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This catalog & handbook was prepared in advance of its effective date; therefore, the course descriptions may vary from actual course content. The provisions of this publication do not constitute a contract, expressed or implied, between any applicant, student, faculty or staff member of Texas Chiropractic College. This publication is for informational purposes only. The College reserves the right to change or alter any statement herein without prior notice. This publication should not be interpreted to allow a student that begins his or her education under the publication to continue the program under the provisions in the catalog & handbook.

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# Introduction

## Purpose of the Catalog & Handbook

This catalog & handbook provides information about the academic programs, policies and procedures of Texas Chiropractic College to students, prospective students, faculty and staff of the College. Included is information concerning admissions, academic regulations and requirements, services available to students, academic offerings and a list of the administrative officers and faculty of the College. While every effort has been made to make this publication as complete and accurate as possible, changes may occur at any time in requirements, deadlines, fees, curricula and courses listed in this catalog.

## Statement of Compliance and Liability

It is solely the student's responsibility to understand the contents, terms and provisions of this catalog & handbook. The College disclaims liability for any damages, bodily or otherwise, incurred by students on or off campus as a result of any athletic and other extracurricular activities. All entering students are required to register at the Moody Health Center for a preliminary physical examination and are eligible to receive chiropractic care according to College policies and regulations. The College disclaims any liability as a result of any printing error in this document.

## Equal Opportunity

The Texas Chiropractic College offers equal educational opportunity to all persons without regard to race, sex, creed, color, national origin, sexual orientation, gender identity and disability, and is committed to conducting all affairs in accordance with generally accepted standards of professional ethics. This policy applies to:

- Admission and education of students
- Availability of student loans, grants, scholarships, and job opportunities
- Employment and promotion of teaching and non-teaching personnel
- Off-campus housing not owned by the College but listed with the College for referral purposes
- Activities conducted on premises owned or occupied by the college

## Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy rights of student educational records. All schools that receive federal funds from the Department of Education are required to comply with the law. An “educational record” is that which is considered an academic record. Exceptions to a student’s educational record is what FERPA defines as “directory information,” which can be disclosed to third parties without prior consent. Examples of directory information can include the following: name, address, phone number, date/place of birth, participation in official school activities and events, and dates of attendance. Students may submit a written request to restrict the information that can be disclosed. Written requests need to be submitted to the registrar’s office no less than two weeks prior to enrollment at the college. If a written request is submitted after that time to restrict the amount of directory information to be disclosed, the restriction will go into effect from that date forward.

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# About TCC

## Mission, Vision, and Purpose Statements

### Mission Statement

Our mission is to promote excellence in the education of practice-ready doctors of chiropractic who are focused on evidence-informed, patient-centered care; seek new knowledge through scholarship and research; and engage our communities through ongoing service.

--Reaffirmed by Board of Regents, April 13, 2024

### Vision Statement

To be recognized as the premier experience in chiropractic education.

### Purpose Statement

Our purpose is to prepare others for success by investing in opportunities that inspire and empower them to reach their goals.

## Core Values

**Integrity:** We expect individuals to conduct themselves with honesty, trustworthiness, and respect for others, the college and the profession.

**Success:** We seek a culture that supports the highest level of achievement for all, giving priority to the needs of our students and their development as competent professionals.

**Diversity:** We embrace diversity realizing that mutual respect for individuality and the inclusion of all are vital for both personal and institutional success.

**Service:** We support and recognize service at all levels of the institution. We strive to contribute to the benefit of the college, the community, the profession and the patients we serve.

**Collegiality:** We seek to create personal, professional and collegial relationships characterized by honesty, collaboration, inclusiveness, flexibility and respect.

## Accreditation and Approval Sources

### Council on Chiropractic Education

The Doctor of Chiropractic Degree Program at Texas Chiropractic College is awarded programmatic accreditation by The Council on Chiropractic Education, 8048 North 85th Way, Scottsdale, Arizona 85258-4321, Phone (480) 443-8877. Website: [www.cce-usa.org](http://www.cce-usa.org). The Doctor of Chiropractic Degree Program at Texas Chiropractic College has maintained accreditation with the *Council on Chiropractic Education* since 1971. Complaints about the program complying with the CCE standards should be addressed to this organization.

### Southern Association of Colleges and Schools Commission on Colleges

Texas Chiropractic College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award degrees at the baccalaureate and doctorate levels. Texas Chiropractic College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Texas Chiropractic College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

## Federation of Chiropractic Licensing Boards

Texas Chiropractic College is recognized by the Federation of Chiropractic Licensing Boards. The purpose of the [FCLB](#) is to protect the public and to promote chiropractic regulation.

## TCC History

Texas Chiropractic College was organized and founded by a pioneer chiropractor, Dr. J. N. Stone, in 1908 in San Antonio. On April 16, 1913, the College received its first charter from the state of Texas and became known as the Texas Chiropractic College. The administration, location, and charter of the College changed several times in its early history in San Antonio. The Texas Chiropractic College Foundation, Inc., was established in 1955, and the administration was reorganized giving the new Board of Regents full responsibility for the College's policies and programs. In 1965, due to substantial growth, TCC moved from San Antonio to Pasadena, Texas, a suburb of Houston. In 1976, TCC launched the first-of-its-kind Preceptorship Program, offering students a distinctive field practicum experience. In 1985, the College further positioned itself as a first-choice institution when it initiated its Hospital Rotation Program, placing TCC interns together with experts in sports medicine, family medicine, surgeons, orthopedists, and neurosurgeons in area hospitals, including the world-renowned Texas Medical Center.

TCC continues to invest in the student experience by providing the best faculty to educate future chiropractors. The faculty are not just teaching in the classroom at TCC... they are engaged with the student body. They are active in service to the chiropractic profession and their own fields of expertise. They are participating in multiple areas of research. And many continue to expand their own knowledge base through the pursuit of additional degrees and certifications.

## Campus Information

Texas Chiropractic College is a private, nonprofit, professional institution of higher education located in Pasadena, Texas, a city of 149,000 that lies in the Houston metropolitan region. Occupying a 16-acre campus, the physical plant includes classrooms, laboratories, library facilities, two auditoriums, faculty and administrative offices, educational and enrollment services, and a health center for internship training and public use. Texas Chiropractic College is coeducational and admits students from foreign countries as well as the United States. The college seeks men and women who demonstrate the maturity needed to acquire the knowledge, skills and attitudes expected of portal of entry health care providers.

## Campus Facilities

Texas Chiropractic College occupies a 16-acre tract, which is home to an array of buildings containing classrooms, laboratories, clinics, library facilities, and faculty and administrative offices.

