

# University of Bridgeport School of Chiropractic

## Student Handbook



**Fall 2024**

(August 19, 2024)

*Every effort is made to ensure the accuracy of information contained in the UBSC Handbook. UBSC reserves the right to make changes without prior notice.*

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## Preface

All students are responsible for being familiar with and complying with the current version of the UBSC Handbook, which contains policies and procedures for the Program generally, as well as specific Program components. All students are also responsible for being familiar with and complying with the current version of the *Key to UB* and the *University of Bridgeport (the "University") Catalog*. Please refer to the *Key to UB* <https://www.bridgeport.edu/key-to-ub/> and the *University Catalog* <https://www.bridgeport.edu/academics/catalog> for full University policies and procedures.

This edition of the Handbook replaces any previous version of the Handbook. The online edition of the Handbook contains the most current version of these materials, which is available on the Key to UB <https://www.bridgeport.edu/key-to-ub/>

While this Handbook covers policies for the entire curriculum, there are more specific requirements for the Program's clinical components contained in the UBSC Clinical Services Manual. Students must comply with all requirements contained therein.

The policies and procedures contained herein are subject to change without prior notice. The provisions of this Handbook do not and are not intended to create either an expressed or implied contract with any student. The University reserves the right in its exclusive direction to add, modify, delete, deviate, or amend the provisions of the Handbook, or grant exceptions from the applicability of its provisions.

## 1.0 Overview of School

This Handbook is designed for the students of the University of Bridgeport School of Chiropractic. It is meant to be a companion to all course syllabi and the *Key to UB*.

## 1.1 Chiropractic Oath

*I do hereby affirm before God and these assembled witnessed that I will keep this oath and stipulation.*

*To hold in esteem and respect those who taught me the chiropractic healing art, to follow the methods of treatment which according to my ability and judgment I consider for the benefit of my patients; to abstain from whatever is deleterious and mischievous; to stand ready at all times to serve my fellow man/woman without distinction of race, creed, or color.*

*With purity I will pass my life and practice my art; I will at all times consider the patients under my care as of supreme importance; I will not spare myself in rendering them help which I have been taught to give by my alma mater; I will keep inviolate all things revealed to me as a physician.*

*While I continue to keep this oath, unviolated, may it be granted to me to enjoy life and the practice of the chiropractic healing art, respected by all at all times.*

## 1.2 Accreditation

The Doctor of Chiropractic degree program of the University of Bridgeport School of Chiropractic is accredited by:

The Council on Chiropractic Education (CCE)  
8049 North 85<sup>th</sup> Way  
Scottsdale, AZ 85258-4321  
Telephone: (480) 443-8877  
<http://www.cce-usa.org>

## 1.3 Vision Statement

*Graduate future chiropractic physicians capable of providing excellent evidence-influenced, patient-centered and coordinated health care.*

## 1.4 Mission Statement

*Educate chiropractic students to be successful providers of highly competent patient-centered care by utilizing best practice educational methodologies, engaging in relevant scholarly activities, and providing effective service to our University, School, and local communities.*

## 1.5 Core Values

**Students are required to adhere to the following core values:**

### ***Diversity & Respect***

- ***Honor and Respect*** for all individuals regardless of age, race, ethnicity, gender, sexual orientation, disability, or religious background
- ***Appreciate*** the opportunities created from learning about the traditions and beliefs of others
- ***Recognize*** that a diverse set of ideas enriches the learning environment

### ***Collaboration & Excellence***

- ***Strive*** to achieve excellence in all duties and tasks
- ***Seek out*** the opportunities to develop professional relationships
- ***Facilitate*** collaboration amongst health care professionals

### ***Integrity & Success***

- ***Practice*** honesty, righteousness, decency, and fairness at all times
- ***Achieve*** success by utilizing a high level of integrity and strong moral compass
- ***Foster*** a culture of continuous reflection and quality improvement

### ***Innovation & Scholarship***

- ***Devise*** a curriculum and learning environment employing best practice learning theories and methodologies
- ***Create and apply*** innovative methods for teaching physical medicine techniques
- ***Advance*** the chiropractic profession through scholarship and research

### ***Student Centered***

- **Enable** success by mentoring all students with a high level of attention to their individual needs
- **Develop** fair, valid, transparent, and rigorous assessment methods
- **Inspire** scholars and future leaders who advance the science and practice of chiropractic health care

### ***Patient Centered***

- **Assess** a patient's health care needs accurately
- **Design** care plans considering the needs and desires of the patient coupled with the practitioner's expertise and the best available evidence
- **Provide** all health care services in a compassionate and respectful manner
- **Promulgate** the belief that high-quality health care is a right and not a privilege

### ***Health and Well-being***

- **Recognize** that the body is an integrated unit with intrinsic self-regulating and healing mechanisms
- **Acknowledge** that health is a state of complete physical, mental, and social well-being and not merely the absence of disease or infirmity.
- **Empower and educate** individuals to achieve their health care goals

## ***1.6 Paradigm of Care***

UBSC recognizes chiropractic as an evidence-influenced health care profession with particular expertise in the spine and neuromusculoskeletal systems. We emphasize the integration of care with other health care providers to deliver a patient-centered and preventative focused approach to health.

The UBSC program emphasizes that chiropractors must diagnose and manage each patient's presenting illness, manage other health conditions, disorders/diseases, reduce/eliminate pain and promote health and wellness. The ultimate goal is to enable patients to achieve their highest optimal level of health, whatever that may be for each individual.

The UBSC model of health care emphasizes that:

- The body is an integrated unit
- The body has intrinsic, self-regulating healing mechanisms
- Structure and function are interrelated
- The neuromusculoskeletal system can affect the function of other body systems, and, in turn, be affected by these systems

## ***1.7 UBSC Programmatic Outcomes***

Upon successful completion of the UBSC Doctor of Chiropractic program the graduate will have the ability to:

1. Apply basic science information to the clinical sciences, with focus on the role of the neuromusculoskeletal system, normal and abnormal human structure, function, and homeostasis with the overarching goal of assessment, diagnosis, treatment, and management of patient health conditions.

2. Obtain and document an accurate, detailed, case-appropriate history from a diverse patient population in a non-judgmental and empathetic manner.
3. Select, perform, document, and evaluate case-appropriate examination procedures and diagnostic tests, based on patient history and presentation, with sensitivity to disability, race/ethnicity, culture, belief systems and gender identity.
4. Develop a list of differential diagnoses, determine working diagnoses and prognoses, and communicate these to patients in an accurate and concise informed consent.
5. Develop, document, and monitor appropriate, evidence-informed management plans for acute, sub-acute, and chronic levels of pain and dysfunction that address biopsychosocial factors, goals, obstacles, risks, benefits, and alternatives to care while incorporating patient values and expectations.
6. Identify and apply appropriate use of chiropractic techniques, therapeutics, and other conservative care methods including recommendations for the modification of lifestyle behavior, activities of daily living and/or dietary and nutritional habits.
7. Identify and document the need for appropriate referral of patients to other health care professionals or agencies for emergency, follow-up, or collaborative care.
8. Demonstrate effective, respectful, honest, and compassionate communication with patients, their families, the community, and other stakeholders while employing sensitivity to disability, race/ethnicity, culture, belief systems, gender identity, and socioeconomic status.
9. Demonstrate the ability to utilize health care informatics and scientific literature databases to locate and critically appraise research to facilitate evidence-informed practice.
10. Identify the roles and responsibilities of all members of an inter-professional healthcare team and work collaboratively to deliver the highest level of safe, effective, and equitable patient-centered care.

## **1.8 Licensure Requirements**

The Doctor of Chiropractic degree program offered by the University of Bridgeport School of Chiropractic is accredited by the Council on Chiropractic Education (CCE). The School meets or exceeds the minimum educational requirements suggested by the CCE. Students who receive the Doctor of Chiropractic degree from UBSC are eligible for licensure in all states, Washington, D. C., Puerto Rico, the Canadian Provinces and other foreign countries as regulated by local laws and regulations without restrictions. Many states require students to complete Parts I, II, III, and Physiotherapy examinations as offered by the National Board of Chiropractic Examiners (NBCE). Further, most states also require that students pass the Part IV Practical Examination offered by the NBCE and some states may require that licensees pass an ethics/jurisprudence exam.

**Students are responsible for contacting the NBCE or the Federation of Chiropractic Licensing Boards (FCLB) for specific information pertaining to licensure of the state(s) they wish to practice in.**

For more information on either NBCE or FCLB:

National Board of Chiropractic Examiners  
901 54<sup>th</sup> Avenue  
Greeley, CO 80634  
Phone: (970) 356-9100  
Website: <http://www.nbce.org>  
Email: [support@nbce.org](mailto:support@nbce.org)



Federation of Chiropractic Licensing Boards  
 5401 West 10th Street, Suite 101  
 Greeley, CO 80634  
 Phone: (970) 356-3500  
 Fax: (970) 356-3599  
 Email: [info@fclb.org](mailto:info@fclb.org)  
 Website: [www.fclb.org](http://www.fclb.org)

\*For information about the effect of a criminal conviction on an individual's eligibility for licensure, please see Section 5.5.

## 1.9 Non-Tuition Program Fees (Not including books)

The following is a list of likely costs (approx. estimates) you will incur throughout the UBSC program. Costs are subject to change.

### Semester One

Dissection Kit	\$ 30.00
Lab Coat/Scrubs	\$ 25.00
Plastic Spine Model	\$ 105.00
Extremity Drop Piece	\$ 100.00
Shorts & Top for Technique Classes	\$ 50.00
Lab Gown for ortho/tech/physical exam	\$ 12.00

### Semester Three

Equipment for Physical/Neuro exam	\$1,200.00
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### Semester Four

FAKTR Instrument (Soft Tissue)	\$ 300.00
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### Semester Five

Clinic Coat	Cost Covered by SGA
First Aid, CPR, AED	Cost Covered by SGA
NBCE Exam – Part I	\$710.00

### Semester Seven

Summer Session Fees	\$ 440.00
Security Background Check	\$ 120.00
NBCE Exam – Part II	\$ 710.00
NBCE Exam – Part III	\$ 710.00
NBCE Exam – PT	\$ 450.00

*[Single exam re-takes Parts I-II & PT: \$335.00 – not included in final calculation]*

### Semester Eight

Travel to Clinical Rotations	\$ 500.00
NBCE Exam – Part IV	\$1,585.00
Part IV Travel Costs	\$ 950.00
Graduation Fee (Regalia)	\$ 150.00

**TOTAL \$8,147.00**

## 2.0 Academic Policies of the Program

### 2.1 Curriculum

The UBSC curriculum contains a total of 4587 hours with content in three distinct areas:

Basic Sciences	1152 Hours
Clinical Sciences	2277 Hours
Clinical Services	1158 Hours
Total Hours	4587

See the UB Catalog <https://www.bridgeport.edu/academics/catalog> for more information.

