to find a lack of consent under one of these circumstances, there must be a finding that the complainant was unable to consent and a finding that the respondent knew or had reason to know the complainant was unable to consent. Intoxication of the respondent is not an excuse for failure to obtain consent or failure to know of the complainant's inability to consent.

TITLE IX COORDINATOR

Alaina Mount, MS
Dean of Student Affairs
Title IX Coordinator-Students
Office Location: East 200
Telephone: (972) 438-6932 Ext. 7156
Email: amount@parker.edu

Sandra McLean
Vice President of Human Resources and Organization Development
Title IX Coordinator-Employees
Telephone: 972-438-6932 x 7060

Parker University has designated and authorized the following University official to coordinate and oversee its Title IX compliance efforts, to handle reports of sex discrimination, sexual harassment, and retaliation, and to decide whether formal complaints, alleging actions prohibited by Title IX or this policy, should be accepted for investigation, resolved informally, or dismissed. The Coordinator shall also have authority to file formal complaints when appropriate; to assign formal complaints, alleging action prohibited by Title IX or this policy, to an investigator; to offer supportive measures; and to implement remedial measures upon the recommendation of the hearing decision-maker. Prohibited actions include all forms of sexual harassment, including sexual assault, domestic and dating violence, stalking, and retaliation.

TITLE IX INVESTIGATORS

The University may designate qualified and trained staff and faculty members to investigate formal complaints, which the Title IX Coordinator has accepted for investigation. The investigator on a case may not be the same person as the hearing officer on the case and may not decide appeals. Individuals who are assigned

to investigate formal complaints are referred to internally as the University's Title IX Investigators. The following individuals have been trained and designated to serve as Title IX Investigators for Parker University, for formal complaints accepted by the Title IX Coordinator and delegated for investigation.

Gordon Newell Director of Student Success and Special Advising Office Location: East 200 Telephone: (972)-438-6932 Ext.7162 Email: gnewell@parker.edu	Laura Randolph Student Support Specialist Office Location: East 200 Telephone: (972)-438-6932 Ext.7159 Email: ldrandolph02@parker.edu
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Please Note: The Title IX Coordinator and the Title IX Investigators are not confidential reporting resources. While they will address the complaint with sensitivity and keep the information as private as possible, confidentiality cannot be guaranteed. Please see below for information on confidential reporting options.

IMMEDIATE AND ONGOING ASSISTANCE

Individuals who experience sexual harassment are strongly encouraged to seek immediate medical attention in order to treat injuries, test for and treat sexually transmitted infections, test for pregnancy, and access emergency contraception (if requested). Hospitals can also perform rape evidence collection procedures and test for "date rape" drugs. In addition, the Dallas Area Rape Crisis Center offers free, comprehensive services to anyone seeking to heal from sexual violence. Advocates are available 24 hours per day, 7 days per week to support sexual violence victims and their families and friends. They may be contacted at 972-641-7273.

Counseling services will be made available to victims of sexual harassment occurring on or off campus in accordance with the policies of the Office of Counseling Services. The counselor will also assist the victim in establishing an off-campus counseling relationship if needed; however, the cost of such counseling will be borne by the victim. The counselor will help victims find access to any additional community services that may be needed.

PRESERVATION OF EVIDENCE

If possible, an individual who has been sexually assaulted should not shower, bathe, urinate, douche, brush teeth, drink or change clothes or bedding before going to the hospital or seeking medical attention. If the individual decides to change clothes, they should not wash the clothes worn during the assault and should bring them to the hospital or medical facility. Because medical evidence dissipates quickly, individuals who wish to preserve such evidence are encouraged to seek medical attention within 48 hours (and no more than 86 hours) of the incident. In addition, all physical evidence, including electronic communications (e.g., emails and text messages), recordings, and photographs should be preserved in its original form. These steps are important to help preserve evidence for possible use in legal actions or requests for a civil no-contact order and/or an order of protection.

REPORTING OPTIONS & DUTIES

Any person may report sex discrimination, including sexual harassment (whether or not the reporter is the alleged victim), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time, by using the Title IX Coordinator's contact information.

The reporting and disciplinary procedures outlined in this policy are separate and apart from the criminal justice system, and a victim of sexual misconduct may choose to file a complaint with either the University or law enforcement, with neither, or with both simultaneously. The outcome of a sexual misconduct complaint filed with the University is not dependent on the outcome of a criminal investigation conducted by law enforcement.

Reporting Incidents of Title IX Sexual Harassment to Parker University

Parker University strongly encourages all victims and witnesses to promptly report incidents of sexual harassment (including sexual assault, domestic violence, dating violence, and stalking, to the Title IX Coordinator. The University takes all complaints of sexual harassment seriously and will work to reach a prompt, impartial, and equitable resolution of the matter.

At Parker, **all** University employees are considered responsible employees and are required to report all incidences of sexual misconduct to the Title IX Coordinator, unless such employees are specifically designated as confidential employees, as further explained below. In addition, employees that become aware of felony crimes must report such crimes to law enforcement. Parker University Security Department can assist with reports to law enforcement, and they can assist with immediate actions to keep individuals safe in emergency situations. In emergencies, individuals can also call 9-1-1.

1. Upon learning of a complaint of sexual harassment, the University will offer supportive measures; will take immediate and appropriate steps to discuss appropriate options (e.g., supportive measures, informal resolution (e.g., mediation), or a formal complaint investigation and hearing), with the complainant.
2. All employees are responsible employees and must report to the Title IX Coordinator all relevant details of any alleged act of sexual harassment that the employee is aware of— including the names of the alleged victim (complainant) and alleged perpetrator(s)(respondent(s)), the names of any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident. To the extent possible, information reported to a responsible employee will be shared only with those officials responsible for handling the University's response to the report.
3. The University must treat complainants and respondents equitably by offering supportive measures as defined in this Policy and by following the grievance process as set forth in this policy, before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.