- The **Standard Process Student Center**, formerly the James M. Russell Education Center, built in 1978 and remodeled in 2014-15. The Center contains four classrooms, a student lounge, a cafeteria, a multipurpose auditorium and two physical workout spaces for the college community.
- The **Dr. Nobunori Iwama Anatomical Building**, formerly the Turley Anatomical Building, was erected in 1979 and renovated in 2014. The building is the home of the gross anatomy laboratory. The renovations included the installation of state-of-the-art equipment, ventilation, flooring, HVAC and high intensity lighting.
- In 1982, the **Learning Resource Center** was opened. With more than 35,000-square feet of space, this building houses the **Mae Hilty Memorial Library**, a bookstore, four classrooms, a laboratory, and various student government offices.
- The **Guy and Esther Ligon Laboratory Building** (1997) is home to two adjusting labs, the rehabilitation and active care lab, and a computer teaching lab used with digital imaging and other courses.
- The **William M. Harris Administrative Building** (1998). This two-story structure houses the offices of the President, Institutional Advancement, Business, Financial Aid, Admission, Student Services, Registrar, Postgraduate Studies and Alumni Relations.
- The **Moody Health Center** (MHC), a multidisciplinary facility, opened in June 2000 for continuation of intern training under licensed attending chiropractic clinicians. The MHC was designed to provide integrative health care services and provides patient care for the surrounding community.
- In April 2006, the College opened the **Dr. Yasunori Iwama Education Center**. This facility contains 45 faculty offices, a 4,000-square foot state-of-the-art assessment center, a chemistry laboratory, and a 750-seat auditorium that includes classroom seating for up to 100 students.
- **Hampton Tax Group Recreation Center** opened March 2022. Featured amenities include a workout facility, showers, game tables, lounge areas, a movie room, and an outdoor multi-sport court.

# TCC Academic Shield

By: William David Harper, M.S., D.C. (1909–1990), President of Texas Chiropractic College (1966–1976)

Every element of this emblem has a meaning symbolizing the fundamental tenets of chiropractic as proposed by Dr. D. D. Palmer. The delta is the Greek symbol for man. It represents the first principle of chiropractic—tone. This triad represents the environment of which man is a product and from which he cannot be separated. He is continuously being irritated by mechanical (key), chemical (test tube and flask) and psychic (sun) factors. These become the three factors to which he may succumb in disease. Dr. D. D. Palmer believed that mechanical, chemical and psychic or environmental irritation of the nervous system is a life process leading to adaptation or to a failure of adaptation—health or disease. The book symbolizes all knowledge concerning man and the environment in which he lives. The six lines on the left comprise the basic sciences: anatomy, public health and hygiene, physiology, bacteriology, chemistry and pathology. The six lines on the right comprise the clinical sciences: principles, technique, diagnosis, clinical laboratories, radiology and ethics and jurisprudence. The flame signifies man's burning desire to search for the truth of natural phenomena and the truth about himself. This search for the truth is the purpose of all scientific investigation; and the purpose of science is to simplify understanding of phenomena that appear to be unrelated and entirely independent. This truth is simple: health is the entity rather than disease, as we come to understand signs and symptoms and form a diagnosis. The year 1908 represents the date of the College's inception.



# TCC Leadership

## Texas Chiropractic College Board of Regents Executive Committee

C. Dawn Schwab, DC, Chair  
The Woodlands, Texas

Paul Raymond DC, Vice Chair  
  
Houston, Texas

Joshua B. Elliott, DC, Secretary  
  
Little Elm, Texas

Edward R. Waller, PhD, Treasurer  
  
Houston, Texas

Bryan Hasse, DC, FNP-C, APRN, DACBN, Member At Large  
  
Houston, Texas

### Regents

Quentin M. Brisco, DC  
New Iberia, Louisiana

Steven Davis, DC, MBA  
Angleton, TX

John Felker, DC  
Sugar Land, TX

Chasen B. H. Hutchens, JD  
Houston, Texas

Robert K. Lambeth, DC  
Katy, Texas

Lisa Patel, DC  
The Woodlands, TX

Bhavna Reddy, MD  
The Woodlands, TX

Lisa Rister, MS, HNFM, DC  
The Woodlands, TX

Ali A. Shah  
Houston, TX

Jose Simon, DC

Sugar Land, Texas

Lori von Heyking  
The Woodlands, TX



**Regent Ex Officio Members**

Cami Stastny, DC, CCSP  
Regent Ex Officio (Faculty)

Ethan Mauterer  
Regent Ex Officio (Student)

**Administrative Leadership**

**President**

Sandra Hughes, DC, MEd, FICC

**President’s Cabinet**

**Associate Vice President**

Monique Lewis

**Clinic Chief of Staff**

Kent Gray, DC

**Dean of Academics**

Saleh Ibrahim Saleh, DC, MS

**Senior Accountant**

David Oliva, MS

# Academic Calendar

## Academic Calendar 2026 - 2029

### Fall Terms

| Event                                  | Fall 2026   | Fall 2027   | Fall 2028   |
|----------------------------------------|-------------|-------------|-------------|
| Late Registration Clinic II            | Sept. 7-8   | Sept. 6-7   | Sept. 4-5   |
| Labor Day                              | Sept. 7*    | Sept. 6*    | Sept. 4*    |
| Faculty In-Service                     | Sept. 8     | Sept. 7     | Sept. 5     |
| Convocation                            | Sept. 8     | Sept. 7     | Sept. 5     |
| Clinic II Orientation                  | Sept. 8     | Sept. 7     | Sept. 5     |
| New Student Orientation                | Sept. 9     | Sept. 8     | Sept. 6     |
| Classes Begin                          | Sept. 10    | Sept. 9     | Sept. 7     |
| Late Registration                      | Sept. 10-11 | Sept. 9-10  | Sept. 7-8   |
| Last Day to Add/Drop                   | Sept. 18    | Sept. 17    | Sept. 15    |
| NBCE Part I, II, III & PHT**           | Sept. 19-20 | Sept. 18-19 | TBD         |
| Recognition/White Coat Ceremony        | Sept. 24    | Sept. 23    | Sept. 21    |
| NBCE Part I, II, III & PHT**           | Oct. 17-18  | Oct. 16-17  | TBD         |
| Veterans Day                           | Nov. 11*    | Nov. 11*    | Nov. 10*    |
| Last Day to Withdraw From a Course     | Nov. 13     | Nov. 12     | Nov. 9      |
| NBCE Part I, II, III & PHT**           | Nov. 14-15  | Nov. 13-14  | TBD         |
| Thanksgiving Break                     | Nov. 26-27* | Nov. 25-26* | Nov. 23-24* |
| Continuing Student Registration Begins | Nov. 30     | Nov. 29     | Nov. 27     |
| No Classes                             | Dec. 7*     | Dec. 6*     | Dec. 4*     |
| Final Examinations                     | Dec. 8-16   | Dec. 7-15   | Dec. 5-13   |
| Commencement                           | Dec. 12     | Dec. 11     | Dec. 9      |
| Late Registration Clinic III, IV       | Dec. 14-16  | Dec. 13-15  | Dec. 11 -13 |
| Last Day of the Trimester              | Dec. 16     | Dec. 15     | Dec. 13     |