### 2.2 Examination Policy

1. Books, phones, and ALL electronic devices (including SMART watches), bags and other personal items should be placed in front of the room and removed at the conclusion of the test.
2. Students are prohibited from wearing hats with brims and tinted eyewear. Any student who refuses to comply will not be eligible to take the test.
3. No questions will be answered except those regarding instructions or typos. Faculty may place instructions on the test that direct students to identify and write about questions they have a concern with. This will be incorporated into grading at the discretion of the instructor.
4. Students must stay seated during tests and raise their hand if there is a question about instructions or a typo. Leaving the test seat will terminate the test.
5. No bathroom breaks are allowed unless there is a medical excuse. This should be documented before the test. Beverages are allowed at the test seat.
6. All testing materials are the property of the school. Students will not take any materials with them or make copies of anything unless expressly told to do so by the instructor.
7. Inappropriate test taking behavior is strictly prohibited. Inappropriate test taking behavior is defined as any action, either overt or covert, on the part of a student taking the examination, which is deemed **unacceptable by the faculty member or proctors in attendance.**

Examples of inappropriate test taking behavior include, but are not limited to, the following:

- Communicating, in any manner, with another student during the testing procedure.
  - Exchanging papers during an examination.
  - Making information available or easily accessible to another student.
  - Carrying books or notes into an examination and referring to said books or notes during the course of the examination.
8. Effective fall 2022 term, UBSC has a no re-sit exam policy. Students will not be allowed and/or offered a re-sit exam if they fail a course examination and/or the course.

UBSC adheres to the Academic Integrity Policy and Procedures contained in Chapter Two of the *Key to UB*. Discipline for academic dishonesty – including cheating (e.g. inappropriate test taking behavior) and plagiarism – shall be implemented in accordance with the Academic Dishonesty

## 2.3 Attendance Requirements

Each student is expected to attend and participate in all lectures and laboratories and other activities associated with the total completion of a given course as defined in the course syllabus. ***Any student who has unexcused absences from class in excess of ten percent (10%) of the total class hours will have his/her grade reduced by a whole letter grade (i.e., B to C) for lack of participation. A student who has unexcused absences from class in excess of twenty percent (20%) of the total class hours may fail the course due to excessive absences.*** Other attendance requirements may be outlined in a particular professor's course syllabus.

*Excused absence:* An excused absence requires that a student provide written request to his/her faculty member. An excused absence is limited to the circumstances and deadlines narrowly defined below:

- **Religious Holidays:** must be requested in writing to the faculty member at least three (3) days before the religious holiday. Ex post facto (after the fact) notice is not accepted;
- **Known Medical or Legal Reason for Student:** must be requested in writing at least three (3) days before the absence. The faculty member may require documentation. Ex post facto notice is not accepted;
- **Death in Immediate Family:** includes death of significant other, child, mother, father, siblings, and/or grandparents. Written notice must be provided within three (3) days of the absence;
- **Medical:** unplanned medical or health issue, including without limitation: car accident, illness, injury to body, etc. Written notice must be provided within three (3) days of absence. The faculty member may require documentation; or
- **Miscellaneous Extenuating Circumstances:** unexpected or unplanned circumstances, including without limitation: inclement weather or serious illness of dependent. Written notice must be provided within three (3) days of absence. The faculty member may require documentation.
- **School Sponsored Events:** any event approved by the administration of the school where students are required to attend for educational or other learning purposes.

Any missed assignment or examination must be made up within one week of the excused absence. If the student fails to timely do so, s/he shall receive an automatic grade of zero for the missed work.

*\*Faculty may have specific attendance requirements for their course. It is the responsibility of the student to ensure they are familiar with the attendance requirements for each course.*

*Unexcused Absence:* An unexcused absence is defined as follows:

- An absence which, in the faculty member's discretion, does not qualify as excused absence (as defined above); or

- Any instance where a student arrives to class more than 15 minutes late to class or leaves class more than 15 minutes early. It is the student's responsibility to confirm with the faculty member that s/he has been marked present.

**Any missed assignment or examination resulting from an unexcused absence shall earn an automatic grade of zero. There will be no opportunity to retake or submit at a later date.**

***It is ultimately the responsibility of the student to monitor his/her absences.***

Additionally, if a student has an extended illness or other problem(s) that will necessitate missing a significant portion of courses, he/she should consult with the Director or his/her designate to determine the advisability of taking a leave of absence for the semester.

## 2.4 Late Instructors

If an instructor fails to appear for class within **30 minutes** of the beginning of the class and has not previously notified the school or class representative, the students may leave without penalty of being counted absent. Within the first 30 minutes, the class representative should check with the administrative offices (Director or his/her designate) to determine whether or not the instructor has contacted the school regarding an unplanned absence. ***If the instructor arrives after 30 minutes, he or she should not cover any new material with any remaining students.*** Continued tardiness on the part of any faculty member should be reported by a representative of the class to the Director or his/her designate.

If a student is late for a mid-term or final written examination, he/she will be eligible to sit for the examination as long as no other student from the class has left the room. The student will not receive extra time.

## 2.5 Grading

A variety of evaluation tools are used to evaluate student competency, including examinations, written and oral presentations, discussion boards, and group projects. The type of evaluation used in each course will be delineated in the course syllabus. Although some courses may be pass/fail, most course work will be evaluated by a letter grade. The PROGRAM letter grade system for courses is as follows:

### Academic Grades

<u>Grade</u>	<u>Numerical Equivalent</u>	<u>Quality Points</u>
A	90-100	4.0
B+	85-89.9	3.5
B	80-84.9	3.0
C+	75-79.9	2.5
C	70-74.9	2.0
F	0-69.9	0.0

**S/U Satisfactory/Unsatisfactory:** The University's equivalent of Pass/Fail.

**I Incomplete:** Terminal coursework remains incomplete when final course grade is entered, resulting from a legitimate, unavoidable reason (illness, family emergency, etc.) as determined in the sole discretion of the student's faculty member. A grade of "I" shall revert to a failing grade ("F") if the unfinished work is not satisfactorily completed by the beginning of the next semester.

**W Withdrawal:** Grades of “W” are determined in accordance with the deadlines set forth in the “Graduate and Undergraduate Academic Calendar” refer to the UB Academic Calendar regarding withdrawal deadlines, etc., <https://www.bridgeport.edu/academics/academic-calendar>

Also, refer to section 2.10 Withdrawal and Leave of Absence found in this handbook.

## 2.6 *Academic Honors and Awards*

Cum laude, magna cum laude or summa cum laude are awarded to students who complete the chiropractic program with honors. These honors are calculated on the completion of seven (7) semesters of course work. Cum laude is awarded to graduating seniors who have obtained a cumulative grade point average of 3.60 to 3.74. Magna cum laude is awarded to graduating seniors who have obtained a cumulative grade point average of 3.75 to 3.89. Summa cum laude is awarded to graduating seniors who have obtained a cumulative grade point average of 3.90 to 4.00.

### 2.6.1 Director’s Award

The Director’s award is an award given to a student who has demonstrated academic excellence along with the ability to take on a leadership role wherein they have been involved in student government as well as participating in school and university functions and representing UBSC and the profession in a positive and constructive manner.

### 2.6.2 Valedictorian

A student who has earned the highest academic achievement, calculated CGPA from semesters one through seven.

### 2.6.3 Clinical Excellence Award

This award recognizes students from each graduating class who exhibit above-average clinical acumen and expertise, professionalism, and service ethic.

Candidates for the award must distinguish themselves in the following areas:

1. Performance of community service such as participating in lay lectures, health screenings, community outreach events.
2. Participation in Satellite Clinics, VA, or other off-campus opportunities.
3. Demonstrates patient centered care, is compassionate, and is supportive towards patients, clinicians, and peers.
4. Provides motivation and leadership towards peers, is willing to work with and help others and is a team-based participant.
5. Seeks on-going improvement, accepts criticism, feedback and uses it as an opportunity for further improvement and development.
6. Exhibit superior skills based upon clinical evaluations.
7. Recommendation by clinical services faculty.

### 2.6.4 Student Clinic Award

The student who has demonstrated exemplary service as a Clinical Assistant to the Department of Clinical Services in the Student Clinic.

### 2.6.5 Richard E. Vincent, DC Leadership Award

Selected by the UBSC faculty, staff and administration, a student that contributed a significant amount of time/effort with the organization of UBSC student activities both on and off campus, and/or served on multiple clubs.

More than one student can receive this award. This award also recognizes outstanding leadership demonstrated by serving as a positive role model, contributing to the success of the program, and/or assisting their classmates to be successful.

### 2.6.6 Student Research Award

Selected by the UBSC faculty, staff and administration, a student that contributes a significant interest in research projects, and/or poster presentations both on and off campus and/or Faculty Research Day.

More than one student can receive this award. The award also recognizes students that have contributed to the success of the program and/or assisted their classmates to be successful.

## 2.7 Student Assessments

### 2.7.1 Cognitive Assessment

Students will be regularly assessed in each course to determine if they have met the learning objectives and other criteria required for successfully passing the course.

***\*It is the students' responsibility to ensure they are progressing at a satisfactory level. Students are encouraged to set appointments with their respective professors when they are struggling with the course material\****

***\*Students will be required to purchase physical examination (PE) equipment for their 3<sup>rd</sup> semester course DX 611 lab. This PE equipment will also be used in other courses during your education: Orthopedics/Neurology labs; DX 612L, DX 623L and Differential Diagnosis lab DD 711L; Student Clinic, CS 721 and Outpatient Clinic CS 812, CS 823 and CS 824\****

Additionally, there are two objective standardized clinical examinations (OSCEs).

- 6<sup>th</sup> Semester OSCE: This exam is administered in August and January of each year. This exam is a clinically oriented practical examination that evaluates students preparing to enter the clinic system (student and outpatient). This exam will be part of the 6<sup>th</sup> semester Clinical Service I course CS 721. The exam will be worth 30% of the final course grade.
- 7<sup>th</sup> Semester OSCE: This exam is administered April and November of each year. This exam is a clinically oriented practical examination that evaluates students near the end of their clinical training in 7<sup>th</sup> semester to assess how they are progressing with their clinical skills. This exam will be part of the 7<sup>th</sup> semester Clinical Service II course CS 812. The exam will be worth 25% of the final course grade.

These exams are formative assessments so students may learn and grow from their performance. These exams are used to provide feedback to students about their clinical performance and areas, if warranted, that are in need of improvement. The OSCE exams are comprised of multiple activity stations where students are evaluated on clinical performance in the following competencies: history taking, performing a physical examination, diagnostic imaging,

diagnosis and treatment. Stations requiring students to demonstrate clinical competency/ chiropractic procedures are observed by examiners and evaluated using checklists and/or scoring rubrics to indicate the student's level of performance. Students are provided with a score report that shows the number of points earned for each station and total score, the passing score for each station, and their pass/fail status for each station and total score. Also, reported are global scores for stations in which examiners rate students' overall performance. The specifics of each exam will be provided to students in advance of the administration of these exams.