Before a complainant reveals any information to a responsible employee, the employee should ensure that the complainant understands the employee's reporting obligations and, if the complainant wants to ensure that confidentiality is maintained, the complainant should be directed to one of the confidential resources identified below. If the complainant still seeks confidentiality but chooses to disclose to the responsible employee what happened despite the warning, the employee should remind the complainant that the University will consider the request but cannot guarantee confidentiality. In reporting the details of the incident to the Title IX Coordinator, the responsible employee should also inform the Coordinator of the complainant's request for confidentiality. Responsible employees should not pressure a complainant into making a full report if the complainant is not ready to do so, nor should they encourage the complainant to remain silent about the incident; rather, the employee should honor and support the complainant's wishes. Please note that the University's responsibility to minors on campus may preclude treating the minor's complaint as confidential. State and federal reporting requirements may apply.

If a complainant discloses an incident of sexual misconduct to a responsible employee, but wishes to maintain confidentiality or requests that no investigation is conducted or no disciplinary action is taken, the University must weigh that request against the University's legal obligation to provide a safe, non-discriminatory environment for all students and employees, including the victim. If the University honors the request for confidentiality, a complainant must understand that the University's ability to meaningfully investigate the incident and pursue disciplinary action against the respondent(s) may be limited. Sometimes, the University will not be able to honor a complainant's request because of the need to provide a safe, non-discriminatory environment for **all** students and employees.

When a report is filed with the Title IX Coordinator, the Title IX Coordinator must promptly contact the complainant to discuss the availability of supportive measures, as well as the option to file a formal complaint. The Title IX Coordinator must also inform the complainant of the availability of supportive measures with or without the filing of a formal complaint and explain to the complainant the process for filing a formal complaint.

When weighing a complainant's request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator may consider a range of factors, including, but not limited to the following:

- the increased risk that the respondent will commit additional acts of sexual harassment, sexual assault, dating violence, domestic violence, or stalking, such as:
- whether there has been other sexual harassment, sexual assault, dating violence, domestic violence, or stalking complaints against the same respondent;
- whether the respondent has a criminal record demonstrating a history of sexual harassment, sexual assault, dating violence, domestic violence, or stalking;
- whether the respondent has a history of engaging in sexual harassment, sexual assault, dating violence, domestic violence, or stalking from a prior school or employer;
- whether the respondent threatened further sexual harassment, sexual assault, dating violence, domestic violence, or stalking against the victim or others;
- whether the sexual harassment, sexual assault, dating violence, domestic violence, or stalking was committed by multiple perpetrators or against multiple victims;
- whether the sexual harassment, sexual assault, dating violence, domestic violence or stalking was perpetrated with a weapon;
- whether the sexual harassment, sexual assault, dating violence, domestic violence, or stalking occurred on campus or other property owned or controlled by the University;
- whether the complainant is a minor;
- whether the respondent(s) is a member of the Parker University community;
- whether the University possesses other means to obtain relevant evidence of the sexual harassment, sexual assault, dating violence, domestic violence, or stalking (e.g., security cameras or personnel, audio recordings, physical evidence).

The presence of one or more of these factors could lead the Title IX Coordinator to file a formal complaint to investigate and, if appropriate, pursue disciplinary action against the respondent, despite the complainant's request.

If the Title IX Coordinator determines that the University cannot honor a complainant's request for confidentiality, the University will inform the complainant prior to starting an investigation and will maintain the privacy of the investigation to the extent possible in the context of implementing this Policy. The University will work with the complainant regarding the availability of supportive measures. If the University decides not to open an investigation or pursue disciplinary action, the Title IX Coordinator will inform the complainant of that decision. Retaliation against the complainant will not be tolerated.

The University recognizes that complainants impacted by sexual harassment may wish to take advantage of the health and support services available on campus without disclosing the incident or making a formal report to the University. To that end, certain University employees have been designated as **limited and fully confidential resources** to whom complainants can speak without their personally identifying information being shared with the Title IX Coordinator or Campus Security.

Certain individuals are not considered responsible employees and can generally talk to a complainant without revealing any personally identifying information about an incident to the University.

Pastoral and licensed professional counselors, when acting in their professional capacity, are not considered responsible employees, and are not required to report any information regarding complaints of sexual misconduct to either the Title IX Coordinator or to law enforcement. Thus, these counselors are not required to report crimes for investigation or inclusion in the annual disclosure of crime statistics. Crimes reported to these counselors are **strictly confidential**, except in very limited cases where the information suggests an imminent threat to the health and safety of the patient or others, or in cases of child abuse. These counselors include: University Psychologist, **Dr. Jacquelyn Elbel** and any other licensed professional counselors in the Office of Counseling Services, who provide mental

health counseling to members of the University Community. As a matter of policy, pastoral and licensed professional counselors are encouraged – if and when they deem it appropriate – to inform persons being counseled of the procedures to report crimes on a voluntary and confidential basis for inclusion in the annual crime statistics report, and of the option to seek supportive measures and resolution through the Title IX process.

A complainant who speaks to a professional or non-professional counselor or advocate must understand that if the complainant wants to maintain confidentiality, the University may not be able to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator. Even so, these counselors and advocates will still assist the complainant in receiving other necessary protection and support, such as victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules. A complainant who at first requests confidentiality may later decide to file a complaint with the University or report the incident to local law enforcement, and thus have the incident fully investigated. These counselors and advocates will provide the complainant with assistance in filing a complaint if the complainant wishes to do so.

Please Note: While these professional and non-professional counselors and advocates may maintain a complainant’s confidentiality vis-à-vis the University, they may have reporting or other obligations under state or federal law, such as mandatory reporting to law enforcement in case of minors; imminent harm to self or others; mandatory reporting of felonies; and requirements to testify if subpoenaed in a criminal case.

Reporting Incidents of Sexual Harassment to Law Enforcement

Some types of sexual harassment, including sexual assault, dating and domestic violence, and stalking are criminal acts and Parker University strongly encourages all victims and witnesses to report suspected criminal acts to the Dallas Police Department or any other appropriate law enforcement agency if the incident occurred off campus. Upon request, Parker University officials are available to assist an individual in contacting and/or notifying the appropriate law enforcement agency. Please note that under Texas law, with certain exceptions, persons who have knowledge of a felony are required to report such information to law enforcement authorities. Failure to report a felony may itself be a crime.

The contact information for the Dallas Police Department is listed below:

Dallas Police Department
1400 S. Lamar Street
Dallas, TX 75215

For emergencies, dial 911. For non-emergency calls to all divisions or personnel of the Dallas Police Department, use the business line at 214-671-3001 and the operator will direct the call.