### Spring Terms

| Event                        | Spring 2027 | Spring 2028 | Spring 2029 |
|------------------------------|-------------|-------------|-------------|
| Late Registration Clinic II  | Jan. 11-12  | Jan. 10-11  | Jan. 8-9    |
| Faculty In-Service           | Jan. 12     | Jan. 11     | Jan. 9      |
| Clinic II Orientation        | Jan. 12     | Jan. 11     | Jan. 9      |
| New Student Orientation      | Jan. 13     | Jan. 12     | Jan. 10     |
| Classes Begin                | Jan. 14     | Jan. 13     | Jan. 11     |
| Late Registration            | Jan. 14-15  | Jan. 13-14  | Jan. 11-12  |
| NBCE Part I, II, III & PHT** | Jan. 16-17  | TBD         | TBD         |
| Martin Luther King, Jr. Day  | Jan. 18*    | Jan. 17*    | Jan. 15*    |

| Event                              | Spring 2027 | Spring 2028 | Spring 2029 |
|------------------------------------|-------------|-------------|-------------|
| Last Day to Add/Drop               | Jan. 22     | Jan. 21     | Jan. 19     |
| Recognition/White Coat Ceremony    | Jan. 28     | Jan. 27     | Jan. 25     |
| President's Day                    | Feb. 15*    | Feb. 21*    | Feb. 19*    |
| NBCE Part I, II, III & PHT**       | Feb. 20-21  | TBD         | TBD         |
| TCA DAY                            | Feb. 11     | N/A         | N/A         |
| Last Day to Withdraw From a Course | Mar. 19     | Mar. 17     | Mar. 16     |
| NBCE Part I, II, III & PHT**       | Mar. 20-21  | TBD         | TBD         |
| Continuing Student Registration    | Apr. 5      | Apr. 3      | Apr. 2      |
| TCC Holiday                        | Mar. 26*    | Apr. 14*    | Mar. 30*    |
| No Classes                         | Apr. 12*    | Apr. 10*    | Apr. 9*     |
| Financial Aid Priority Deadline    | Apr. 15     | Apr. 15     | Apr. 15     |
| Final Examinations                 | Apr. 13- 21 | Apr. 11- 19 | Apr. 10-18  |
| Commencement                       | Apr. 17     | Apr. 15     | Apr. 14     |
| NBCE Part I, II, III & PHT**       | Apr. 17-18  | TBD         | TBD         |
| Late Registration Clinic III, IV   | Apr. 19 -21 | Apr. 17 -19 | Apr. 16- 18 |
| Last Day of the Trimester          | Apr. 21     | Apr. 19     | Apr. 18     |
| Classes Begin Clinic III, IV       | Apr. 22     | Apr. 20     | Apr. 19     |

Summer Terms

| Event                              | Summer 2027 | Summer 2028 | Summer 2029 |
|------------------------------------|-------------|-------------|-------------|
| Late Registration Clinic II        | May 10-11   | May 8-9     | May 7-8     |
| Faculty In-Service                 | May 11      | May 9       | May 8       |
| Clinic II Orientation              | May 11      | May 9       | May 8       |
| New Student Orientation            | May 12      | May 10      | May 9       |
| Classes Begin                      | May 13      | May 11      | May 10      |
| Late Registration                  | May 13-14   | May 11-12   | May 10-11   |
| Last Day to Add/Drop               | May 21      | May 19      | May 18      |
| NBCE Part I, II, III & PHT**       | May 15-16   | TBD         | TBD         |
| Memorial Day                       | May 31*     | May 29*     | May 28*     |
| Recognition/White Coat Ceremony    | May 27      | May 25      | May 24      |
| Emancipation Day                   | Jun. 18*    | Jun. 19*    | Jun. 19*    |
| NBCE Part I, II, III & PHT**       | Jun. 19-20  | TBD         | TBD         |
| Independence Day                   | Jul. 5*     | Jul. 4*     | Jul. 4*     |
| Last Day to Withdraw From a Course | Jul.16      | Jul.14      | Jul.13      |
| NBCE Part I, II, III & PHT**       | NA          | TBD         | TBD         |
| TCC Convention                     | Jul. 22-24  | TBD         | TBD         |
| Continuing Student Registration    | Aug. 2      | Jul. 31     | Jul. 30     |
| No Classes                         | Aug. 9*     | Aug. 7*     | Aug. 6*     |
| Final Examinations                 | Aug. 10- 18 | Aug. 8- 16  | Aug. 7- 15  |
| Commencement                       | Aug. 14     | Aug. 12     | Aug. 11     |
| NBCE Part I, II, III & PHT**       | Aug. 21-22  | TBD         | TBD         |

| Event                            | Summer 2027 | Summer 2028 | Summer 2029 |
|----------------------------------|-------------|-------------|-------------|
| Late Registration Clinic III, IV | Aug. 17-18  | Aug. 15-16  | Aug. 14-15  |
| Last Day of the Trimester        | Aug. 18     | Aug. 16     | Aug. 15     |
| Classes Begin Clinic III, IV     | Aug. 19     | Aug. 17     | Aug. 16     |

NOTES:

*\* Denotes dates which involve dismissed or excused classes.*

*\*\* NBCE dates shown reflect exams administered on campus. For Part IV Exam dates or other additional dates, please visit <https://www.nbce.org/>.*

*The calendar of activities pertains to classes only. The clinic operates throughout the year and may have holidays and vacations scheduled at times different from class activities. **The calendar is subject to change.***

# Admissions

## Admission Requirements

All applicants to the Doctor of Chiropractic Degree Program must provide complete, official academic transcripts from any higher education institution they have attended, regardless of acceptability toward the degree program. Failure to comply may result in dismissal.

A student entering Texas Chiropractic College must meet one of the paths listed below. All candidates must hold a degree or completed credits from an institution accredited by an agency recognized by the U.S. Department of Education or a comparable foreign agency.

**Path 1:** Must have completed a bachelor's degree with a cumulative grade point average of 3.0 or higher

**Path 2:** Completed 90 semester credit hours with a cumulative GPA of 3.0 on a 4.0 scale for those 90 hours

**Path 3:** Completed 90 semester credit hours with a cumulative GPA of 2.75 – 2.99 on a 4.0 scale for those 90 hours with a minimum of 24 semester credits in life and physical science.

*\*Preference will be given to applicants who have successfully completed the recommended prerequisite courses.*

**Students should contact the licensing board(s) in the state(s) where they plan to practice in order to check for any pre-chiropractic college licensure requirements, such as a Bachelor's degree, that exceed the above requirements ([www.FCLB.org](http://www.FCLB.org)).**

### Recommended Prerequisite Courses for All Paths

General Biology, Anatomy, Physiology, General or Inorganic Chemistry, Organic Chemistry, Biochemistry, Physics, Biomechanics, and Exercise Physiology are recommended. *Corresponding labs for these courses are also recommended.*

Coursework in Kinesiology and Exercise Science will be considered upon evaluation of a course description.

A candidate's pre-professional education can be acquired through institutional proficiency examinations such as:

- College Level Examination Program (CLEP)
- Institutional departmental examinations

Credits earned in this manner may NOT be applied to any of the science prerequisites in biology, chemistry or physics. A maximum of 20 credit hours is allowed.

### Additional Admission Requirements for the Doctor of Chiropractic Program

Candidates must also complete the following:

- Complete application for admission and submit the non-refundable fee of \$50.
- Submit official transcripts from all post-secondary institutions.
- A 2-3 page personal essay on why you've chosen a chiropractic career and TCC specifically.
- Complete a background check.
- Meet technical standards with or without reasonable accommodations.
- Students under the age of 22 must submit Meningitis immunization records or a [Waiver of Conscience](#) (Per Texas State Law).

## Application for Admission

To ensure timely processing, applicants are encouraged to submit all required materials as early as possible. Applications will remain incomplete until the Office of Admission receives all necessary components, including the application form, personal essay, official transcripts, applicable fees, and any additional documentation for international students. An admissions interview may also be required prior to enrollment.

**Applications will be classified as incomplete until the TCC Admission Office receives all of the following items:**

1. [Application](#) for admission and submit the non-refundable fee of \$50
2. A 2-3 page personal essay on why you've chosen a chiropractic career and TCC specifically.
3. Official transcripts from all colleges and universities attended
4. Additional documentation for [International Student](#)
5. Background check
6. Students under the age of 22 must submit Meningitis immunization records or a Waiver of Conscience ([Per Texas State Law](#))

Candidates must meet [technical standards](#) with or without reasonable accommodations.