## 2.7.2 Student Non-Cognitive Assessment

Students at UBSC are considered to be doctors in training of the chiropractic profession. Students are therefore expected to conduct themselves in a manner consistent with that of the chiropractic profession.

Student conduct not consistent with that described for each criteria might indicate a student's inability or unwillingness to consistently exhibit appropriate conduct in professional circumstances. ***Students determined to be unable or unwilling to exhibit appropriate conduct or behavior in professional circumstances will be subject to disciplinary sanctions, up to and including dismissal from UBSC.***

The following is a listing of some of the characteristics of the student professional that will be included in the non-cognitive academic and professional evaluation:

**a) Reliable and Responsible Behavior**

- Arrives on time for class, clinic, rounds, etc.
- Accepts personal responsibility for assignments

**b) Maturity**

- Accepts responsibility for actions
- Does not make inappropriate demands
- Takes steps to correct shortcomings
- Accepts and responds appropriately to supervision

**c) Respectful Behavior**

- Respectful of faculty, peers, staff and patients and administration
- Does not threaten, harass or abuse others
- Demonstrates empathetic behavior
- Maintains appropriate confidentiality

**d) Judgment**

- Consistently show appropriate reasoning and decision making in academic, clinical and social situations
- Does not place others or self at needless or excessive risk for negative consequences
- Does not participate in academic or clinical endeavors while under the influence of alcohol, controlled substances or illicit drugs
- In clinical or laboratory settings, performs activities consistent with his or her level of training under the supervision of a chiropractor-educator
- Receives approval from supervising clinician/instructor before implementing diagnostic and/or therapeutic decisions
- Consistently strives to exceed the minimum level of competence in clinical activities
- Actively seeks out help with difficult clinical cases

**e) Honesty and Integrity**

- Adheres to professional and ethical standards

- Acknowledges and corrects own errors
  - Does not cheat on academic assignments, exams or performance evaluations
- f) **Emotional Stability**
- Shows appropriate emotional responses warranted by the situation
  - Does not allow excessive or inappropriate emotional responses or personal beliefs to adversely affect decision making or performance
- g) **Physical Capacity**
- Exhibits the physical capacity to perform the psychomotor skill tasks presented in class in a safe manner and at a skill level commensurate with the course level

## 2.8 Academic Counseling

Safeguards have been built into the system to protect students who are not performing well academically from suffering academic failure. During the term, the faculty reports to the Director or his/her designate(s) on a regular basis concerning the grade of all students in their courses. ***It is the students' responsibility to ensure they are progressing at a satisfactory level. Students are encouraged to set appointments with their respective professors when they are struggling with the course material.*** During these appointments the student and faculty member can discuss the causes for the student's poor performance and ways in which he or she might improve his or her grade. All students will have their mid-term grades reviewed by the Associate Director of Academic Affairs and the Director. If a student is doing poorly, he or she may be advised to seek tutoring (at no cost) and/or to drop a course/courses to remain in good academic standing. ***Again, it is the students' responsibility to ensure they are progressing at a satisfactory level. It is also the students' responsibility to consult with the Associate Director of Academic Affairs if they are considering dropping a course/courses to remain in good academic standing.***

## 2.9 Program Progression and Graduation Requirements

### 2.9.1 Progression from the Didactic to the Clinical Phase

Several conditions must be met in order to progress from the didactic to the clinical phase. Failure to meet the following conditions may result in the student having to repeat courses/semesters.

To be eligible for the 6th semester student clinical services course, CS 721, students must have successfully completed the following: (1) all courses in semesters 1 – 5; (2) be in good academic standing.

To be admitted into the internship portion of the program in the seventh semester, CS 812, the student must have successfully completed the following: (1) all courses in semesters 1-6; (2) be in good academic standing. All specific rules and regulations regarding internship can be found in the UBSC Clinical Services Manual.

### 2.9.2 Graduation Requirements

In order to be eligible for graduation from the School, candidates must meet the following criteria:

- Successfully complete a minimum of 4,200 instructional hours of resident study in an accredited institution granting a first professional degree. The last three semesters must



have been in residence at the University of Bridgeport School of Chiropractic and at least 25% of the total credits must be earned at UBSC.

- Successfully complete all requirements of the educational program and have achieved a 2.50 cumulative grade point average.
- Successfully complete Parts I and II of the National Board of Chiropractic Examiners (NBCE) test.
- Completed all clinical graduation requirements – quantitative and qualitative.
- In the sole discretion of the University, have exhibited the ethical, professional, behavioral and personal characteristics necessary for the practice of chiropractic.
- Be recommended for graduation by School faculty and administration.
- Satisfactorily meet all financial obligations of the School and University.
- All requirements must be completed within seven (7) years of the date of matriculation.

## 2.10 *Withdrawal and Leave of Absence*

### 2.10.1 Withdrawal from the Program

A student considering withdrawing from UBSC is encouraged to discuss the issue with the Associate Director of Academic Affairs and/or the Director prior to withdrawal. Once a decision to resign is reached, the student must complete an “Application to Withdraw” from the Office of the Registrar or online portal, which must be submitted to the Associate Director and approved by the Director of UBSC, Student Financial Services, Office of the Registrar, and Office of the Provost (if withdrawal is sought after the end of the official withdrawal period). The student must also conduct an exit interview with required UB office personnel.

Please see the “Grades” Section of this handbook for determination of academic status (i.e., grades assigned to students who withdraw).

Tuition and housing refunds will be awarded in accordance with the University’s refund policies, as stated in the University’s Tuition Refund Policy <https://www.bridgeport.edu/cost-financial-aid/tuition-fees/> and in Chapter Four of the *Key to UB’s “Resident Hall Refund Policy”* <https://www.bridgeport.edu/key-to-ub/chapter-4-residential-life#refund>

If a student fails to register for a semester without being granted a leave of absence, or the leave of absence has expired, the student will be administratively withdrawn from the University.

Once a student has made the decision to voluntarily withdraw, s/he may reapply for readmission after one (1) calendar year. The student must be within the 7-year timeframe to complete the program starting from their date of matriculation. If the student cannot meet this timeline s/he must reapply and begin the program from semester one.

### 2.10.2 Leave of Absence

When a student wishes to voluntarily interrupt his/her studies, h/she must complete a “Leave of Absence Form” from the Office of the Registrar or online portal, which must be submitted to the Associate Director of Academic Affairs and approved by the Director, Student Financial Services, the Office of the Registrar, and the Office of the Provost (if leave is sought after the end of the official withdrawal period). The decision to grant or deny leave is made at the sole (good faith) discretion of the Director.

A student may take one (1) leave of absence during his/her tenure with UBSC, and that leave may be taken for up to one (1) calendar year. All students must complete the DC program within seven (7) years.

Please see the “Grades” Section of this handbook for determination of academic status (i.e., grades assigned to students who take a leave of absence).

Tuition and housing refunds will be awarded in accordance with the University’s refund policies, as stated in the University’s Tuition Refund Policy <https://www.bridgeport.edu/cost-financial-aid/tuition-fees/> and in Chapter Four of the *Key to UB* <https://www.bridgeport.edu/key-to-ub/chapter-4-residential-life>

A student (in good financial standing) wishing to return from an approved leave of absence, must file a “Request for Return from Leave of Absence” with the Associate Director of Academic Affairs, which must be approved by the Director, Student Financial Services, and the Office of the Registrar. The Director may require confirmation that the condition giving rise to the leave has been resolved sufficiently for the student to resume studies. The “Request for a Return from Leave of Absence” form must be completed (with all signatures and information) before the student is allowed to register for classes.

A medical leave of absence requires medical documentation from a physician that states the leave is necessary. Before returning to the DC program, the student must provide medical clearance that allows full participation in academic and clinical activities.

If a student withdraws or wishes to take a leave of absence from the University of Bridgeport School of Chiropractic and is in good standing, he or she is eligible for readmission. A student who withdraws when not in good academic standing, or who leaves without officially withdrawing, seriously jeopardizes his or her chances of future readmission to UBSC and other chiropractic colleges.

### 2.10.3 Transfer Credit

Each student transferring credits applicable to the DCP must meet the following requirements:

- The applicant for transfer from one DCP to another must meet the admissions requirements that were in force at the admitting DCP on the date the student originally enrolled in the DCP from which the transfer is being made.
- Credits considered for transfer must have been awarded for courses taken in a DCP accredited by the CCE or in a program accredited as a first professional degree in one of the health sciences by another nationally recognized accrediting agency, or in a graduate program in an academic discipline closely related to the health sciences offered by an institution which is recognized by a national accrediting agency.
- Only credits recorded on an official transcript of the issuing institution with an equivalent grade of 2.00 on a 4.00 scale or better may be considered for transfer.
- Credits accepted for transfer must be determined by the receiving DCP to be substantially equivalent to courses offered by the receiving DC
- Credits accepted for transfer must have been awarded within five years of the date of admission to the receiving DCP, except that the receiving DCP may at its option, accept older credits if the entering student holds an earned doctorate in one of the health sciences (e.g., DC, MD, DO, DDS, DPM) or a graduate degree in an academic discipline closely related to the health sciences.
- Credits accepted for transfer from institutions outside the United States must be accompanied by evidence of the individual student's proficiency in the subject matter of each course for which credits are accepted.

The University of Bridgeport School of Chiropractic may grant transfer credit for courses taken in accredited professional and graduate schools. In doing so, the following requirements must be met:

1. The courses taken must have content equivalent to courses given at UBSC. If the UBSC course contains a laboratory, so must the course being considered for transfer.
2. A course being considered for transfer must have credits and hours equivalent to or greater than the same course at UBSC.
3. Any course to be transferred must have been passed with a grade of C or better (2.0 on a 4.00 scale).
4. A transferred course carries credit equal to the UBSC course for which credit is granted. The original grade earned is not transferred and does not affect the student's QPR/GPA at UBSC.
5. In order to obtain transfer credit, the student must have been granted an honorable withdrawal from the professional or graduate school attended.
6. An overall Grade Point Average (GPA) of a 2.50 (on a 4.0 scale) or higher must be achieved in order to be considered for transfer status or advanced standing.

It is important to note that all transfer students must meet the entry level prerequisite requirements for first semester students regardless of having been accepted to the institution from which they are transferring. In many cases, the UBSC's requirements are higher than those for other chiropractic and professional schools.

Prospective transfer students should note that an admission application to UBSC is needed in order to begin a review for transfer credit. Students wishing to transfer must provide the Admissions Committee with an official transcript and a catalog from the chiropractic, professional or graduate school/s from which they are transferring, as well as a syllabus from each course for which the student is requesting transfer credit.