Although cooperation with law enforcement may require Parker University to temporarily suspend its internal investigation into complaints/reports of sexual misconduct, the University will promptly resume the investigation as soon as it is notified by law enforcement that the agency has completed its evidence gathering. The University will not, however, wait for the conclusion of a criminal proceeding to begin its own investigation and, if necessary, will take immediate and interim measures to address the alleged conduct.

A person may also file a complaint of sex discrimination with the United States Department of Education’s Office for Civil Rights regarding an alleged violation of Title IX by visiting [online](#) or by calling 1-800-421-3481.

AMNESTY FOR REPORTING

Parker University encourages reporting of sexual misconduct and seeks to remove any barriers to an individual making a report. The University recognizes that individuals who have been drinking or using drugs at the time of the incident may be hesitant to make a report because of potential consequences for their own conduct. Thus, individuals who report sexual misconduct or participate in a sexual misconduct investigation, will not be subject to

disciplinary action by the University for their own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk. Parker University may, however, initiate an educational discussion on the use of alcohol or other drugs or require participation in an alcohol/drug prevention training course/program. Amnesty will not be extended for any violations of Parker University policy other than for alcohol/drug use. In addition, amnesty does not preclude or prevent action by police or other legal authorities.

ANONYMOUS COMPLAINTS

Anonymous complaints will be accepted; however, the University's ability to obtain necessary and additional information may be compromised and the ability to investigate or resolve anonymous complaints may be limited.

BAD FAITH COMPLAINTS

This policy shall not be used to bring frivolous or malicious complaints against members of the Parker University community. If the University's investigation reveals that a complaint is made in bad faith or is knowingly false, such complaint shall be dismissed and the person who filed the bad faith complaint may be subject to disciplinary action. A complaint, however, will not be considered false, frivolous or in bad faith solely because it cannot be corroborated.

ACADEMIC/WORK ACCOMMODATIONS AND SUPPORTIVE MEASURES

Upon learning of sexual harassment, the University may implement non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant and the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the University's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the University's education environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The University must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the University to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

In certain instances, the University may need to report an incident to law enforcement authorities (e.g., when a suspected felony has occurred). Such circumstances include any incidents that warrant the undertaking of additional safety and security measures for the protection of the student, employee or other members of the Parker University community or other situations in which there is clear and imminent danger, and when a weapon may be involved. However, in all cases, crisis intervention and safety concerns will take precedence.

PROCEDURES FOR INVESTIGATION AND RESOLUTION OF COMPLAINTS (GRIEVANCE PROCEDURES)

These grievance procedures apply only to sexual harassment occurring against a person in the United States. Please note that the University's Harassment and Discrimination and/or other University codes of conduct may apply to sexual harassment occurring against a person outside other the United States.

Upon notification of a complaint alleging a violation of this Title IX Sexual Harassment Policy, an investigation into the matter will be conducted in a prompt, thorough, and impartial manner by the Title IX Coordinator and/or one or more of the University's Title IX Investigators, who shall have adequate knowledge and training on how to conduct proper investigations under Title IX. The designated investigator(s) shall be responsible for gathering relevant evidence but shall not serve as the decision-maker. The objective of the investigation process is to gather relevant evidence, including information from both parties and relevant witnesses, to facilitate a hearing to determine whether a policy violation occurred. If the decider determines that the conduct constitutes a policy violation, the decider will determine what

sanctions should be imposed and what actions will be taken to end the harassing or discriminatory conduct and prevent its recurrence.

If the complainant or the respondent has a concern about the conduct of any investigator or believes that an investigator has a conflict of interest that may impair the investigator's ability to be fair and impartial, the complainant/respondent should immediately put her/his concerns in writing and submit them to the Title IX Coordinator for review. The Title IX Coordinator will promptly review the matter and determine whether it is appropriate to recuse the investigator.

COOPERATION WITH INVESTIGATION AND DISCIPLINARY PROCEDURES

Parker University encourages all members of the University community to cooperate fully in the investigation and disciplinary procedures.

The University also understands that there may be circumstances in which a party wishes to limit her/his participation in an investigation. The complainant retains this right. However, the designated investigator(s) may be required to move forward with an investigation, absent the party's participation in the process. In such situations, the University will not draw any adverse inference from a party's silence. However, silence of a party will result in an absence of their side of the story being represented in the information presented for adjudication.

If a complainant or respondent refuses to undergo cross-examination, during the hearing, that person's statements will not be considered.

The University will not restrict the ability of any party to discuss the allegations under investigation or to gather and present relevant evidence. A party's communication with a witness or potential witness is considered part of a party's right to meaningfully participate in furthering the party's interests in the case. However, where a party's conduct toward a witness violates a no-contact order or rises to the level of retaliation, it is prohibited.

INITIAL ASSESSMENT OF COMPLAINT/REPORT

The investigative process is initiated when the Title IX Coordinator receives a formal complaint of a sexual harassment. The Title IX Coordinator will conduct an initial assessment of the complaint/report to determine the next steps. Following the initial assessment, one or more of the following actions will be taken:

- The Title IX Coordinator must dismiss a complaint if the conduct alleged would not constitute sexual harassment, even if proven, or the conduct did not occur within recipient's education program or activity or in the United States.
- Such a dismissal does not preclude action under another provision of the University's code of conduct or the University's Harassment and Discrimination Policy if they apply.
- The University may dismiss the formal complaint, or any allegations contained in the complaint, if at any time during the investigation or hearing:
 - a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations in that complaint;
 - the respondent is no longer enrolled or employed by the University; or
 - specific circumstances prevent the University from gathering evidence sufficient to reach a determination as to the formal complaint or allegations in that complaint.
- Upon dismissal, the Title IX Coordinator must promptly send written notice of the dismissal and reason(s) for the dismissal to both parties, simultaneously.

Consolidation of formal complaints: The Title IX Coordinator may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Please note that sexual misconduct occurring outside of the United States may, under appropriate circumstances, be investigated under the University's Harassment or Discrimination Policy or other relevant policies, so long as the intent is

not to retaliate against a person for filing a complaint or otherwise participating in the complaint process. (See, Retaliation section).