## Technical Standards

All applicants/students should possess functional use of the somatic senses, adequate motor capabilities, professional attitudes and behaviors to manage situations in the classroom, laboratory and clinic in which these attributes would be employed, and must be able to integrate data acquired via these abilities sufficient to successfully complete the program. Accommodations can be made for some disabilities in certain of these areas, but a candidate must meet the essential technical standards in such a way that he or she will be able to perform in a reasonably independent manner. The use of a trained intermediary is not acceptable in many clinical situations as it implies that a candidate's judgment must be mediated by someone else's power of selection and observation. The following entries are intended to provide a framework for applicants and students to understand the necessary personal attributes integral to satisfactory performance in chiropractic education:

**Observational Skills:** Students must be able to observe and ascertain in the lecture hall, laboratory and clinic setting sufficient that the student can identify all necessary details, receive and record clinical information, and read and interpret all forms of diagnostic imaging.

**Communication Skills:** Students must be able to communicate professionally, effectively and sensitively with patients, their families and all members of the health care team. Candidates must show evidence of effective communication skills in the language of instruction.

**Motor Function:** Students must be able to perform basic diagnostic procedures (e.g., palpation, auscultation) and possess the strength and coordinated motor movements required to provide standard techniques and procedures associated with a chiropractic education in a safe and effective manner.

**Intellectual, Conceptual, Integrative, Quantitative Abilities:** Students must be able to measure, calculate, reason, analyze and synthesize. Problem solving, a critical skill demanded of chiropractors, requires all of these intellectual abilities. In order to complete the requirements for the DC degree, students must be able to demonstrate mastery of these skills and the ability to use them together in a timely fashion in clinical problem solving and patient care.

**Behavioral and Social Attributes:** Students must possess behavioral and social attributes including compassion, empathy, altruism, integrity, ethics, responsibility, emotional stability, tolerance and the ability to adapt to change. As much of the technical instruction in the programs requires reciprocal application of chiropractic and adjunctive techniques, students must have the ability and willingness to receive chiropractic and adjunctive procedures. The College may temporarily excuse a student from receiving chiropractic and adjunctive procedures provided that there is a specific medical contra-indication, as determined in writing by a licensed health care professional.

Applicants and students unable to resolve deficiencies in these areas with reasonable accommodation will be counseled to pursue alternate career paths.

## Notification of Acceptance

Notification of acceptance to the D.C. program is given year-round. With the offer of admission, a nonrefundable advance tuition deposit of \$100.00 will be required to reserve a place in the class. This deposit will be in force for one calendar year should the student need to delay

enrollment. The responsibility for knowing and meeting the requirements for admission rests with the student. If at any time it is discovered that a student did not meet the entrance requirements in effect at the time of enrollment, the student will be withdrawn from the College. Tuition refunds will be made according to the rules in effect at the time the student is withdrawn.

## International Applicants

All international applicants must demonstrate academic preparation substantially equivalent to that of domestic students. All foreign college and university transcripts must be properly submitted through a U.S. Department of Education approved evaluation service. The Admission Office must receive an official course-by-course evaluation of all such work directly from the evaluation service. World Education Service ([www.wes.org](http://www.wes.org)) is preferred. Submit proof of financial resources sufficient to complete one full year at TCC. Provide evidence of proficiency in reading and writing English and an understanding of oral communication in English is required of non-native English speakers. One of these tests is required of an applicant whose native language is not English:

1. A minimum score of 79 on the Test of English as Foreign Language (TOEFL) Internet Based. We are not accepting TOEFL Paper Based or Computer Based. Minimum scores for specific sections: reading, 21; writing, 18; speaking, 19; listening, 21.
2. A minimum score of 8 on the International English Language Testing System (IELTS).
3. Or, a bachelor's obtained from any accredited college or university in the United States.

**Any student falsifying admission information, including the omission of any institution(s) previously attended, is subject to dismissal.**

## Transfer Applicants

An applicant for transfer to TCC from another chiropractic program must meet the admission requirements that were in force at the admitting school on the date the student originally enrolled.

***To be considered as a transfer applicant, the student must have earned an overall cumulative GPA of 2.00 on a 4.00 scale while attending the current chiropractic program. Additionally, the student must be in good ethical standing with their current and any previously attended chiropractic programs.***

Credits considered for transfer must have been awarded by a CCE accredited college/program or a college/program accredited as a first professional degree in one of the health science disciplines and is accredited by a nationally recognized agency. Only credits earned with a grade of 'C' (2.00 or better on a 4.00 scale) may be considered for transfer and must have been awarded within five years of the date of admission to the original college/program. Accepted transfer credits will not be included in the TCC GPA calculation.

Texas Chiropractic College's Registrar's office is the final authority on matters concerning transfer credit. Applicants must submit a Texas Chiropractic College Transfer Form to the institution from which they are transferring for completion and submission by that institution's Registrar.

***Please note that completion of over one-third of the total credits required for graduation, inclusive of Clinic Clerkship I, II, III, and IV MUST be completed in residence at TCC.***

All transfer applicants will be subject to a review process before an admission decision.

## Advanced Standing

Students seeking advanced standing must have successfully completed courses prior to matriculation in a health care professional doctoral program (i.e., medical, dental, veterinary, osteopathic). All courses must have been completed at an accredited facility for higher education. Credit for courses to be considered for advanced standing must be documented by official transcripts. Forms for application are available through the Registrar's Office and must be completed prior to the first trimester of study. Only courses with grades of 2.00 on a 4.00 scale or better can be considered for advanced standing credit. Advanced standing credit awarded will not be included in the TCC GPA calculation. Courses used to meet admission requirements cannot be used to meet graduation requirements. Requests for advanced standing must be accompanied by payment of the appropriate fees. ***Please note that completion of over one-third of the total credits required for graduation, inclusive of Clinic Clerkship I, II, III, and IV MUST be completed in residence at TCC.***

# Disciplinary History, Misdemeanor, or Felony Convictions

## Disciplinary History

During the application process, applicants must disclose any disciplinary actions at previous educational institutions that led to probation, suspension, removal, dismissal, or expulsion. Those with a disciplinary record should provide a detailed written account of the events to the Office of Admission. Not providing this information can lead to the rejection of the admission application or, if already enrolled, expulsion from the Doctor of Chiropractic Program.

## Misdemeanor or Felony Convictions

A graduate's eligibility for a chiropractic license might be affected by prior misdemeanor or felony convictions. It's essential for applicants to acquaint themselves with the regulations of their desired practicing states by checking [www.fclb.org](http://www.fclb.org) or the specific state board websites. It's mandatory to report any arrest or conviction histories during the application process. **All applicants for the Doctor of Chiropractic program must complete a background check.** Not disclosing any arrest or conviction could lead to severe consequences, including possible expulsion from the Doctor of Chiropractic program.

Applicants with arrest records and/or misdemeanor or felony convictions may be denied acceptance to the Doctor of Chiropractic program without further reason.

Should an applicant with a criminal record be granted acceptance, the applicant acknowledges that they may be unable to obtain licensure in a/ any state upon graduation. The applicant will be required to sign a waiver agreeing that Texas Chiropractic College is not liable in the case of failure to obtain licensure.

Students currently enrolled in the Doctor of Chiropractic program are continuously obligated to notify of any post-matriculation arrests, charges, or convictions. This information should be promptly reported to Student Services. A student's legal record might influence their continued participation in the program. Not disclosing any subsequent criminal activity or inaccurately representing information regarding an arrest, charge, or conviction could lead to dismissal from the program.