#### 2.10.4 Advanced Standing

Students who are accepted as transfer students may receive advanced standing if a substantial number of semester hours have been accepted by UBSC. This could possibly enable the student to complete the DC program in less than 8 semesters. Transfer credit may be granted either with or without advanced standing. *The University of Bridgeport School of Chiropractic will grant no more than a maximum of 34% of advanced standing credit/hours towards our curriculum.* A transfer student is eligible to receive no more than 65 transfer credits. Potential transfer students should be aware that in most cases they would have to complete approximately 3 to 3½ years at UBSC if accepted. If advanced standing is granted:

1. A special curriculum schedule will be made up for the student based on semester hours transferred and course availability.
2. Tuition will be calculated based on the number of credits being taken per semester multiplied by the single credit fee (if less than 12 credits per semester) at the time of the student's attendance.

If advanced standing is not granted but some semester hours are transferable, the student will be admitted to the first semester and will be exempt from courses for which transfer credit was granted.

#### 2.10.5 Transfer or Credit from Foreign Health Professional Institutions

To be eligible for transfer of credits, applicants from foreign chiropractic, medical, osteopathic or dental institutions located in countries that do not have an accreditation system equivalent to those in the United States must submit evidence of proficiency in all work submitted for advanced standing credit.

***\*Schools accredited by CCE-Canada (CCEC), European Council on Chiropractic Education (ECCE) and Council on Chiropractic Education Australasia (CCEA) are equivalent to CCE-USA accredited institutions\****

## ***2.11 Policy for Students on Reduced Academic Load –Non-Academic Reasons***

Students enrolled full-time in the University of Bridgeport School of Chiropractic are eligible to voluntarily take a reduced academic load. This is for personal reasons not related to academic performance. Such situations may include, but not be limited to: a health condition of the student or family member; change of marital status; change of financial situation; requirement for student to care out family caregiver responsibilities.

A student may request a reduced load prior to the beginning of the term or may withdraw from classes by the withdrawal deadline date. Students eligible for reduced load under this policy are those students enrolled in semesters one through six. A student must complete the last year of the program (internship) fully enrolled in all required courses.

A student who elects to take a reduced load must be aware of the following:

- Must carry at least 12 credits.
- A reduced load will extend the program at least one semester.
- Tuition is not to exceed the current semester tuition.
- To withdraw from classes and receive a refund, a student must follow the published guidelines in the UB catalog.
- Contact the Financial Aid Office to determine how this may impact their eligibility for financial aid.
- All UBSC academic policies will apply.
- A reduced load can only be applied for once.
- Students must complete all requirements for the entire program from the date of matriculation in seven (7) years.

A student who decides to take a reduced load or withdraw from classes for the purpose of taking a reduced load must submit a written request and meet with the Director or his/her designate(s) to determine the course schedule.

Students with any questions regarding a reduced load should make an appointment with the Director or his/her designate.

## ***2.12 Course and Instructor Evaluations***

Each student has a responsibility for his or her professional development to provide constructive evaluations for each course, the instructor in the curriculum and the overall Doctor of Chiropractic Program (DCP). This responsibility may be met by participation in course evaluations that are routinely administered by the University. Course evaluations are anonymous but students are free to include their names if they wish. These evaluations are reviewed at both the School level as well as at the University level. The School expects each student to accept this responsibility in a constructive manner so that optimal feedback can be provided. This input will facilitate student welfare by promoting changes that will improve the educational effectiveness of the curriculum as well as assist faculty members by providing constructive input to help improve teaching strategies.

## 2.13 Tuition, Fees, and Refund Policy

Please refer to the University website <https://www.bridgeport.edu/cost-financial-aid/tuition-fees/>

### 3.0 Maintenance of Good Academic Standing and Academic Sanctions

For UBSC, the cumulative grade point average (GPA) for good academic standing is 2.50. To maintain this standard for good academic standing, UBSC requires each student to satisfy the benchmarks listed below to progress through the curriculum. **Students should maintain a GPA above 2.50 in all semesters to maintain good academic standing and avoid academic sanctions.**

#### 3.1 Academic Sanctions

##### 3.1.1 Academic Probation

Academic Probation occurs in the following situations: (1) when the student's cumulative grade point average falls below the required grade point average of 2.50, or (2) a student receives a final course grade of "F" in one or more courses. A student who is on academic probation is not in good standing and is not eligible to carry a full academic course load. Also, a student on academic probation cannot participate in Clinical Services courses and is ineligible to serve in a leadership position in any School club or organization. The student is also required to participate in Academic Remediation, as more fully explained below.

##### 3.1.2 Academic Remediation

A student who is on Academic Probation will be placed in a program of Academic Remediation and will be required to meet with the Director or his/her designee(s). Academic Remediation requires a student to repeat all final course grades of F and carry a reduced academic load.

The student must demonstrate satisfactory academic progress by successfully completing the Academic Remediation plan. This requires a student to pass each repeated course with a C or better and earn a cumulative GPA (CGPA) of 2.50 or better within one semester.

If deemed appropriate for the student, a UBSC faculty member, UBSC Director or Associate Director may require the student to complete a formal remediation plan beyond what is stated above. The associate director of academic affairs will review the status of students that have failed or had poor academic performance and will advise students accordingly.

**A student who has not earned a CGPA of 2.50 or better upon one semester of remediation, but who has, at the sole discretion of the Director or his/her designee(s), shown satisfactory academic progress in his or her course work will be allowed one more semester of remediation in order to achieve the CGPA of 2.50.**

##### 3.1.3 Dismissal for Academic Performance

Academic dismissal occurs in the following situations: (1) a student achieves a GPA below a 1.75 on his/her first semester; (2) after one semester of remediation, student does not demonstrate satisfactory progress (i.e. an increased GPA from previous semester) in his or her academic performance; (3) after two semesters of academic remediation, does not achieve a cumulative GPA of 2.50; (4) a student's cumulative GPA falls below 2.50 following a period of successful remediation;

***\*If academically dismissed, the student is ineligible for readmission\****

### **3.2 Academic Discipline for Academic Integrity Violations**

UBSC follows the University's Academic Integrity Policy, Principles and Procedures, as well as the related discipline and disciplinary procedures for academic dishonesty. Please see Chapter Two of the Key to UB <https://www.bridgeport.edu/key-to-ub/chapter-2-academic-standards>

In accordance with the *Key to UB* <https://www.bridgeport.edu/key-to-ub/chapter-2-academic-standards#dishonesty> academic dishonesty (i.e. cheating or plagiarism), the following will apply:

First Violation: An "F" in the examination or assignment in which the student committed the act of dishonesty.

Second Violation: An "F" in the examination or course in which the student committed the act of dishonesty and dismissal from the University for no less than one year.

### **3.3 Academic Dismissal for Poor Academic Performance**

If the student meets the criteria for academic dismissal (defined above) the Associate Director of Academic Affairs shall notify the student in writing that s/he is dismissed from the program (the "Decision"). A student dissatisfied with the decision for academic dismissal may submit a written appeal to the Director within seven (7) calendar days of receipt of the decision of academic dismissal (see Appendix C: CHS ABC Committee Policy).

## **4.0 Disciplinary Action for Professional & Behavioral Issues**

### **4.1 Rules for Student Conduct**

Students in the program are required to conduct themselves in a manner compatible with the high standards of the Chiropractic profession (see Appendix D: ACA Code of Ethics). Students are required to be familiar with and adhere to the professional and ethical standards set forth in this Handbook and Clinical Handbook, as well as the University's student conduct requirements set forth in Chapters Two <https://www.bridgeport.edu/key-to-ub/chapter-2-academic-standards> and Five <https://www.bridgeport.edu/key-to-ub/chapter-5-student-conduct> of the *Key to UB*.

The following non-exhaustive list of prohibited professional conduct is subject to discipline, **up to and including dismissal**:

- Being found guilty, pleading guilty, or pleading no contest to any felony, crime involving moral turpitude, or offense affecting professional integrity.
- Engaging in unprofessional care or practice with or on patients.
- Failure to meet the generally accepted standards of ethical and professional conduct of the Chiropractic profession.
- Engaging in fraudulent or unscrupulous behavior related to one's participation in the program or any professional activities.
- Engaging in behavior that creates safety hazards and/or disrupts the well-being of one's peers, fellow students, faculty, supervisors, patients, or other third parties.
- Identifying oneself as a licensed Chiropractor or failing to identify oneself as a Chiropractic student.
- Violation of the Health Insurance Portability and Accountability Act (HIPAA).
- Failure to follow protocol or directions of clinical supervisor or UBSC faculty.

- Performing unauthorized procedures or administering services not permitted by the supervisor, the facility, or the UBSC administration.
- Leaving the clinical setting without permission of supervisor.
- Failure to report all observed unethical conduct by other members of the health profession, including other students.

Professionalism extends to behavior in the classroom. The following behaviors are unacceptable and may, certain circumstances, lead to academic sanction, up to and including dismissal:

- Disrupting class by engaging in unauthorized conversation with others during a lecture.
- Leaving the classroom during lectures without permission.
- Using technology for non-class related activities.

*\*Any member of the UB/UBSC community may file an Incident Report for Unprofessional Behavior to report violations noted above.*

## 4.2 *Disciplinary Hearing for Professional and Behavioral Conduct*

Any member of the University community may bring charges against a student for violations of the professional, ethical, and/or behavioral requirements stated in this Handbook or the Clinical Handbook. The complainant shall submit the charges in writing to the Director of the program. The Director will investigate the written documentation and charges and determine if an ABC Committee review is warranted (see Appendix C: CHS ABC Committee Policy).

## 4.3 *Appeal from ABC Committee Decision*

Refer to Appendix C: CHS ABC Committee Policy.

## 5.0 **Additional Program Policies**

### 5.1 *Technique Laboratory*

1. It is the student's responsibility to notify the instructor and fellow students of any region that should be avoided. **Students who experience pain or significant discomfort while participating in lab must stop immediately.** Furthermore, if ever a student develops or suspects he or she may be developing a possible health condition that may be a precaution or contraindication to full laboratory participation, he/she must immediately tell the instructor and be cleared before returning to full participation in the lab class. Instructors will also inform the Director or his/her designate and an examination or referral will be arranged through the UB Clinic, if necessary. If any injury or potential injury occurs or is suspected, it is to immediately be reported to Campus Security to document the incident.
2. Technique laboratory is not for the purposes of diagnosing or treating any illness or injury of the student. **There is no real or implied doctor-patient relationship formed between any student and instructor as a function of participating in this laboratory.** During the laboratory, the instructors may demonstrate examinations, manipulative procedures, physiotherapeutic modalities, and/or rehab exercises for educational purposes only. **The instructors will not render chiropractic care to any student during laboratory and students should not request care.** Students who have symptoms or complaints requiring diagnosis and/or treatment are advised to consult the UB Clinic or other healthcare provider outside of UB. If consulting a healthcare provider outside of UB it would be at their own expense. Appropriate documentation by the student will be required in order to return to full laboratory participation.