- If it is determined that the complaint/report, if substantiated, would constitute a violation of this policy, the appropriate supportive measures will be determined and the Title IX Coordinator will explain the options for informal resolution (e.g., mediation) and a formal investigation. The complainant will be advised that a hearing will be held, at which parties and witnesses will be cross-examined by advisors for each party. Neither the complainant nor respondent will be allowed to directly cross examine each other.

Any individual designated by the University as a Title IX Coordinator, investigator, decision-maker, or any person designated by the University to facilitate an informal resolution process must not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. The Title IX Coordinator's initiation of a formal complaint or an individual's decision that allegations warrant an investigation or hearing shall not be considered evidence of bias. An individual's current job title, professional qualifications, past experience, identity, or sex will not alone indicate bias. Use of trauma-informed practices will not be considered evidence of bias when such practices do not rely on sex stereotypes, apply generalizations to allegations in specific cases, cause loss of impartiality, or prejudge the facts at issue. The University will apply an objective, common sense approach to evaluating whether a particular person serving in a Title IX process is biased and will exercise caution not to apply generalizations that might unreasonably conclude that bias exists.

NOTICE OF ALLEGATIONS

Upon receipt of a formal complaint, the University must provide the following written notice to the parties who are known:

1. Notice of the University's grievance process that complies with this section, including any informal resolution process.
2. Notice of the allegations of sexual harassment potentially constituting sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include, if known:
 - a. The identities of the parties involved in the incident.
 - b. The conduct allegedly constituting sexual harassment.
 - c. The date and location of the alleged incident.
3. A notice that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
4. Inform the parties of their right to have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence.
5. Inform the parties of any provision in the University's Policy that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.
6. If, during the investigation, the University decides to investigate additional allegations, the University will provide written notice of the additional allegation to all known parties.

INFORMAL RESOLUTION

1. The University may not require a party to waive the right to an investigation and a live hearing with cross-examination.
2. The University may not require the parties to engage in an informal resolution process and may not offer informal resolution, unless a formal complaint is filed and both parties agree, in writing, to an informal resolution.
3. At any time prior to reaching a determination regarding responsibility, the University may facilitate an informal resolution process, such as mediation, a negotiated resolution, or restorative justice, that does not involve a full investigation and adjudication, provided that the University issues a written notice disclosing:
 - the allegations

- the requirements of the informal resolution process (including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegation);
- a statement that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and
- an explanation that any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
- Obtains the parties' voluntary, written consent to the informal resolution process;
- Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

Informal resolutions shall be resolved within 30 days of assignment, unless there is good cause shown to continue the process. Good cause shall include: showing that reasonable progress is being made and that continued informal resolution efforts will likely result in resolution or that there was a good reason for failure to resolve the complaint within 30 days (e.g., the unavailability of the parties, school closings, etc.)

FORMAL INVESTIGATION

The following procedures shall apply during a formal investigation:

1. The investigator will offer each party the opportunity to be interviewed, to provide a written statement, to provide evidence for consideration, to submit suggested witnesses, and to submit information from fact witnesses and expert witnesses.
2. Both the complainant and the respondent to the complaint will have an equal opportunity to provide evidence and to identify any witnesses that support their position.
3. The investigators must presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
4. The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the University and not on the parties.
5. Interviews shall be sought from the complainant, the respondent, any witnesses identified by the parties as relevant and necessary to the matter, and any witnesses determined by the investigator(s) to be relevant to the matter. If any witnesses identified by the parties as relevant and necessary to the matter are not interviewed, then the investigator(s) will state, in the written response to the parties, the reason(s) for not conducting the additional interviews.
6. Parties and witnesses may be interviewed more than once in order to gather all relevant information and evidence.
7. All relevant documents and evidence shall be gathered and reviewed by the investigator(s) and, upon request, made available for review by the parties, except to the extent that such documents and/or evidence contain privileged, confidential, or FERPA-protected information, which shall be determined solely by the University. For example, the University cannot access, consider, disclose, or otherwise use a party's records, that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the University obtains that party's voluntary, written consent to do so for a grievance process under this Policy. If a party is a minor, then the University must obtain the voluntary, written consent of a parent or guardian.
8. Due to the nature of most sexual harassment allegations, the parties will be interviewed separately and neither the complainant nor respondent will be permitted to directly question one another. However, the parties may have their advisors cross-examine the other party and/or their witnesses, in a live cross examination hearing. A complainant's or respondent's advisor may also be allowed to ask questions of their own party, to help the party explain the party's side of the story. Cross examination may not include questions about a complainant's sexual behavior or disposition, unless evidence of such behavior is offered to establish consent or to demonstrate that another party is responsible for committing the violation.
9. All investigations will be conducted under a preponderance of the evidence standard, meaning, the decision-maker will determine whether it is more likely than not that the respondent violated this Title IX Sexual Harassment Policy.

10. Both the complainant and the respondent may have a single advisor/support person of their choice present during any meetings with the investigator(s). The advisor/support person may not actively participate during any meetings or ask or answer any questions during the meetings. They may advise the parties privately but may not confer with them while the meeting is in progress. The investigator(s) may remove any advisor/support person who distracts or disrupts the investigatory process. The support person may be the same individual who represents the party at the live hearing with cross-examination. An advisor may participate in the hearing to conduct live cross examination of the parties or witnesses and to respond to questions from the decision maker.
11. The investigator(s) may record by electronic, stenographic, or other means any meeting, to the extent permitted by law. Other than the official recording made by the investigator(s), no photographs, tape recordings, videotapes, stenographic records, or other recordings of proceedings under this policy may be made by any person.
12. The investigation shall be completed as promptly as possible. Generally, investigations will be completed within *90 calendar days* of receipt of the complaint. However, complicated cases, absence of witness, school closings, or other factors may result in longer investigations. If the investigation will exceed *90 calendar days*, the investigator(s) will notify the complainant and the respondent.
13. The parties and their advisors shall receive simultaneous access to the investigative report.
14. The parties must have an opportunity to review all the evidence, including evidence upon which the University does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so each party can meaningfully respond to the evidence prior to the conclusion of the investigation.
15. Prior to completion of the investigative report, the University must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The parties and advisors are not permitted to disseminate the evidence subject to inspection and review. The parties must have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report. The University must also make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.
16. The investigators shall create an investigative report that fairly summarizes relevant evidence. At least 10 days prior to a hearing or other time of determination regarding responsibility, the University must send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response. The decider shall review the written responses prior to hearing.