# Immunization Requirements for Admission

[Immunization Requirements For Admission Per Texas law](#), states all higher education students attending college in the State of Texas must provide either proof of bacterial meningitis immunization a [notarized, state issued waiver of conscience](#) no less than 10 days prior to the start of class. Effective October 1, 2013, this law will not apply to students aged 22 or older. Please submit the relevant documentation to the Office of Admission.

Though other immunization records are not needed for gaining admission into the Doctor of Chiropractic program, they will be required per state regulations for direct patient contact (please see Clinic Experiences section).

## Physical Examination

To protect students' health and well-being in an institution where examination and treatment procedures are performed by students, interns, and licensed clinical faculty, all students are required to have a complete physical examination during their first trimester of study under the authority and supervision of a licensed doctor of chiropractic employed by the College. Students who do not receive a physical exam in the Moody Health Center and are not cleared for participation will not be allowed to participate in any classes involving joint manipulation.

## New Student Scholarships

Texas Chiropractic College recognizes students for their dedication to excellence in their pre-DC coursework. Cumulative GPAs are used to calculate student's eligibility for many of the scholarships. Students wishing to learn more are encouraged to contact the Office of Admission at 281-998-6007 or [admissions@txchiro.edu](mailto:admissions@txchiro.edu). Additional scholarships are available for continuing students. For additional information about continuing student scholarships please contact the Office of Financial Aid at 281-998-6022 or [financialaid@txchiro.edu](mailto:financialaid@txchiro.edu).



## ADA Compliance

Regarding academic special needs, Texas Chiropractic College acts in compliance with the ADA and Section 504 as well as the disability guidelines outlined by the Association on Higher Education and Disability (AHEAD). It also complements the accommodations process provided to students by the National Board of Chiropractic Examiners who also follows AHEAD's guidelines. For more information, contact the Office of Student Services.

# Tuition and Fees

## Tuition and Fees 2026 - 2027

Tuition and fees are determined prior to the fall trimester and maintained throughout the academic year (September through August). The published tuition rate includes all required educational costs and institutional fees associated with enrollment. New students will be charged the tuition rate in effect at the time of enrollment. Tuition rates are evaluated annually and adjusted as necessary.

The College operates on a basis of three trimesters per year. Each term is measured as 15 weeks. Tuition and fees must be paid no later than the day before the first day of classes of the trimester. If the first day of classes is a Monday, then the due date will be the Friday before. If a student anticipates a problem with making a full payment by the due date, then a payment deferment or arrangements needs to be requested prior to the first day of class. If arrangements are not made with the Business Office for payment of tuition and fees by the end of the day before the first day of classes of the trimester, the student's enrollment is subject to cancellation and their account is subject to the late payment fees. A signed financial aid award letter is considered an appropriate arrangement for payment of tuition and fees as long as the financial aid, not including Federal Work Study, is more than the tuition and fees. Tuition and fees become due when aid is received, regardless of its source.

Tuition and fees are assessed when a student registers. Student statements, fees and balances are available online through the student portal. Students may also request a printed statement from the Business Office. Tuition is subject to the refund policy. Student equipment fees are mandatory and nonrefundable.

Once a student registers, if the student decides that s/he will not be attending for the trimester, the student must provide a withdrawal form to the Registrar. A registered student who has not officially withdrawn is liable for trimester charges.

In addition to tuition and fees listed below, students are responsible for the purchase of all texts, instruments, and materials required for all courses.

### Tuition Rate

| Enrollment Date              | Cost     |
|------------------------------|----------|
| Enrolled after Sept. 1, 2023 | \$14,848 |

### Part Time BS/DC tuition per credit hour (1-11.5 credits)

| Enrollment Date              | Tri 1-10            |
|------------------------------|---------------------|
| Enrolled after Sept. 1, 2023 | \$1,237/credit hour |

### Fees

| Item                                                | Cost                    |
|-----------------------------------------------------|-------------------------|
| Course Audit Fee (Lectures Only)                    | \$50/credit hour        |
| Elective course tuition (per credit hour)           | TBD per course          |
| Emergency Loan Fee                                  | \$15 (eft) \$25 (check) |
| D.C. degree program application fee                 | \$50                    |
| NSF/returned check fee                              | \$25                    |
| Transcript copy fee (not issued if delinquent/hold) | \$5                     |
| Replacement ID card fee                             | \$10                    |

Tuition and Fees

| Item                                                    | Cost     |
|---------------------------------------------------------|----------|
| Replacement name badge fee                              | \$25     |
| Make-up examination fee                                 | \$75*    |
| Replacement diploma fee                                 | \$100    |
| Diploma copy fee                                        | \$10     |
| Replacement award certificate fee                       | \$25     |
| Advance tuition deposit (nonrefundable if not enrolled) | \$100**  |
| B.S. degree processing fee (nonrefundable)              | \$500*** |
| Advance standing fee – minimum (one course)             | \$50     |
| Advance standing fee – maximum (two or more courses)    | \$100    |
| Equipment fee (Tri 1-5)                                 | \$320    |

*\*If a standardized patient is required for the exam, the fee for the makeup examination is a minimum of \$75.00. Additional required standardized patient hours may increase this minimum fee. This fee will be waived only if the missed examination is due to either approved TCC travel or in the instance the exam was missed secondary to a TCC administered absence. There is no fee for written makeup examinations.*

*\*\*\$50 will go towards a criminal background check and enrollment assessments*

*\*\*\*There will be a \$100 refund if a diploma is not awarded.*

Estimated Cost of Attendance Per Trimester  
2026-2027 Academic Year

| Item                                             | Not at Home     | At Home         |
|--------------------------------------------------|-----------------|-----------------|
| Tuition                                          | \$14,798        | \$14,798        |
| Equipment Fees                                   | \$364           | \$364           |
| <b>Total cost allowance for tuition and fees</b> | <b>\$15,162</b> | <b>\$15,162</b> |
| Books, Course Materials, Supplies, and Equipment | \$1,300         | \$1,300         |
| Food and Housing                                 | \$6,862         | \$3,432         |
| Transportation                                   | \$1,425         | \$1,425         |
| Miscellaneous Personal Expenses                  | \$4,296         | \$4,298         |
| Loan Fees                                        | \$174           | \$174           |
| <b>Total cost allowance for indirect costs</b>   | <b>\$14,060</b> | <b>\$10,628</b> |
| <b>Total (estimated) Cost of Attendance</b>      | <b>\$29,220</b> | <b>\$25,790</b> |

The budgets are developed based on data from the most recent years' Consumer Expenditure Survey (CES), produced by the U.S. Bureau of Labor Statistics.

These budgets are provided to assist financial aid officers in developing living expense budgets for their independent, off-campus and at home students.

# Financial Policies and Information

## Philosophy of Financial Aid

Financial aid at Texas Chiropractic College is based on the philosophy that students have the primary responsibility to pay for their education to the extent that they are able. Financial aid is a supplement to their resources; it is not meant to be the sole source of income or financing to students, nor is it meant to be an inducement for enrollment. It is meant to minimize financial barriers to a professional career in chiropractic and to enable students to reach their educational goals.