3. All students are required to dress appropriately to be able to expose the skin of the given spinal/extremity region during a laboratory course. For technique and physical examination labs this includes patient gowns that extend to the mid-pelvic region and have Velcro enclosures and shorts that extend to the mid-thigh (above the knee). Bicycle shorts under the lab shorts are recommended to maintain modesty. At times, the waistline of shorts will need to be lowered somewhat to expose areas of the lower spine and pelvis. Any student not dressed appropriately will be marked absent for that class.
4. The clinical practice of examination and manual treatment of the human body at times requires contact with personally sensitive areas. All students are required to exhibit professional, courteous, and respectful behavior when examining fellow students. Any student observed violating this principle will receive a warning on the first occurrence. ***Any subsequent occurrence will result in dismissal from the class and an automatic decrease of the course grade by one full letter grade, and/or if necessary, the matter will be forwarded to the appropriate school administrator. A student whose conduct is unprofessional can be formally charged with unprofessional conduct and presented to the College of Health Sciences ABC committee for further action.***
5. Students must never attempt to perform a procedure(s) they have not been formally trained to do, especially manipulative thrusts.
6. Students must clean and disinfect lab tables before and after class. Cleaning agents will be provided.

***\*No practice adjusting, or other treatments whatsoever may be performed on any student unless a faculty member is present in class or, in the instance of student or out-patient clinic, a clinician is present and the treatment has been approved\****

***\*No individual may be treated with chiropractic care in the UB Clinic unless a case history and examination is completed and approved by a Connecticut licensed UBSC clinician\****

## 5.2 Dress Code Policy

### 5.2.1 General Appearance

The University of Bridgeport School of Chiropractic (UBSC) prides itself on the professional atmosphere it maintains and the positive image that students and clinicians present as representatives of the institution.

You are required to maintain a professional appearance at all times. The purpose of a dress code is to contribute to your continued development as a health care professional and foster a successful transition into chiropractic practice.

***Specific parameters are outlined below:***

- Maintain the highest level of grooming and personal hygiene.
- All articles of clothing should be neat and without holes, rips, tears, or stains.
- Unacceptable attire for women includes cleavage-baring tops, tube tops, short shorts, mini-skirts, and mini-dresses
- Unacceptable attire for men includes sleeveless shirts and undershirts
- Clothing with inappropriate or offensive sayings is unacceptable.
- Footwear should be safe and professional.



- Baseball caps worn in class are unacceptable.

### 5.2.2 Dress Code Standards

Clinical Dress Code:

Elimination of the neckties worn by male students provides a more sanitary environment for patients and practitioners in the clinical setting. Students have the option to wear a necktie. If a necktie is worn, the top button of the shirt must be closed and the necktie fully done-up. The necktie should be secured/tucked into the jacket so that it does not contact the patient.

- Students must wear their clinic jacket and clinic ID at all times within the clinic.
- Shirts should be professional and may include polo/golf shirts, blouses, or sweaters.
- Absolutely no tank-tops, midriffs, or any shirt that may be deemed distracting or revealing
- No shorts, or extremely short skirts.
- Sweatpants, jeans of any type, and T-shirts are not acceptable.
- Footwear such as loafers, boots, flats, and casual shoes are acceptable. Footwear should be clean/polished. For safety and hygienic reasons, no open toe footwear is permitted.

Students should consult the UBSC Clinic Manual for further details.

***Failure to adhere to these standards may result in referral for discipline.***

## 5.2 Criteria to Participate in 5<sup>th</sup> Semester White Coat Ceremony

Student must be in good academic standing (and not on academic probation); and the student is in 5<sup>th</sup> semester and/or eligible to enter 6<sup>th</sup> semester CS721 course Student Clinic/Outpatient Clinic the following term.

## 5.4 Criminal Background Checks/Drug Screenings

Criminal background checks and/or drug screening may be required, at the discretion of the clinical site before clinical rotations. A background check that is not “clear” may preclude rotations at some hospitals and prevent employment at most healthcare facilities. Students will be responsible for any and all fees associated with the background check or drug screening. Information on policies for specific clinical sites may be obtained from the Associate Director for Clinical Education.

Also see Key to UB Student Policies <https://www.bridgeport.edu/key-to-ub/chapter-6-student-policies>

## 5.5 Notice Regarding Effect of Criminal Conviction on Licensure

**Felony and misdemeanor convictions, as well as other behavior which does not conform to the accepted standards of the profession, may affect a student’s eligibility for licensure (and participation in clinical rotations). As requirements vary by state, students are solely responsible for consulting the state licensing boards in the state(s) they seek to practice.**

For more information about the effect of a criminal conviction on eligibility for licensure in Connecticut, please see the link in footnote one below.<sup>1</sup>

**Due to these stringent licensure requirements, any student who is arrested between matriculation and graduation must immediately notify the Director in writing to disclose the arrest.** Any questions or concerns should be directed to the UBSC Director.

## 5.6 *False Information or Omission in Program Application or as Part of Background Check*

Any omission or false information in the UBSC admissions application or **background check process** (see above), shall result in automatic dismissal from UBSC.

## 5.7 *Social Media Policy*

Students who use social media are expected to do so responsibly, thoughtfully, lawfully, and in a manner befitting of a member of chiropractic profession. The following behavior is specifically prohibited: (1) violating the intellectual property rights of the University or any third party; (2) disclosing confidential, private information of third parties, patients, or the University (e.g. sharing diagnostic images or any patient data on a social media platform); (3) providing health/medical information without expressly disclaiming that student is not licensed and the information contained therein is not endorsed by the University (see paragraph below for more information); or (4) violating any applicable program or University policy, including but not limited to: (a) the professional and behavioral requirements contained in this Handbook and (b) the University's Code of Community Standards (Chapter Four) <https://www.bridgeport.edu/student-affairs/community-standards> and/or "Acceptable Use" guidelines (Chapter Six) <https://www.bridgeport.edu/key-to-ub/chapter-6-student-policies> of the *Key to UB*.

Students are strongly encouraged to think carefully about the comments s/he posts in the public domain (including any personal social media sites), as such publicly available content may have serious academic and professional consequences. When posting on a personal social media site, students are prohibited from: (1) using the University logo on his/her site without approval from a university administrator; or (2) using the University name or logo to promote or endorse any product, practice, or political views. Students are encouraged to clearly state that any views shared are her/his own, and not made on behalf of the University. Students are personally responsible for the content published on their own social media accounts, and for acting in a manner that is responsible, respectful, and devoid of any threatening, intimidating, or ill-mannered content. Any violation of this policy should be immediately reported to the Director for referral to the ABC Committee or other applicable University procedure.

## 5.8 *National Board of Chiropractic Examiners (NBCE) Applications*

Taking and passing Parts I and II of the NBCE is a requirement for graduation; passing all parts of the NBCE is a requirement for licensure in most states.

### **Eligibility Criteria for National Boards**

- Student must be in good academic standing
- Students are eligible to take

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<sup>1</sup> <http://www.portal.ct.gov/DPH/PractitionerLicensingInvestigations/PLIS/Practitioner-Licensure-General-Policies-and-Procedures>

- Part I after successful completion of semesters 1 through 4.
- Part II, Part III and PT after successful completion of semesters 1 through 6. To take Part III students must have also passed all of Part I.
- Part IV after successful completion of semesters 1 through 6 and passed all of Part I.
- All applications must be submitted online
- If taking the boards for the first time, approval must be obtained from the UBSC Director School of Chiropractic
- Retakes: No school approval is required for retakes.

It is recommended that applicants follow the instructions carefully and submit applications early. The NBCE exams are offered several times a year for Parts I-III and PT. The exams typically utilize a computer based testing (CBT) format. Part IV is a practical, patient encounter exam, offered two times per year, May and November. Students eligible for Part IV will have to travel to a designated testing location.

Visit the NBCE website <https://www.nbce.org/> for more specific information on exam dates.

***\*UBSC students are encouraged to take the NBCE exams during their summer breaks\****

## 5.9 State Board Applications

The fifty states have varying application procedures for licensure. However, they all require that you follow their instructions **EXACTLY** and **ON TIME** to be considered for licensure.

Required documentation may include, but is not limited to: official transcripts of chiropractic course work, official transcripts of undergraduate studies (sent directly from those colleges), photographs (sometimes with the seal of the college), fingerprints and various letters of recommendation or certification.

The application form itself must be filled out with great care and may have to be notarized. For any state that requires certification by the University of Bridgeport School of Chiropractic of your attendance and/or the hours of course work by subjects, do not fill out these parts of the application. UBSC will do it for you so that the dates and hours will be exact. The University Registrar holds the University seal and will confer with the UBSC Director to complete the forms.

Since the preparation of some state applications entails considerable work by the Chiropractic School, students should submit these well in advance of the due date. The Chiropractic School or the Registrar's Office cannot offer "same day" service on a state board application.

**As requirements for licensure vary by state, students should review the individual state licensure requirements for any state that s/he seeks to practice. Students are responsible for contacting the applicable state licensing board for any question or to get additional information.**

**For more information on the effect of a criminal conviction on an individual's eligibility for licensure, please see section 5.5.**

## 6.0 University Policies

### 6.1 Health and Immunization Requirements

Please see University Policies for Health and Immunization Requirements

<https://www.bridgeport.edu/student-affairs/health-services/health-requirements>

#### 6.1.1 COVID-19

All students must adhere to all the policies and procedures the University has put in place for COVID-19. University COVID-19 policies can be found on the UB website under COVID-19 Info. <https://www.bridgeport.edu/covid-19/>

### 6.2 *Equal Opportunity and Non-Discrimination Policies*

The University of Bridgeport is committed to preventing or eliminating all forms of gender-based discrimination in its education programs or activities in accordance with its commitment to Title IX of the Education Amendments of 1972. The University prohibits discrimination in admissions, educational programs and services, and employment on the basis of race, color, religious creed, age, marital status, national origin, ancestry, gender, sexual orientation, gender identity or expression, disability, genetic information, veteran status, and any other basis protected by law.

See Equal Opportunity and Non-Discrimination Policies, Key to UB  
<https://www.bridgeport.edu/key-to-ub/>

### 6.3 *Student Accessibility Services*

The Office of Student Accessibility Services (OSAS) offers a private and confidential atmosphere for students to talk about their disabilities and accommodation requests. OSAS is committed to providing services to qualified students with disabilities so that they receive an equal educational opportunity. In compliance with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act and Connecticut state laws, we provide reasonable accommodations to reduce the impact of disabilities on academic functioning or upon other life activities in the University setting. The University respects the student's right to disclose or not to disclose a disability. However, the University is not responsible for providing services or accommodations for students who do not disclose a disability to the Office of Student Accessibility Services in a timely fashion.