HEARING:

1. The University must provide a live hearing, with cross-examination.
2. At the hearing, each party's advisor is allowed to ask the other party and any witnesses all relevant questions and follow-up questions, including those that challenge credibility.
3. A party is never permitted to cross-examine another party. Only the party's advisor can conduct cross examination.
4. An advisor can attend the hearing and conduct cross-examination, even if the party they represent does not appear. No assumption should be inferred about the appearance or non- appearance of the party.
5. Third party cross-examination of what a non-appearing party stated does not count as statements tested on cross-examination. For example, family or friends cannot appear on behalf of the non-appearing party and answer questions for them.
6. The decider may rely on a description of the words allegedly used by a respondent, if those words constitute part of the alleged sexual harassment at issue, even if the party does not submit to cross-examination.
7. Although the refusing party's statement cannot be considered, the decider may reach a determination based on the remaining evidence so long as no inference is drawn based on the party or witness's absence from the hearing or refusal to answer cross-examination (or other) questions. (Example: The complainant refused to answer cross-examination questions, but video evidence shows the underlying incident. The video evidence may still be considered.)
8. No statements in police reports, medical reports, or other documents can be considered statements of parties or witnesses who do not submit to cross examination.

9. The decision as to what occurred, whether it constitutes a policy violation, and what sanctions are appropriate shall be made by the decision-maker, who cannot be the same person as the Title IX Coordinator or the investigator. The decision-maker shall be trained on how to conduct a hearing, including any technology needed to conduct the hearing remotely.
10. The decision maker shall also be trained on how to recognize that a party should not be “unfairly judged due to inability to recount each specific detail of an incident in sequence, whether such inability is due to trauma, the effects of drugs or alcohol, or simple fallibility of human memory”.
11. The hearing may be conducted with all parties physically present in the same geographic location or in separate rooms. At the request of either party or at the University’s discretion, the hearing may occur with the parties located in separate rooms with technology enabling the decider and parties to simultaneously see and hear the party or the witness answering questions, using an online platform, such as Zoom, as long as both parties can see each other.
12. The University must create an audio or audiovisual recording or transcript, of any live hearing. It must be available to the parties for inspection and review.
13. Each party is entitled to the advisor of the party’s choice. If a party does not have an advisor, the University shall appoint an advisor, of the University’s choice, to conduct cross-examination in the place of the party’s advisor of choice. Both parties must have advisors, who may be, but are not required to be attorneys. There shall be no charge to either party for an advisor appointed by the University.
14. The parties shall have the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding. The University may, however, establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long the restrictions apply equally to both parties.
15. For reasons of confidentiality, the advisor is the only individual permitted to accompany the party at hearing, unless otherwise required by law (e.g., a sign language interpreter).
16. The advisor’s role in the hearing shall be limited to cross examination unless the advisor is asked a question by the decider. For all other meetings, the advisor may accompany the complainant or respondent. However, the advisor’s role is limited to that of silent support person in those other meetings.
17. The University will provide to a party, whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
18. The decider shall not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege (e.g., attorney-client, doctor-patient, etc.), unless the person holding such privilege has waived the privilege in writing.
19. At the live hearing, the decision-maker must permit each party’s advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including questions that challenge credibility. The advisor’s questions may test consistency, accuracy, and memory, so that the decision-maker can better assess whether a party’s story should be believed. The advisor may direct the decision-maker’s attention to implausibility, inconsistency, unreliability, and ulterior motives, in the other party’s statements. Appropriate questions will advance the asking party’s perspective with respect to the specific allegation at issue. The decider may also ask questions to help the decider determine whether or not a policy has been violated.
20. No party-on-party questioning will be permitted. Such cross-examination must be conducted directly, orally, and in real time by the party’s advisor of choice and never by a party personally. Other than this function, the advisor may not participate in the proceedings, except if the decider uses its discretion to allow participation, for the purpose of obtaining additional relevant evidence only.
21. If a party does not submit to cross examination at the live hearing, the decision-maker must not rely on any statement of that party or witness in reaching a determination regarding responsibility. However, the decider cannot draw an inference about the determination regarding responsibility based solely on a party’s or witness’s absence from the live hearing or refusal to answer cross-examination or other questions.
22. During the hearing, the decider will evaluate each question for relevance before an answer may be given to that question. Questions that are not relevant will be disallowed. Before a complainant, respondent, or witness answers a cross-examination or other question, the decider must first determine whether the question is relevant and explain

- any decision to disallow a question as not relevant. The decider is not required to give a lengthy or complicated explanation of a relevancy determination during the hearing. The decider may send to the parties after the hearing any revisions to the decider's explanation that was provided during the hearing.
23. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless: (a) such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant; or (b) if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
 24. Repetition of the same question, evidence that is duplicative of other evidence, and information protected by a legally recognized privilege that has not been waived is irrelevant.
 25. The decider will not exclude relevant evidence but may objectively evaluate such evidence by analyzing whether that evidence warrants a high or low level of weight or credibility.
 26. Both parties shall have an equal opportunity to present witnesses, including fact and expert witnesses, and other evidence, to show that the respondent either did or did not commit a policy violation.
 27. After the hearing, the decision-maker must issue a written determination regarding responsibility, applying the preponderance of evidence standard. There shall be an objective evaluation of all relevant evidence, including both evidence that tends to prove a policy violation and evidence that disproves a policy violation.
 28. The decision-maker will evaluate all admissible, relevant evidence for weight or credibility. The degree to which any inaccuracy, inconsistency, or implausibility in a narrative provided by a party or witness should affect a determination regarding responsibility is a matter to be decided by the decision-maker, after having the opportunity to ask questions of parties and witnesses, and to observe how parties and witnesses answer the questions posed by the other party. Corroborating evidence is not required. Credibility determinations are not based solely on observing demeanor, but are also based on other factors (e.g., specific details, inherent plausibility, internal consistency, corroborative evidence). Credibility determinations will not be based on an individual's status as a complainant, respondent, or witness.
 29. The written determination must include the following:
 - a. The standard of evidence for making the decision, which shall be the preponderance of the evidence standard (i.e., whether it is more likely than not that the violation occurred).
 - b. Identification of the Complainant's allegations potentially constituting sexual harassment, as defined above.
 - c. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held.
 - d. Findings of fact supporting the determination.
 - e. Conclusions regarding the application of the University's Title IX Sexual Harassment Policy and other relevant policies to the facts.
 - f. The result, as to each allegation, including a statement of, and rationale for the result, a determination regarding responsibility, any disciplinary sanctions the University imposes on the respondent, and whether remedies designed to restore or preserve equal access to the University's education program or activity will be provided by the University to the Complainant.
 - g. The University's procedures and permissible bases for the complainant and respondent to appeal.
 30. The University must provide the written decision to both parties simultaneously.
 31. The determination regarding responsibility becomes final, either on the date that the University provides the parties with the written determination of the result of the appeal, if one is filed or, if an appeal is not filed, the date on which an appeal would no longer be considered timely.
 32. The respondent shall not be informed of all remedies offered to the Complainant unless they specifically relate to the respondent.
 33. The Title IX Coordinator or the Deputy Coordinator is responsible for effective implementation of any remedies.