## Federal Requirements

To receive Title IV program assistance, students must comply with the following Federal Regulation Guidelines (Sec. 668.32):

1. To be eligible for Title IV program assistance, the student must be enrolled at Texas Chiropractic College.
2. To be eligible for the William D. Ford Direct Lending Program, the student must be enrolled for no longer than a one 12-month period in a course of study necessary for enrollment in an eligible program.
3. The student must be enrolled at least half-time (six hours) in order to receive Direct Loans and Federal Work Study (FWS) assistance.
4. TCC does not offer a post-baccalaureate teacher certification program.
5. TCC does not provide Title IV program assistance to individuals incarcerated in federal or state penal institutions.
6. To receive Title IV program assistance, the student must:
  - a. Be a U.S. citizen or an eligible non-citizen.
  - b. Have a high school diploma or its recognized equivalent.
  - c. Maintain Satisfactory Academic Progress (SAP) as determined by the school according to federal regulations and the school's policy.
  - d. Must not be in default.
  - e. Has not obtained loan amounts that exceed annual or aggregate loan limits made under any Title IV or HEA loan program.
  - f. Must not have property subject to a judgment lien for a debt owed to the United States.
  - g. Is not liable for a grant or Perkins Loan overpayment.
7. TCC students must have a valid social security number.
8. TCC male students must be registered with the Selective Service if they were born on or after January 1, 1960.

## Student Borrowers

For students to be eligible to receive Direct Loans at Texas Chiropractic College, Federal Regulation Guidelines (Sec. 668.32, see above) must be met. Graduate students are eligible for the unsubsidized student loans or private loans.

## Financial Aid Application

Financial aid applicants must complete the Free Application for Federal Student Aid (FAFSA) form on the internet by accessing [www.studentaid.gov](http://www.studentaid.gov). **It is very important in step six of this process for the applicant to enter the TCC school code: 003635.** The Financial Aid Office will receive a Student Aid Report electronically that has been calculated to determine aid eligibility using the results from the Federal Congressional Methodology. Applicants must also complete and submit the additional forms in the financial aid packet to the Financial Aid Office. An "Award Notification" then offers a financial aid package showing students what aid they can receive. Students must sign the Award Notification indicating acceptance of all or part of the amount offered before loan information is sent to the federal government.

Awards are made for the entire academic year of enrollment. Students are required to reapply for all financial aid annually, and awards are recalculated annually. The priority deadline for financial aid applications for the following award year is April 15th. Funds will be awarded first to those applications completed by the priority deadline. Applications completed after the priority deadline will be awarded on a rolling basis until funds are depleted. All students who have not been officially admitted into the D.C. program will not receive an award notification.

## Promissory Note

All new students are required to complete a Master Promissory Note prior to funds being disbursed. Master Promissory Notes can be completed online by accessing the Texas Chiropractic College website or going directly to <https://studentaid.gov/>. Students who are borrowing for the first time will need to complete Entrance Counseling, which is also available through <https://studentaid.gov/>.

## Eligibility for Financial Aid

Eligibility for all financial aid is determined using the Federal Congressional Methodology. This formula compares students' cost of attendance to their ability to pay to determine financial need. The financial aid policy of TCC is to help meet the financial need of all qualified students through the use of one or more forms of aid available from federal, state, institutional, and outside sources.

Loans are processed every two trimesters, depending on when the student matriculates. The following is an example of a typical calculation of need and eligibility for a graduate student's fall and spring period of full-time enrollment:

## Satisfactory Academic Progress (Financial Aid Standard)

The Higher Education Act (HEA) requires that a student maintain satisfactory academic progress (SAP) in the student's program of study in order to retain eligibility for financial aid.

Federal regulations mandate that a student's SAP be measured at least annually. Students who do not meet certain standards lose their eligibility for financial aid. At Texas Chiropractic College, SAP is performed after each trimester of enrollment.

SAP is measured in two ways: qualitative and quantitative (pace). Qualitative measures a student's grade point average (GPA). Quantitative, or pace, measures a student's progress through the program to ensure the student is on track to complete the degree program within the maximum time allowed.

### Qualitative: Grade Point Average (GPA)

- a. A student must achieve a cumulative GPA of 1.5 or better in their first term\* of enrollment and a completion rate\*\* of 50% or greater.
- b. A student must achieve a cumulative GPA of 1.75 or better in their second term of enrollment and a cumulative completion rate of 50% or greater.
- c. A student must achieve a cumulative GPA of 2.0 or better in their third term of enrollment and for all remaining terms, and a cumulative completion rate of 67% or greater for the third term and all remaining terms.

### Quantitative: Maximum Time Frame or Pace

A maximum length of time to complete an academic program is 150 percent of the published length of the educational program. A student must complete (receive passing credits) each term to maintain PACE.

- Any grades counted as attempted hours on the transcript.
- Hours attempted include repeated courses.
- If a course is dropped within the designated add/drop period, it does not count.
- Hours attempted include transfer credit courses.
- Periods of enrollment for which the student does not receive financial aid are counted toward the maximum number of enrollment periods.

### Length of Program

The maximum number of enrollment periods to receive financial aid in the Doctor of Chiropractic Program is 15 trimesters.

### Financial Aid Warning

This is an automatically assigned status that allows a student who fails to meet SAP to continue to receive aid for one term of enrollment. During the warning period, a student must be enrolled at a minimum half-time status.

A student on warning will receive a letter from the Director of Financial Aid and is required to meet with the Director of Student Services during the warning trimester to assess academic progress and receive assistance in developing effective learning strategies.

## Financial Aid Suspension

A student's financial aid is suspended if he/she has not met the standards of academic progress within one trimester immediately following a term of financial aid warning status or is unsuccessful in their financial aid probation appeal attempt.

## Financial Aid Probation

A student whose financial aid has been suspended may appeal to be placed on financial aid probation. Approval of the probation status allows the student to continue to receive financial aid for one trimester. Texas Chiropractic College considers appeals within guidelines set by the U.S. Department of Education (DOE). DOE guidelines stipulate that the student must explain the special circumstance that caused him/her to fail to meet the minimum standards of academic progress, and the student must also explain what has changed that would enable him/her to regain good academic standing.

Appeals should be submitted to the Director of Financial Aid. The appeal will be reviewed by several administrators.

## Academic Plan

Students on financial aid probation are required to follow an academic plan approved by the Director of Student Services. Students will continue on probation as long as they meet the standards of academic progress outlined in the academic plan. Students who do not meet the standards of academic progress in the academic plan will be placed on financial aid suspension and will lose financial aid eligibility until they regain satisfactory progress.

## Appealing a Financial Aid Suspension

A student whose financial aid was suspended and feels there were mitigating circumstances beyond their control that resulted in failure to meet SAP requirements may appeal

Mitigating circumstances as defined by the U.S. Department of Education (34.668.34):

- Death of a relative
- Serious illness or injury to the student or
- Other special circumstances

Supporting documentation of the above must be included with the appeal letter.

- An explanation as to why the student failed to maintain SAP
- An explanation regarding what has changed in the student's situation that will allow the student to demonstrate at either the end of the warning trimester, during, or at the end of a specified academic plan
- A statement regarding their plan to achieve SAP

Students who do not wish to appeal their financial aid suspension but continue to remain enrolled for the purpose of regaining eligibility must be enrolled in at least 12 credit hours, unless approved by the registrar due to a conflict in class scheduling. They must use this time to repeat any failed or withdrawn courses.

# Enrollment Requirements

To qualify for most grants, students must be enrolled full-time (12 semester hours or more), most loans require at least half-time enrollment, which is federally mandated as at least six semester hours.

# Sources of Financial Aid

There are several aid sources available to graduate level students, including grants, scholarships, employment, and loans. Each program has its own eligibility requirements, which are generally need based or merit based.