OSAS is located at Carstensen Hall, Room 115. The University of Bridgeport's Director of Student Accessibility Services and Student 504 Coordinator: (203) 576-4454, email <https://www.bridgeport.edu/student-accessibility/>

Please see the *Key to UB* for further information <https://www.bridgeport.edu/key-to-ub/chapter-1-student-resources-services>

### 6.4 *Policy on Sexual and Gender-Based Interpersonal Violence and Harassment*

The University of Bridgeport is committed to providing an environment free from gender-based discrimination and harassment. Consistent with the University's commitment to equal opportunity and non-discrimination, the University strictly prohibits Sexual Assault, Sexual Exploitation, Dating, Relationship or Domestic Partner Violence, Stalking, Sexual or Gender-Based Harassment, or Retaliation against a person for the good faith reporting of these forms of conduct or participation in an investigation or proceeding under this Policy.

The University of Bridgeport's Title IX Coordinator contact information: Phone (203) 576-4454, email: [titleIX@bridgeport.edu](mailto:titleIX@bridgeport.edu) Please see Chapter Six of the *Key to UB*, for a complete version of this Policy, as well as the website. <https://www.bridgeport.edu/key-to-ub/chapter-6-student-policies>

## 6.5 Family Educational Rights and Privacy Act (FERPA)

Please see the Chapter Six of the *Key to UB*.

<https://www.bridgeport.edu/key-to-ub/chapter-6-student-policies>

## 6.6 Blood Borne Pathogen Policy

The University of Bridgeport is committed to providing a safe and healthy learning environment and clinical experiences for students. The University provides a Blood Borne Pathogen policy with the intent of minimizing/eliminating student exposure to blood and other potentially infectious materials. See Key to UB <https://www.bridgeport.edu/key-to-ub/chapter-6-student-policies>

### 6.6.1 Universal Precautions

While the risk of infection due to contact with infectious tissue or fluids is far greater in the clinical year, students use sharp objects during the didactic year as well, and therefore should learn to practice universal precautions. The principle of universal precautions has been adopted to protect clinicians from exposure to infectious disease because any patient may harbor microorganisms that could cause infection if transmitted. Although blood-borne pathogens are of particular concern, all body fluids secretions, and excretions are included in universal precautions. Since infected patients may be asymptomatic, it becomes necessary to use basic precautions with every patient. Observance of universal precautions will help to provide better protection for every staff member. Students should also familiarize themselves with the hospital/clinical sites specific policies regarding universal precautions. The material below reviews guidelines and preventative techniques.

1. Avoid direct contact with blood, body fluids, secretions, excretions, mucous membranes, non-intact skin, and lesions
2. Avoid injuries from all sharp objects such as needles or scalpels
3. Avoid direct contact with items, objects, and surfaces contaminated with blood, body fluids, secretions, and excretions
4. Dispose of all sharp objects promptly in special puncture resistant containers
5. Dispose of all contaminated articles and materials in a safe manner prescribed by law
6. Wash hands frequently and thoroughly, especially if they become contaminated with blood, body fluids, secretions, and excretions
7. Depending on job duties and risk of exposure, use appropriate barriers, which can include gloves, gowns, aprons, caps, shoe covers, leggings, masks, goggles, face shields and resuscitation devices. These barriers are to be used to protect:
  - a. Skin, especially non-intact skin (where there are cuts, chapping, abrasions, or any other break in the skin)
  - b. Mucous membranes, especially eyes, nose, and mouth.

**NOTE: Protective apparel, including gloves, must be removed after each use and are to be PROPERLY disposed of, and not worn from one patient or activity to another.**

For additional information see UBSC Clinical Service Manual and Key to UB

<https://www.bridgeport.edu/key-to-ub/chapter-6-student-policies>

## 6.7 *Student Health and Insurance*

For information related to student health insurance, see the Key to UB

<https://www.bridgeport.edu/key-to-ub/chapter-1-student-resources-services>

## 6.8 *Grievance Procedures*

For the following student grievance procedures, please refer to Chapter Six of the *Key to UB*: Student Grievance Procedure, Grievance Procedures under Title IX and Title VI, and Disability Grievance Procedure. <https://www.bridgeport.edu/key-to-ub/chapter-6-student-policies> For the Academic Grievance Procedure (e.g., grades), please see Chapter Two of the *Key to UB*. <https://www.bridgeport.edu/key-to-ub/chapter-2-academic-standards>

## 7.0 **University Resources and Services**

### 7.1 *Student Financial Services*

Aid to students is subject to so much change that to take proper advantage of it, you must keep yourself informed on a continuing basis regarding available benefits, eligibility and procedures for obtaining it.

The Student Financial Services office can offer you current information and assistance in applying. Check chiropractic publications and state chiropractic associations for additional scholarship information.

Most scholarship awards are based on some combination of academic excellence, college and community involvement and economic need. Follow application procedures carefully and on time.

College Work-Study is a form of financial aid; it is available on a limited basis. Check with Student Financial Services for details.

The Student Financial Services Office is located on the Garden Level of the Wahlstrom Library, see Key to UB <https://www.bridgeport.edu/key-to-ub/chapter-1-student-resources-services>

### 7.2 *Registrar*

The Office of the Registrar is located on the Garden Level of the Wahlstrom Library, see Key to UB <https://www.bridgeport.edu/key-to-ub/chapter-1-student-resources-services>

#### 7.2.1 *Transcripts*

Official transcripts (those with University seal) are not released to students. They will be mailed directly to any authorized agency such as a state board, educational institution, professional society or organization.

To request an official transcript, complete and sign a Transcript Request Form at the Registrar's Office. <https://www.bridgeport.edu/academics/registrar> There is a fee for each transcript.

Transcript requests will not be honored if there is any financial indebtedness to the School and/or University.

### 7.2.2 Academic Records

The Registrar maintains students' permanent academic records. Shortly after the end of each semester, students will receive a free student copy of the academic record for that semester.

### 7.2.3 Registration

Please refer to the UB website under Academic Calendar for specific dates pertaining to fall and spring registration. New students are registered by the Associate Director of Academic Affairs UBSC via Student Planner and UB Registrar's Office. Continuing students who are in good academic standing would register via online registration (see link below for instructional videos). Students who are not in good academic standing would report to the Associate Director of Academic Affairs UBSC to register. Please note, the Associate Director of Academic Affairs is the advisor to all UBSC students.

**Instruction Videos for the online registration process:**

<https://www.bridgeport.edu/academics/course-registration>

Part 1: Getting Started with Student Planning

Part 2: Selecting Your Courses

Part 3: Reviewing and Registering Your Courses

**Note:** Graduate students in good academic standing do not need approval from their Advisor to register.

### 7.2.4 Name Change

The School considers your name to be the name that appears on your application for admission. Your name, in this form, is entered into our computer and will appear in this form on all the UBSC documents.

A Legal Name Change Form is available in the Registrar's Office, which you may complete and submit with legal documentation to change the official name by which you are referred to on all of the UBSC records. While these forms are acceptable at any time, for technical reasons, names can only be changed during the summer intercession.

## 7.3 *Counseling Services*

Counseling Services offers psychological treatment opportunities to all undergraduate and graduate students. Services include short-term individual counseling, group counseling, psychiatric service, outreach programs, crisis intervention, mental health screenings, and referral services. Counseling Services also offers consultations to faculty and staff that need assistance with students in distress. All services are designed to promote personal growth and emotional wellbeing, while enhancing students' ability to benefit from the University environment and academic experience. Outreach workshops are available to students living in the Residence Halls with topics including (but not limited to) healthy relationships, stress management, and drug/alcohol issues.



The Counseling Services staff is committed to being responsive and sensitive to the needs of a highly diverse student population. We are particularly aware of the cultural issues facing international students and offer supportive counseling to address their needs.

For more information call (203) 576-4454, email: [counselingservices@bridgeport.edu](mailto:counselingservices@bridgeport.edu) or visit us on the UB website <https://www.bridgeport.edu/key-to-ub/chapter-1-student-resources-services>

## 7.4 *Lost and Found*

The lost and found is located at the main office of Campus Security. If you come into possession of a lost item, immediately bring it to Campus Security for safekeeping and documentation. Lost items are held by Campus Security for 30 days before they are donated or discarded.

## 7.5 *Emergency Notification Protocols*

The University of Bridgeport will remain open and will maintain regularly scheduled classes at its Bridgeport campus and satellite centers unless weather conditions or other problems cause a delay in opening, a cancellation of scheduled classes, or a campus-wide closing. Effective November 1, 2018, there have been updates to the process for learning about any scheduled changes or class cancellations due to inclement weather, including school closings and late-start days.

The University will send weather-related closure or delay notices from LiveSafe, our emergency text alert system. Other than weather-related announcements, LiveSafe text alerts will only be used to convey vital information during crisis situations.

In the event of a weather-related delay and/or closure, campus notifications will include:

- **Emergency Alert Notification (via LiveSafe):** All members of the UB community with contact information on record will receive messages. If you have not already done so, go to WebAdvisor and click on the Emergency Alert Notification Information and provide your contact information:  
(<https://webadvisor.bridgeport.edu/WA2/WA2?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=8461305309>).
- **Website:** Go to <https://www.bridgeport.edu/> to see weather-related alerts in an orange banner on the home page.
- **Portal:** Go to <https://www.bridgeport.edu/> click on “login,” then “MyUB Portal.” Look for updates under “Announcements.”

## 7.6 *Security Services*

University Campus Security Officers provide 24-hour patrol coverage. Although our Campus Security coordinates their activities with the City of Bridgeport Police Department, they are completely autonomous and separate from the Bridgeport Police Department. The Campus Security Office maintains a preventative patrol with uniformed officers on foot and bicycles and a fully equipped SUV marked with the Campus Security logo. The UB Campus Security Office keeps statistics concerning the on-campus occurrence of certain criminal offenses reported to



Campus Security authorities, in compliance with the Student Right-To-Know, and Campus Security Act of 1990 and the Higher Education Amendment Act of 1992. These statistics are published annually in October for the three prior calendar years. These statistics are available to anyone.

While crime prevention is the primary concern of Campus Security, the department also coordinates emergency medical transportation, via vouchers, for cab service to and from St. Vincent's Medical Center in Bridgeport, CT. Security supervisors are trained in CPR, First Aid and AED. Other services available to students include ID cards, monitoring of the *Campus LiveSafe program*, and providing personal safety (walking/driving) escorts on campus.

## **7.7    *Mobile Safety App – LiveSafe***

The University of Bridgeport takes security seriously. We utilize a mobile safety app called LiveSafe to enhance the personal safety of all members of the campus community. The app allows you to report tips to campus security, virtually escort your friends in real-time on a map, place emergency calls, and access safety resources.