APPEALS

34. Each party shall have an equal opportunity to file a written appeal to the University's dismissal of a formal complaint or any allegations in the complaint or a determination regarding responsibility, within 10 calendar days of receipt of the determination on the following bases:

- a. Procedural irregularity that affected the outcome of the matter;
 - b. New evidence that was not reasonably available at the time of the determination regarding responsibility (the hearing decision) or dismissal was made, that could affect the outcome of the matter; and/or
 - c. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainant or respondent generally or the individual complainant or respondent that affected the outcome of the matter.
35. The appeal shall be filed with the Title IX Coordinator, who will assign the appeal to a trained senior administrator or external party for decision.
36. As to all appeals, the Title IX Coordinator must:
- a. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
 - b. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
 - c. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in this Policy;
 - d. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
 - e. Issue a written decision describing the result of the appeal and the rationale for the result; and
 - f. Provide a written decision simultaneously to both parties.
 - g. Appeals shall be resolved within 30 calendar days from the date of filing, unless good cause is shown, with written notice to the parties. Good cause may include, but shall not be limited to: the unavailability of parties, a party's advisor, or a witness (if needed); delays caused by concurrent law enforcement activity; the need for language assistance or accommodation of disabilities; school closings; or emergencies caused by the pandemic.

SANCTIONS

A complaint alleging sexual misconduct does not alone constitute proof of prohibited conduct. As such, the fact that a complaint has been filed against an individual in the past shall not be taken into consideration when evaluating or making decisions regarding the academic or employment status of such individual, unless the previous or current investigation results in a finding of a policy violation.

Persons found to be in violation of this policy will be subject to immediate and appropriate disciplinary action, proportional to the seriousness of the offense. Possible sanctions include: educational sanctions, oral or written warning/reprimand, loss of privileges, mandatory training or counseling, disciplinary probation, performance improvement plan, last chance agreement, University or social probation, expulsion from school, reassignment, fine, restitution, no-contact order, restriction from specific University programs or activities, restriction from University employment, involuntary leave of absence, and/or removal and exclusion from Parker University property.

EMERGENCY REMOVAL

The University may remove a respondent from the University's education program or activity on an emergency basis, provided that the University performs an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision shall not modify any rights under the Section 504 of the Rehabilitation Act of 1973 or other applicable laws.

TRAINING, PREVENTION AND EDUCATION

Parker University provides educational resources, programming and counseling services throughout the year related to the prevention of sexual assault, stalking, and domestic and dating violence. Educational awareness and training programs are presented during student and employee orientations. The Title IX Coordinator also provides routine and ongoing education and training related to the prevention of sexual assault, stalking, and domestic and dating violence.

Parker University now requires that all students and employees successfully complete an on-line training course/program on the awareness and prevention of sexual assault, stalking, and domestic and dating violence. The on-line training course/program is currently provided through an outside vendor and addresses the following:

- Definitions of sexual harassment, sexual assault, domestic violence, dating violence, stalking, and consent;
- Safe and positive options for bystander intervention that may be utilized by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person; and
- Information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks, among other topics.

In addition to the on-line training course/program, students and employees are required to successfully complete a refresher course/program annually.

All individuals designated to serve as investigators, deciders, facilitators, advisors, and appeal panelists under this policy (including the University's Title IX and Disability Coordinator) receive training and education regarding these policies as required by Title IX and Clery Act regulations. Investigators are trained on how to conduct proper investigations in a prompt, thorough, and impartial manner. Training and certification is conducted by the Title IX Coordinator, and by other trained professionals.

RECORDKEEPING

The University must maintain, for a period of seven years, records of:

1. Each sexual harassment investigation, including any determination regarding responsibility and any audio or audiovisual recording or transcript required under this policy; any disciplinary sanctions imposed on the respondent; and, any remedies provided to the complainant designed to restore or preserve equal access to the recipient's education program or activity;
2. Any appeal and the result of the appeal;
3. Any informal resolution and the result of the informal resolution; and
4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The University must make these training materials publicly available on its website.
5. A University must create and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the University must document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the University's education program or activity. If the University does not provide a complainant with supportive measures, then the University must document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

CAMPUS SAFETY AND SECURITY

Parker University has contracted with Allied Universal Security to provide the University with a full line of security services within the Security Department. The Security Department responsible for providing the safest educational environment possible to our students, staff, and faculty. The Security Department strives to accomplish its goals through various methods and resources including around the clock armed and unarmed uniformed security officers, interior and exterior cameras along with a six-foot-high perimeter fence to promote a physical and mental barrier.

Security also manages the property by enforcing parking regulations, making frequent patrols, assisting students with reports of any emergencies or criminal acts, providing requested escorts, conducting investigations and supporting local law enforcement with major events or incidents on campus.

Crime Reporting

When security personnel are notified of an emergency situation or criminal activity, the Security Officer or Director will determine whether local law enforcement will be needed to assist or if the Security Department will provide the full service.