## Grants

*(Do not have to be repaid)* Tuition Equalization Grant (TEG): State grant available to eligible, "bona fide" Texas residents. Non-Texas residents should apply for a grant, if available, in their home state. Need-based, full-time enrollment required. Students must maintain a 2.5 cumulative GPA.

## Scholarships

*(Do not have to be repaid)* Scholarships are available from a variety of sources, each with its own requirements and deadlines. There are scholarships specifically for incoming students and returning students. For further information contact the Office of Admission for incoming student scholarships. Announcements and applications are also available in the Financial Aid Office and <https://www.txchiro.edu/admissions-and-aid/financial-aid/scholarships-grants-loans/>

## Federal Work Study/Student Employment

Students earn a portion of their financial aid award by working on campus. Students are paid for hours worked at the federal/state minimum wage rate. In order for students to be eligible to receive FWS program assistance at Texas Chiropractic College, the Federal Regulation Guidelines (Sec. 668.32, see above) must be met, and the student must show financial need and be enrolled at least half-time.

## Loans

*(Must be repaid)* Only unsubsidized loans are available. Loan entrance and exit counseling is required for all student borrowers.

**Federal Unsubsidized Direct Loan:** Interest begins accruing during enrollment, and can be paid or capitalized until repayment begins. Not need based; total eligibility cannot exceed the student's cost of attendance. Minimum of half-time enrollment required. Annual and aggregate limits apply.

**Alternative/Private Loans:** Various sources based on credit worthiness, projected earnings, debt-to-income ratio. Minimum half-time enrollment required for most. Annual and aggregate limits apply.

## Other Forms of Financial Assistance

### Veterans and Vocational Rehabilitation Benefits

Texas Chiropractic College is approved for participation in the Veterans Administration educational benefits programs, including the Yellow Ribbon Program. Visit <https://www.txchiro.edu/admissions-and-aid/financial-aid/veterans-at-tcc/> for more resources. Additionally, various state agencies also provide vocational training and rehabilitation funding for eligible students. Contact those agencies directly for more information.

Texas Chiropractic College offers Veterans a 25% tuition discount to those who have exhausted their VA benefits. Contact the Financial Aid office for more information, including eligibility requirements.

The veterans and vocational rehabilitation benefits cannot be used in conjunction with any other tuition discount offers.

### Family Discounts

A 50% tuition credit, for a max of 10 trimesters, is available to married couples (legal marriage as defined by the state of Texas) when both individuals are concurrently enrolled full-time (12 or more credits) in the Doctor of Chiropractic Program. When spouses are concurrently enrolled, one may apply for the tuition credit. New DC students will receive the tuition credit without a GPA requirement for the first trimester if they present the application and marriage certificate. Eligibility: spouse must maintain a 3.0 GPA, be enrolled full-time, and have held marital status for a minimum of six months prior to enrolling. This tuition credit is nontransferable.

A 10% tuition credit, for a max of 10 trimesters, is available to immediate family members (children, parents, brothers, and sisters) when individuals are concurrently enrolled full-time (12 or more credits) in the Doctor of Chiropractic Program. New DC students will receive the tuition credit without a GPA requirement for the first trimester if they present the application and birth certificate. Eligibility for the scholarship will remain if they all meet Satisfactory Academic Progress as defined by Financial aid.

Family discounts cannot be used in conjunction with any other tuition discount offers.

### International Student Discounts

International students may receive a 25% tuition discount for up to 10 trimesters. They must contact the Business Office to determine their eligibility.

The international student discount cannot be used in conjunction with any other tuition discount offers.

## Advance Tuition Deposit

Upon receiving a letter of acceptance or temporary acceptance in the D.C. program, an advance tuition deposit of \$100.00 is required. This tuition deposit will be in force for a period of one calendar year from the term of first acceptance and is not refundable if the student does not enroll. The deposit is applied as a payment against the students' tuition when enrolled/charged. Payment of the advance tuition deposit is expected after receiving the letter of acceptance.

## Full and Part-Time Tuition

A student taking 12 credits or more will be charged the full-time tuition rate. Students enrolled in less than 12 credits, and thus designated as part-time students, will be charged for the credits in which they are enrolled at the per credit hour tuition rate. The tuition per credit hour is calculated by dividing the full-time tuition rate by 12 and truncating up to the nearest dollar. Adjustments to tuition will be made for part-time students completing drops (reverse) and adds (increase) on or before the last day to add/drop.

## Payment Policies

Texas Chiropractic College accepts US cash; electronic funds; personal, business and bank checks; money orders and credit cards for payment of tuition and fees. TCC will refund amounts used to pay tuition and fees when institutional, scholarship and financial aid is received to pay tuition and fees. Postdated check payments for tuition and fees will not be accepted. Students paying by check are subject to a returned checks/non-sufficient funds (NSF) fee if the funds are not honored by the bank. NSF checks may make the students account retroactively subject to the late payment fees and delinquent balance policies. The College reserves the right to not remove any holds for seven days from the receipt of a personal or business check.

Failure to pay all debts to the College by due or arrangement dates shall result in a delinquent account. A student will not be allowed to register for a subsequent trimester if tuition and fees are due. Any student who has a delinquent account shall have his or her student records encumbered until the account is cleared. Encumbrances include withholding student grades, student transcripts and continued registration, clinic (student and Moody Health Center) privileges and other records. Any student who has not paid his or her outstanding balance by the beginning of the final week of the trimester will not be allowed to continue to the next trimester or attend graduation ceremonies. Former students (no longer enrolled) with outstanding/delinquent account balances will be subject to legal and collection costs incurred for the collection efforts of debt and credit bureau reporting efforts. Direct deposit is available for releasing excess funds (overpayment - payments received on behalf of the student in excess of tuition and fees charged) to students. Please obtain a form from the Financial Aid or Business Office to enroll for direct deposit. Excess funds will be released by checks available for pickup in the Business Office for students not enrolled for direct deposit.

## Payment Deferments and Arrangement Plans

### Payment Deferments

The Chief Fiscal Officer in the Business Office may authorize payment deferments for student who fall into the following categories:

1. Approved financial aid awards exceeding the tuition and fees balance
2. VA benefits payable directly to TCC
3. State rehabilitation benefits payable directly to TCC

The Texas Chiropractic College Student Request of Payment Deferment/Payment Arrangement form, also known as a payment plan, is available at the Business Office.

### Payment Arrangement Plans

Payment Arrangement Plans may be requested from the Chief Fiscal Officer through completion of the Payment Arrangement form. Forms are required to be submitted prior to the first day of class.



## Delinquent Accounts

Students account with balances for which a deferment or payment arrangement has not been requested are considered delinquent after the first week of classes of the trimester. Students with delinquent accounts will be placed on Business Office hold. An account remains delinquent until paid in full. Students without delinquent accounts need to discuss payment arrangements with the Chief Fiscal Officer in the Business Office. Students with delinquent accounts (Business Office hold) are subject to cancellation of enrollment and not allowed to:

1. register
2. receive grades
3. request transcripts
4. perform clinic services
5. receive clinic services credits
6. participate in graduation ceremonies

## Refund Policy for Complete Withdrawal

No refund will be given to a student who is administratively dismissed.