Among the benefits of the LiveSafe safety app are the following:

- The coverage area goes beyond the perimeter of the campus.
- There is no cost to UB students, faculty, or staff for downloading the app.
- You can connect with UB Campus Security in real-time, reporting tips anonymously through audio, chat, photos, and videos.

In fact, if students are studying abroad and an emergency occurs, they may activate the app to notify emergency services in the area of their location and that they are in need of assistance.

A special feature of LiveSafe is SafeWalk, which lets you invite up to three friends, family members, or colleagues to virtually walk or drive with you. Share your location information and let them actively follow your progress on a map or choose standby mode to notify them only if you do not reach your destination within the expected time.

Download the [mobile app](#) for free. All faculty, staff, and students should select the University of Bridgeport organization when configuring the UB LiveSafe app.

## **7.8    *Automated Teller Machines (ATM)***

There are two ATMs available on-campus. One ATM is located in the lobby of the Campus Security Office at Norseman Hall and the other ATM is located on the Garden Level of the Wahlstrom Library.

## **7.9    *Emergency Calls***

The University of Bridgeport School of Chiropractic staff is willing to accept emergency calls for our students and will locate the student if possible. Callers with requests that are not of a serious nature will be advised that the message may not be delivered.

The University of Bridgeport has established an Emergency Notification System that will instantly transmit to registered users notice of an event that may immediately impact directly on your health or safety. So that we can better protect your safety, we are asking each individual of the

University Community, including all students, faculty, and staff, to register with this system. You must have a valid UB Net Account login and password to register. To register, go to:

<https://webadvisor.bridgeport.edu/WA2/WA2?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=8461305309>

Select if you are a student, faculty, or employee then, click on the Emergency Notification Info" link, which will allow you to verify and/or update your emergency notification information. The system will automatically transmit messages to your cell phone, home telephone number, email address and/or other registered communication devices up to a total of six. We urge you to participate! If you have any questions, please contact Security at (203) 576-4923 or [security123@bridgeport.edu](mailto:security123@bridgeport.edu)

## 7.10 Bookstore

The UB Bookstore is located at 126 Park Avenue, garden level of the Wahlstrom Library.

- Textbooks are included in tuition.
- Follet company is involved with ordering books. Students are provided with digital textbooks at no further cost to them and if there is no e-book option, UB will provide students with a hard copy at no additional costs. However, if there is a digital copy available, UB does not provide students with the hard copy at no cost. *If there is a digital version and the student wants a hard copy they must pay for it.*
- Students would not have to purchase textbooks from the bookstore but would need to visit the bookstore with their schedule for the bookstore to accurately provide the books to students. At that time, the textbooks will be provided to the students as rentals. If a student lives outside of a 25-mile radius of campus, the textbooks will be shipped to their home address unless asked to set them aside for the student.
- At the end of the semester, simply return the books to the bookstore for the next group of students to use.
- Should you have any questions please reach out directly to Richard or Dante at the following emails: [rihebert@bridgeport.edu](mailto:rihebert@bridgeport.edu) and/or [dhebert@bba-corp.com](mailto:dhebert@bba-corp.com)
- For regular Bookstore hours and additional information please see the link below. <https://www.bridgeport.edu/bookstore/>
- Orientation hours and summer hours differ from regular hours, please check with Bookstore.

## 7.11 Computer Laboratories

Computer Laboratories are found in various campus locations. There is a computer lab on the first floor of END Hall, Room 107. There are two large computer labs for student use located on the first floor of the TECH Building. Students using these rooms are required to show ID and sign in and out of the room. Students who wish to print from these computers will be charged a per page fee. Students wishing to print can go to the UB Wahlstrom Library. Printers are available in the library and there is a fee to print.

## 7.12 Library

The centerpiece of the campus, the Wahlstrom Library is located at the heart of the University of Bridgeport grounds. The library features a variety of spaces that encourages a diverse student body's learning. The library consists of three floors of the Wahlstrom Library Building, the first, third and fourth floor of the building. Wi-Fi is available to students throughout the library. Students have access to 80 desktop computers and 20 laptops to borrow. Within the Library, there are 10 group collaboration spaces available for students to reserve, as well as the Discovery Pavilion for presentations and lectures. The library also has an anatomical model room, a quiet floor, a café, four copier- printer-scanners, and a one-stop service desk located just within the front doors where students can ask any question and receive assistance. The second floor of the Wahlstrom Library building, the Heckman Center provides additional support services, and study spaces.

The 24/7 Digital Library Platform, called OneSearch, acts as a one-stop delivery mechanism of information, much in the way that Google delivers information found on the web. Easy to find and use, OneSearch holds a place center screen on the library web page and is accessible from anywhere in the world over the Internet. OneSearch allows students to quickly search multiple databases at a time, link to full text content across products, and prepopulate Interlibrary Loan order forms for items the University is not able to make available immediately. Support for mobile device viewing is also prominent, and order systems email articles and book chapters to users' campus email accounts. The library holds subscriptions for more than 50 electronic databases, with more than 10 electronic databases specific to Health Science from the most distinguished content providers in the industry. Since most information resources are now available electronically, the University I.T. department supports OpenAthens and proxy authentication for remote access, and the technology necessary to provide these resources. The library works with department deans to purchase the most needed and most relevant, high-quality resources. Campus-wide electronic site licenses are also purchased whenever available. The Wahlstrom Library is a member of The Council of Connecticut Academic Library Directors, OCLC, WALDO, ResearchIT CT (CCAR), DOCLINE, and the Connecticut Library Consortium.

The library offers an online chat for patrons; librarians from 9-8pm staff this. The library maintains Subject Area LibGuides, including a Chiropractic Subject Guide. All of the Health Science LibGuides serve as an introduction to research in the field of Health Science as well as a brief introduction to PICO research. In addition, librarians use reference interviews and consultation appointments as opportunities to provide one-to-one instruction, teaching specific research skills and evaluation techniques. Librarians are typically available in the library, online, or via the phone approximately 100 hours a week during the academic year, with additional hours for midterms and finals. This means that if a student has a question at night or on a Sunday afternoon, a degreed librarian is on duty to assist them.

Specific products in the Health Science collection include: Elsevier's Science Direct, OVID Books & Journals, Wolters Kluwer/LWW products such as UpToDate, Alt Healthwatch, AMED, The Cochrane Library, PsycINFO, the R2 Digital Library, CINAHL with full-text, Access Medicine, the Wiley Online Library, Sage Premier, SpringerNature, and the Index to Chiropractic Literature. For additional information about the, go to <https://library.bridgeport.edu/> and use the chat feature, email [reference@bridgeport.edu](mailto:reference@bridgeport.edu), stop in the Wahlstrom Library building on either the 1<sup>st</sup> or 3<sup>rd</sup> floor for direct assistance from staff or call 203-576-4747.

### **7.13 *On-Campus Housing***

The University recognizes the important contribution that life in the residence halls can make in a student's total educational experience. Each hall is staffed by a Residence Director and Resident Advisors on each floor. Their efforts are coordinated through the Office of Residential Life.

Residence hall staff have the responsibility of enforcing University policies, procedures and regulations as they relate to residential living and promoting, with the active cooperation of residents, an environment that supports academic achievement. For additional information see link <https://www.bridgeport.edu/student-affairs/residential-life/>

### **7.14 Dining Services**

Campus dining offers several convenient locations with a variety of menu choices that will satisfy every appetite and are walking distance from anywhere on campus. It is recommended that students open a dining account and add funds (flex points) to their student card to access the dining hall at a discounted rate. Please refer to the Key to UB Chapter One Student Resources and Services for dining information <https://www.bridgeport.edu/key-to-ub/chapter-1-student-resources-services>

### **7.15 Wheeler Recreation Center**

Wheeler Recreation Center is a complete recreation physical fitness facility with a 6-lane 25-meter swimming pool; two racquetball courts; three multi-purpose indoor courts for tennis, volleyball, Co-ed soccer, cricket, and basketball; a martial arts studio, a free-weight room, a 16 station universal gym room, saunas, steam bath and indoor track. Students use the Center for personal recreation, intramural team events, and organized group events. Aerobics, swimming, yoga, weight training, lifeguard training, first aid/CPR training, and tennis lessons are offered. Tae Kwon Do is also offered. See link below for additional information.  
<https://www.bridgeport.edu/student-affairs/student-involvement/recreation>

All full-time graduate student memberships are included in their tuition fees for the academic year.

***\*Students must present their student ID card to access the facility\****

## Appendix A. Student Services Directory

### Student Services Directory

<u>Office or Service</u>	<u>Location</u>	<u>Telephone</u>
Director – UBSC	Room 204, Chiro Building	576-4336
Associate Director Academics – UBSC	Room 202, Chiro Building	576-2371
Associate Director Clinic – UBSC	Room 321, Health Sciences Center	576-4476
Dean – CHS	Room 319, Health Sciences Center	576-4278

See Key to UB <https://www.bridgeport.edu/key-to-ub/chapter-1-student-resources-services>  
Student Resources and Services for additional information.

## Appendix B. ACA Code of Ethics

### ACA Code of Ethics

PREAMBLE: This Code of Ethics is based upon the acknowledgement that the social contract dictates the profession's responsibilities to the patient, the public, and the profession; and upholds the fundamental principle that the paramount purpose of the chiropractic doctor's professional services shall be to benefit the patient.

#### TENETS

- I. Doctors of chiropractic should adhere to a commitment to the highest standards of excellence and should attend to their patients in accordance with established best practices.
- II. Doctors of chiropractic should maintain the highest standards of professional and personal conduct and should comply with all governmental jurisdictional rules and regulations.
- III. Doctor-patient relationships should be built on mutual respect, trust, and cooperation. In keeping with these principles, doctors of chiropractic shall demonstrate absolute honesty with regard to the patient's condition when communicating with the patient and/or representatives of the patient. Doctors of chiropractic shall not mislead patients into false or unjustified expectations of favorable results of treatment. In communications with a patient and/or representatives of a patient, doctors of chiropractic should never misrepresent their education, credentials, professional qualification, or scope of clinical ability.
- IV. Doctors of chiropractic should preserve and protect the patient's confidential information, except as the patient directs or consents, or the law requires otherwise.
- V. Doctors of chiropractic should employ their best good faith efforts to provide information and facilitate understanding to enable the patient to make an informed choice in regard to proposed chiropractic treatment. The patient should make his or her own determination on such treatment.
- VI. The doctor-patient relationship requires the doctor of chiropractic to exercise utmost care that he or she will do nothing to exploit the trust and dependency of the patient. Sexual misconduct is a form of behavior that adversely affects the public welfare and harms patients individually and collectively. Sexual misconduct exploits the doctor-patient relationship and is a violation of the public trust.
- VII. Doctors of chiropractic should willingly consult and seek the talents of other health care professionals when such consultation would benefit their patients or when their patients express a desire for such consultation.
- VIII. Doctors of chiropractic should never neglect nor abandon a patient. Due notice should be afforded to the patient and/or representatives of the patient when care will be withdrawn so that appropriate alternatives for continuity of care may be arranged.
- IX. With the exception of emergencies, doctors of chiropractic are free to choose the patients they will serve, just as patients are free to choose who will provide healthcare services for them. However, decisions as to who will be served should not be based on race, religion, ethnicity, nationality, creed, gender, handicap, or sexual preference.
- X. Doctors of chiropractic should conduct themselves as members of a learned profession and as members of the greater healthcare community dedicated to the promotion of health, the prevention of illness and the alleviation of suffering. As such, doctors of chiropractic should collaborate and cooperate with other health care professionals to protect and enhance the health of the public with the goals of reducing morbidity, increasing functional capacity, increasing the longevity of the U.S. population, and reducing health care costs.
- XI. Doctors of chiropractic should exercise utmost care that advertising is truthful and accurate in representing the doctor's professional qualifications and degree of competence. Advertising should not exploit the vulnerability of patients, should not be misleading and should conform to all governmental jurisdictional rules and regulations in connection with professional advertising.