For the safety of all, we strongly encourage our students, staff, and faculty to immediately report all suspicious activity and/or criminal acts. As an alternative you may also report criminal activity to deans, directors, student organizations, and local law enforcement but please ensure that Security is notified as soon as possible.

For accurate and prompt reporting of all crimes:

1. Report criminal incident in an accurate and timely manner.
2. Security will prepare and complete a written crime report of the incident.
3. In the event an individual cannot get in touch with security call 911.
4. Assist in notifying the appropriate law enforcement agency.
5. Reports will be forwarded to the appropriate offices, for review and potential action.
6. Be prepared to provide as much information about the incident as possible to Security, including suspect and vehicle descriptions and details of the event.

The Security Department is located at:
2611 Electronic Lane, Standard Process Activity Center

Campus Security Phone Numbers are as follows: 214.837.8510 or EXT 7911
Emergency-- Dallas Police – 911

In compliance with the Jeanne Clery Disclosure and the Annual Security Report, the Security Department compiles and maintains the incident reports for public view; that report is maintained at the Security Department for review as well as found in MyParker.com under "Campus Life". In addition, the Report may be distributed by e-mail.

Campus Safety Inspections

Security officers routinely report lighting outages and safety concerns to the campus Facilities Department for repair and replacement.

- All outside lights are checked by Security each evening, and bulbs replaced by Facilities as needed.
- All fire exit lights are checked by Security once a week and replaced as needed.
- Sprinkler systems are checked by Frontline Protection once a year and repaired as needed.
- All fire extinguishers are checked by Frontline Protection Service once a year and replaced if needed.
- All smoke detectors are checked by Frontline Protection once a year and replaced as needed.
- All classrooms, their doors and all rooms are checked after closing each night by security.
- Motion detectors are installed in most hallways.

Safety Awareness

The following programs will be utilized to inform students about campus security procedures and practices, to encourage students to be responsible for their own security and the security of others and to inform students about the prevention of crimes as well as safety awareness.

1. Student orientation program
2. Student Handbook
3. Safety awareness information is broadcast on PIN (Parker Information Network-TV Monitors) on a periodic basis.
4. Programs may be given during an Assembly, which all students may attend.

Timely Warning / Emergency Notifications

Parker University has a number of ways to communicate an immediate threat to the health and safety of our students and employees. In the event of an actual emergency, the Security Department will initiate the emergency response. The Chief Marketing Officer, Security Director, and IT Department will all have access to the *BlackBoard Connect* Notification System. The notification options will allow for alerts to be sent through phone messages, emails, and phone texts.

The decision for the method of notification depends on the type of threat it presents to the campus. Additional methods used for dissemination of information are the public address system and assemblies. The notifications are conducted without delay upon receiving confirmation from security or another appropriate entity, unless it is determined that such information will adversely impact the outcome of the event, victim, or compromise law enforcement efforts.

A notification of a significant emergency will be sent to the entire campus due to the close proximity of the buildings and the regular interaction of all members of the campus community.

Emergency Response

The moment of an “Emergency Notification” or “Timely Warning” will activate the Response Team Members to the designated command center. The President, Security Director, Provost, or Chief Operating Officer will determine an appropriate response.

The Parker Executive Team will coordinate with the Incident Commander, Marketing Team, Human Resource, and IT Department in order to formulate and disseminate current information to the local news media, radio, and MyParker. If either of the emergency alerts is deemed necessary and local law enforcement is called to the campus, they will take over the command and determine the course of action as deemed necessary.

It is also important to know the difference between an “Emergency Notification” and “Timely Warnings”. A Timely warning can be used for crimes described in the Clery Act such as criminal homicide, aggravated assaults, sexual assaults, robbery, etc. The Emergency Notification is much broader and applies to an ongoing emergency that may have a prolonged and dangerous consequence to health and safety of others. Some examples used for the notification would be severe weather, gas leaks, hazardous chemical spills, active shooter, etc.

Anyone with information warranting a “Timely Warning” or “Emergency Notification” can contact one of the following numbers.

Name	Department	Location	Suite	Phone Number
Security	Security Office	Activity Center	102	214.837.8510
Provost	Provost Office	South Building	211	214.902.3486
Human Resources	Human Resources	South Building	218	214.902.2450
Dean of Student Affairs	Student Affairs	South Building	209	214.902.2422
Clinic Director	Academics	Dallas Clinic	Office	972.438.9355

The decision to issue a campus wide evacuation is delegated to one of the following: Security Director, President, Provost, and Chief Operating Officer.

Inclement Weather

The *BlackBoard Connect* notification system will send alerts via e-mail, voice mail, call, and/or text message with details regarding class cancellation. The Parker University main phone line will also have a pre-recorded message to inform students with school opening, class cancellations, and delays.

If the University closes for inclement weather, it will be broadcasted on the major four television stations, ABC - Channel 8 (WFAA), Fox - Channel 4 (KDFW), NBC - Channel 5 (KXAS) and CBS - Channel 11 (KTXA) by 5:00 AM.

Students may also visit www.parker.edu or social media (Facebook) where additional information will be posted.

Infectious Diseases

Parker University does not discriminate on the basis of disability in admission, administration of policies and procedures, scholarships or loan programs, student activities and organizations, employment practices or any University administered program.

Students or employees who are infected with the HIV virus, Hepatitis, Tuberculosis or other infectious diseases will not be denied access to activities, services or facilities, unless deemed necessary by the Director of Clinics or Dean of the College of Chiropractic. The University will make all reasonable accommodations for students and employees as long as they can perform their essential activities.

Health care providers, students, and employees will be restricted from working with patients only when the health of the provider does not permit him/her to work or the health of the provider may harm the patient.

In accordance with the recommendations of the Centers for Disease Control, the following conditions will restrict a person from working with patients: infectious diarrhea, contagious skin lesions, acute pulmonary infections or other contagious diseases, which might pose a health risk. The individual must obtain clearance from the Director of Clinics or Dean of College of Chiropractic before returning to work. The Safety Officer will counsel students and employees with asymptomatic HIV infection, AIDS, Hepatitis, Tuberculosis or other infectious diseases to minimize the potential risks.

CONFIDENTIALITY - The University will comply with Federal and State laws, regulations and policies to protect the confidentiality of medical and educational records. Students or employees, with knowledge of infected individuals, should not identify those individuals to others, except as provided by law or regulation.