- XII. As professions are self-regulating bodies, doctors of chiropractic shall protect the public and the profession by reporting incidents of unprofessional, illegal, incompetent, and unethical acts to appropriate authorities and organizations and should stand ready to testify in courts of law and in administrative hearings.
- XIII. Doctors of chiropractic have an obligation to the profession to endeavor to assure that their behavior does not give the appearance of professional impropriety. Any actions which may benefit the practitioner to the detriment of the profession must be avoided so as to not erode the public trust.
- XIV. Doctors of chiropractic should recognize their obligation to help others acquire knowledge and skill in the practice of the profession. They should maintain the highest standards of scholarship, education, and training in the accurate and full dissemination of information and ideas.

For more information on how to file a complaint or obtain an advisory opinion, please request a copy of the "Administrative Procedures for the Code of Ethics"

*The ACA's Code of Ethics was revised and ratified by the ACA House of Delegates September 2007.*

## **Appendix C. CHS ABC Committee Policy**



University of Bridgeport College of Health Sciences

**Academic, Background, and Conduct Committee**  
(“ABC Committee”)

**Purpose:** The Academic, Background, and Conduct Committee (ABC) provides an objective process for the formal review of appeals and surrounding circumstances and is convened for three purposes: (1) handling appeals of academic dismissals; (2) review of an adverse record on a criminal background check within the College of Health Sciences Schools and Institutes; and (3) handling violations of professional, ethical and/or behavioral student conduct as defined in the CHS Schools and Institutes Student Handbooks.

**I. Academic Appeals**

**Academic Dismissal for Poor Academic Performance**

- A. A student dissatisfied with the decision for academic dismissal may submit a written appeal to the Director of the School or Institute within seven (7) calendar days of receipt of the decision of academic dismissal.
- B. The student’s appeal must specifically state the grounds for appeal which are limited to: (a) failure to follow Program’s policy (e.g. GPA calculated incorrectly); or (b) extraordinary personal circumstances – determined in the absolute discretion of the ABC Committee – defined as extraordinary, unforeseen circumstances outside of a student’s control which had a significant impact of the student’s academic performance. *The student cannot appeal the grade earned in a specific class, as that is a matter properly handled through the University’s Academic Grievance Procedure. The student cannot appeal the dismissal based on disability, discrimination, Title IX, or accommodations issues. Those appeals should follow the procedures in the Key to UB.*
- C. The student’s appeal should include: a narrative of relevant facts, explanation for their performance, relief sought, and any other relevant documentation, evidence, or information.
- D. Upon review of the student written dismissal appeal, the Director of the School or Institute will notify the CHS Dean of the student appeal, provide a copy of the appeal, and proceed to convene an ABC Committee meeting. The ABC Committee convenes within ten (10) calendar days of receipt of the student appeal. The student will be notified of the committee meeting date, time and manner, and may participate in the meeting should they wish to do so.
- E. A range of sanctions and relevant documentation are provided by the Director to the ABC Committee based on the School or Institute Student Handbook.

- F. The ABC Committee shall consider the student's written appeal and any other documentation submitted. The ABC Committee may request additional information (either in writing or by interview at the absolute discretion of the ABC Committee) from the student, as well as any other person who may have relevant information.
- G. A majority of votes is required for approval of the ABC Committee decision.
- H. The ABC Committee is not bound by the rules of evidence and may consider any evidence presented for inclusion in the proceedings.
- I. The appeal review is not subject to the rules governing a legal proceeding and the student is not entitled to legal representation. The student may have an advisor (faculty member, friend, etc.) at the hearing, but the advisor may not participate. Due to the confidential manner of the proceedings, no personal recordings are permitted of any ABC Committee appeal meeting with exception of the University appointed note taker.
- J. Committee meeting minutes shall be transcribed and made available to the student upon written request to the Chair of the Committee.
- K. The Chair of the ABC Committee will notify the student in writing of the ABC Committee's decision (and the grounds therefore) within seven (7) calendar days post the Committee meeting.
- L. All copies of the letters to the student are forwarded to the Director of the School or Institute and the Dean of the CHS.
- M. The ABC Committee academic appeal decision is final and is not subject to appeal.

## **II. Procedures for Reviewing Background Checks**

Some programs require background checks prior to admittance and/or during the program. The following procedures apply for review of adverse findings noted during background checks:

- A. If the Director or their designee determines that there is an adverse finding on the background check, the student will be notified, provided a copy thereof, and offered an opportunity to submit a statement and/or any documentation relevant to the adverse record. The student will have seven (7) calendar days to submit their materials.
- B. The Director or their designee shall notify the CHS Dean and convene an ABC Committee meeting within ten (10) calendar days of receipt of student materials. The ABC Committee shall conduct a thorough review of the background check, timely information submitted by the student, and any other information the Committee considers relevant. The ABC Committee may seek additional information about any incident listed in the background check.
- C. Committee meeting minutes shall be transcribed and made available to the student upon written request to the Committee Chairperson.

Each case shall be considered individually based on a number of factors, including without limitation:

1. Nature of the act and its relationship to professional practice, including nature and seriousness of incident (particularly whether it implicates clinical or licensure concerns), the surrounding circumstances and role of the student, whether isolated misconduct or part of a pattern, effect on victims;
  2. Time frame in which the act was committed, including: the age of the student when committing the offense, length of time passed since incident;
  3. Extent of rehabilitation demonstrated by the student;
  4. Employment and educational history (particularly in related professional fields); and;
  5. Any misrepresentation on the student's admission application and materials submitted to the ABC Committee regarding the adverse record.
- D. If a majority of the ABC Committee determines the adverse record: (i) violates University policy, (ii) violates the Program policy, (iii) may affect the student's ability to become licensed in their profession, and/or (iv) may preclude participation in certain clinical rotations, the ABC Committee shall present its findings to the Director of the Program and the CHS Dean. The Director, in consultation with the Office of the Provost, will determine appropriate next steps.
- E. The Director shall notify the student of any disciplinary proceedings that may include modification of clinical arrangements and extend to dismissal from the program.
- F. Appeal
1. To appeal the decision of the ABC Committee regarding background check, the student must submit a written request in writing to the Office of the Provost within seven (7) calendar days of the decision being rendered. The request must specifically state the grounds for appeal, including a narrative of relevant facts and any other pertinent information. The Provost or their designee shall consider the matter, conduct any further review which may be deemed appropriate, and notify the student in writing of their decision (and the grounds therefore) within fifteen (15) calendar days following receipt of the appeal or conclusion of investigation (whichever is later).
  2. The Office of the Provost decision is final.

### III. Student Conduct

- A. The Director of the School or Institute will investigate the charges and determine if an ABC Committee review is warranted or whether conduct falls under the purview of the Key to UB regarding student conduct. The respective director may consult with the university conduct officer if needed for clarification. If determined to be specific to the College of Health Sciences, then the following will take place:
- B. At least seven (7) calendar days before the ABC Committee hearing, the Chair will formally notify the concerned parties of the charges, as well as the date and location of the hearing.
- C. A range of sanctions are provided by the Director to the ABC Committee based on the School or Institute Student Handbook.
- D. At the ABC Committee meeting, the following rules apply:
  - 1. The Chair shall state the charges brought against the student, and present any evidence provided to the ABC Committee in support thereof.
  - 2. The student will have the opportunity to be heard in their own defense by presenting a statement (written or oral), testimony, and/or evidence.
  - 3. The student will have the opportunity to hear and review all evidence brought against him or her, as well as to question all witnesses.
  - 4. The ABC Committee shall have the right to question and cross-examine all witnesses, and to speak openly during the hearing.
  - 5. The ABC Committee is not bound by the rules of evidence and may consider any evidence presented for inclusion in the proceedings.
  - 6. The review is not subject to the rules governing a legal proceeding and the student is not entitled to legal representation. The student may have an advisor (faculty member, friend, etc.) at the hearing, but the advisor may not participate.
  - 7. Committee meeting minutes shall be transcribed and made available to the student upon written request to the Committee Chair.
  - 8. After reviewing the evidence and the testimony, the ABC Committee will vote with a majority required to approve the Committee decision.
  - 9. The Chair of the ABC Committee will notify the student in writing of the ABC Committee's decision (and the grounds therefore) within seven (7) calendar days post the Committee meeting at their university email address and/or last known address on record with the university. All copies of the letters to the student are forwarded to the Director of the School or Institute and the Dean of the CHS.
- E. Appeal
  - 1. To appeal the decision of the ABC Committee regarding student conduct, the student must submit a written request to the Office of the Provost within seven (7) calendar days of the decision being rendered. The request must include the date, and specifically state the grounds for appeal, including a narrative of relevant facts and any other pertinent information. The Provost or their designee shall consider the matter, conduct any further review which may be

deemed appropriate, and notify the student in writing of their decision (and the grounds therefore) within fifteen (15) calendar days following receipt of the appeal or conclusion of investigation (whichever is later).

2. The Office of the Provost decision is final.

***Membership:***

The Committee is a three (3) member panel composed of  
One (1) administrator from another program (Chair),  
One (1) full-time faculty person or teaching administrator from the  
School/Institute submitting the charges, and  
One (1) member at large from another School/Institute

***Total Membership:***

One (1) Chair and one (1) substitute chair and additional ad hoc members provided to represent each school's faculty and teaching administrators as needed based on school involvement.

If the Chair determines that there is a conflict of interest with any member, they have the right to replace that member prior to the start of the hearing.

***Meetings:*** Scheduled as needed

References: The above-referenced policies are available in program handbooks for the College of Health Sciences (see chapters titled Academic Policies, Disciplinary Action, and Additional Program Policies). The Background Check Policy and College of Health Sciences program handbooks are available on the College of Health Sciences individual program portals.

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