EDUCATION:

The Human Resources Department will distribute a job description to all new employees that involves potential exposure to blood borne pathogens, an educational pamphlet which describes the method of transmission, and the methods of preventing HIV infection or infection from other infectious diseases.

- a. The Department of Student Affairs will make available to all new students an educational pamphlet which describes the method of transmission, and the methods of preventing HIV infection or infection from other infectious diseases.
 - b. An education and training program will be coordinated by the Safety Officer, Director of Clinics or Vice President of Academics for all individuals with responsibilities for patient care or who handle human blood, tissue, or secretions.
 - c. Because a risk to personnel exists, precautions for preventing the spread of an infectious disease from or to patients, students and other personnel will be followed as recommended by the Centers for Disease Control.
2. Director of Clinics or Vice Provost- will be responsible for all cases of infectious diseases. The doctor(s) will:
 - a. Determine the fitness of health care workers to perform clinical duties and will have final authority to determine restriction from clinical activities.
 - b. Provide supervision of all personnel who are infected.
 - c. Provide or make arrangements for psychological counseling for all health care workers who have the HIV virus, Aids, or Hepatitis or other infectious diseases, if deemed necessary by the Doctor.
 - d. Provide an education program for all health care workers who work with patients or specimens or perform invasive procedures regarding the epidemiology, modes of transmission and the prevention of infection and the need for routine precautions.
3. Parker University will observe the following guidelines for preventing the spread of AIDS, Hepatitis, Tuberculosis and other infectious diseases, as recommended by the Centers for Disease Control:
 - a. All health care workers who perform invasive procedures must be educated regarding the epidemiology, modes of transmission, prevention of infection and the need for routine precautions.
 - b. All health care workers who perform or assist in drawing blood and processing blood and urine specimens must wear latex or vinyl gloves and use other appropriate precautions when indicated, mask, eye coverings and gowns. "Needless" systems will be used if available. If a glove is torn or penetrated by a needle stick or other injury, the glove will be removed, the hands washed and a glove used as promptly as patient safety permits. The Safety Officer will be notified to complete a needle stick form required by the Texas Department of Health. After contact with each person, gloves are to be discarded in the biohazard bag and hands washed. After specimens are processed, gloves are to

be discarded in the biohazard bag and hands washed. A new glove is to be used with each patient. Do not wash, disinfect, or reuse gloves.

- c. All health care workers who perform or assist in invasive procedures must use extraordinary care to prevent injuries to hands caused by needles during disposal of needles, or during procedures. Needles and disposable syringes are not to be recapped, purposefully bent or broken, removed from disposable syringes or manipulated by hand. Used disposable syringes and needles will be placed in Biohazard Sharps containers for disposal. These containers will be placed as close as is practical to where needles or items are being used.
- d. Laboratory work surfaces and scientific equipment will be cleaned and then disinfected with an appropriate chemical germicide after a spill of blood or urine, as well as when work activities are completed. Gloves will be worn during the cleaning and disinfecting procedures.
- e. If an incident occurs during an invasive procedure that results in exposure of a patient to the blood of a health care worker or any other person, the Director of Clinics and the Safety Officer should be informed immediately. A needle stick report will be necessary if a sharp object is involved per the Texas Department of Health rule.
- f. All health care workers and interns with evidence of any illness that may compromise their ability to adequately and safely perform invasive procedures should be evaluated.

4. Housekeeping Procedures

- a. Disposal procedures for syringes and scalpels – all contaminated syringes and instruments in patient treatment areas and laboratories will be placed in Biohazard Sharps containers which are marked with the biohazard symbol. Only individuals who are knowledgeable of the hazards will transport containers to a designated pick up point.
- b. Disposal procedures for paper, plastic and unbroken glass objects contaminated with human secretions or blood - patient treatment areas will have on hand a supply of heavy plastic bags which are designated for placing infectious human waste, blood or secretions and articles contaminated with infectious materials. An employee will be designated to close the bags of contaminated materials at the end of each work day. The bags will be transported to the designated pick up point by an individual who is knowledgeable of the hazards.
- c. Control of infection in the event of accidental spills of human secretions, blood or wastes in patient areas.
 - 1) In the event that non disposable items, such as a chiropractic adjustment table becomes contaminated, all items will be disinfected with a 1:10 solution of chlorine bleach or an approved commercial disinfectant spray (let sit for 10 minutes, then wipe dry). All wiping materials should be placed in the biohazard bag or box located in the blood lab.
 - 2) In the event that a bag of infectious waste breaks during transport, the transporter will wear double gloves and transfer the spilled articles into another bag. This bag will be placed inside of another bag along with the outer pair of gloves and the outer bag secured.
 - 3) If spills occur inside a building, the transporter will thoroughly soak the area of the spill with a 1:10 dilution of chlorine bleach or approved commercial disinfectant spray for ten minutes, followed by wiping the area clean, and transferring the contaminated articles to biohazard bag. During cleanup, disposable gloves will be worn.
 - 4) Reporting exposures - all accidents or incidents that result in exposure to human blood or secretions must be documented with the Accident/Injury Report.

MISCELLANEOUS INFORMATION

Rights Reserved

Parker University reserves the right to modify requirements for admission or graduation with due notice; to change the arrangement or content of courses, instructional methods used or tuition and fees charged; to change or modify any regulations(s) affecting the student body; to refuse admission or re-admission to any person at any time, or to suspend or dismiss any student at any time, if it is deemed to be in the best interest of the University or of the student.

The policies, regulations and procedures listed in this handbook 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 policies, regulations or procedures, which may arise as a result of errors in the preparation of this handbook.

Each student is individually responsible for knowledge of the current academic policies and regulations, general and specific policies and procedures that apply to all facets of student life, as contained in this Student Handbook, the University Catalog, other official documents and publications of the University, and postings on bulletin boards.

Statement of Non-Discrimination

Parker University does not discriminate on the basis of race, color, sex, nationality, ethnic origin, age, sexual orientation, religion, or disability, in admissions, administration of education policies and procedures, scholarship and loan programs, student activities and organizations, student job opportunities and other University administered programs. If you believe you have been discriminated against because of race, color, sex, nationality ethnic origin, age or disability, please contact the Human Resources.