The refund schedule based on the complete withdrawal date for tuition is as follows:

| Day of Withdrawal                                                                                | Percentage of refund |
|--------------------------------------------------------------------------------------------------|----------------------|
| Prior to the first day of classes of the trimester                                               | 100%                 |
| Including the first day of classes of the trimester and up to the tenth weekday of the trimester | 75%                  |
| Beyond the tenth weekday of the trimester and up to the twenty-fifth weekday of the trimester    | 50%                  |
| Beyond the twenty-fifth weekday of the trimester                                                 | 0%                   |

The refund is calculated on the student’s maximum course load tuition (the original registration plus any added course but not less any dropped courses nor partial withdrawals). None of the fees charged for enrollment, except for tuition, shall be refundable in the event of withdrawal. All books and other materials purchased by the student are the property of the student. The College shall not accept returned materials nor make refund for services. A TCC refund and a “Financial Aid Return of Funds” is not the same thing. Contact the Financial Aid Office for more details about a “Financial Aid Return of Funds. “After the TCC refund is calculated, a federally mandated formula is applied to determine if funds must be returned to financial aid programs. If required, funds are returned to federal programs:

- Federal Direct Unsubsidized Loans
- Other federal, state, or institutional sources of aid

The student will be charged for the amount of the TCC return of financial aid funds. The Business Office releases excess funds to withdrawn students due refunds after the financial aid return is calculated and charged to the student's account. The former student may have a delinquent account which, if not paid, may be sent to collections. Any collection costs will be added to the outstanding balance.

## Student Tax Identification

If the student would like to receive a 1098-T for tax preparation purposes, the student must provide a social security number or other taxpayer identification number to the Registrar prior to December 31st of the enrolled year. If the student does not provide this information, a 1098-T will not be issued.

## Emergency Loans

These loans are funded by TCC and are for dealing with short-term emergencies. Limited amounts may be borrowed if approved by the Financial Aid Office. For more details, please contact the Financial Aid Office at 281-998-6022.

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# Academic Policies and Information

## Academic Standards and Procedures

By choosing to attend Texas Chiropractic College, students have committed themselves to demanding academic excellence. The course of study is challenging, and academic standards are high. Regulations governing the academic process at TCC are designed to be fair while maintaining the integrity expected of a professional institution.

## Assessment of New Students

During the orientation program, various assessments may be given to the entering class to establish baseline data for future use in evaluating applicants for admission.

## Registration of New and Continuing Students

### Registration of New Students

New students may register during the registration period published on the academic calendar. Registration assistance is available through the Office of Student Services.

### Registration of Continuing Students

A student may register for classes during the registration period published in the academic schedule providing the student is in good standing and clear of any holds. Students who have not completed payment of tuition and fees, and do not have a payment deferment in effect, will be placed on Business Office hold and will not be eligible to register until cleared by the Business Office.

Students who have registered for an upcoming trimester will be assessed the appropriate tuition and fees. *Tuition is subject to the refund policy.* Student activity and technology fees are mandatory and are nonrefundable fees. Late registration is conducted subsequent to regular registration up to and including the late registration deadline (third class day of trimester) for students who fail to qualify for the regular registration schedule or who, for any reason, do not register at the normal time. After the close of the late registration, no additional registration is possible for the trimester in question. Late registration entails an additional fee.

## Course Numbering

Each of the courses at Texas Chiropractic College has a unique number assigned to it. The course rubric will indicate the department, trimester level, number of credits, lecture and laboratory hours each week.

For example: Gross Anatomy and Embryology I, AN 1746, indicates the Anatomy Department (AN), trimester one (1), seven (7) credits, four (4) hours of lecture and six (6) hours of laboratory each week.

### Gross Anatomy and Embryology I – AN 1746

AN Department designator (AN)

1 Trimester level (1)

7 Number of credits (7)

4 Number of lecture hours each week (4)

6 Number of laboratory hours each week (6)

### Clinical Chiropractic Clerkship II – CC 812221

CL Department designator (CL)

8 Trimester level (8)

12 Number of credits (12)

2 Number of lecture hours each week (2)

21 Number of laboratory hours each week (21)

## Courses

The curriculum is outlined in the catalog, and, although modifications may occur, the changes will not delay the graduation of any student making satisfactory progress. The Registrar is available for any questions that may arise on the subject of curriculum. It is the student's responsibility to understand the requirements for graduation and complete them.

[View courses.](#)

## Satisfactory Academic Progress

A student must meet the following academic measures in order to remain in good academic standing with the college, and to continue to meet the U.S. Department of Education's eligibility requirements for Federal Student Aid. These measures apply to students matriculating in all TCC degree programs:

- a. A student must achieve a cumulative GPA of 1.5 or better in their first term\* of enrollment and a completion rate\*\* of 50% or greater.
- b. A student must achieve a cumulative GPA of 1.75 or better in their second term of enrollment and a cumulative completion rate of 50% or greater.
- c. A student must achieve a cumulative GPA of 2.0 or better in their third term of enrollment and for all remaining terms, and a cumulative completion rate of 67% or greater for the third term and all remaining terms.

Cumulative completion rate: To ensure a reasonable pace, a student must have successfully completed a minimum percentage of their cumulative attempted credit hours at the end of each term. Any credit hours, from accepted transfer courses, are included in the pace calculation as credit hours earned and attempted. An earned course grade of I, F, WF or W is not considered to be successful completion of a course.

Calculation of the cumulative completion rate (program pace): Cumulative number of credit hours successfully completed divided by the cumulative number of attempted credit hours. Required minimum program pace percentages:

- 50% during first term of enrollment
- 50% during second term of enrollment
- 67% during third, and all subsequent, terms of enrollment

\*Term refers to a discreet time interval (trimester period) and not a reference to the trimester level of courses attempted or completed in that time period.

\*\*Completion rate: The maximum length of time to complete an academic program is 150% of the program's total credit hours.

## Academic Warning

A student in academic warning status has failed to meet the minimum requirements of the college's standards of academic progress and must meet the minimum standards by the end of the next trimester of enrollment. U.S. Department of Education regulations state that a student in academic warning status may only receive federal student aid for one additional term before being required to meet the standards of academic progress to maintain their eligibility for funds. Students on academic warning are required to meet with Student Services within the first two weeks of the trimester to be counseled on available academic support.

## Academic Suspension and Probation

A student is placed on academic suspension if he/she has not met the standards of academic progress within one trimester immediately following a term of academic warning status. Any student placed on academic suspension must meet with the Academic Affairs Committee (AAC) before continued enrollment can be considered. If continued enrollment is approved, the student will be placed on a status of academic probation. The student will remain on probation until they meet all academic progress criteria required in their academic plan.

*U.S. Department of Education guidelines stipulate that the student must explain the special circumstance that caused them to fail to meet the minimum standards of academic progress, and the student must also explain what has changed that would now allow the student to regain good academic standing.*

## Academic Plan

If a student has been placed on probation, he/she will be given an academic plan where stated objectives must be met for the student to get back in good academic standing by a set point in time. Students who have been placed on an academic plan must meet the modified standards of academic progress and any other criteria outlined in the plan, or they will be academically dismissed without an opportunity for further appeal.

## Failures

Failure of a required subject necessitates that the course be repeated during the next trimester and may require signing a learning contract between the instructor and the student. A learning contract template is available through the Registrar's office. The learning contract shall be signed by the student and instructor. The contract is to include the scheduling of meetings between the instructor and student and any related activity to support student success. Students who must repeat classes must adjust their schedule before the end of the add/drop period. Failure to do so may result in the student being administratively withdrawn from the College. If a student elects to drop/withdraw from a course that is being retaken for a failing grade, the student will not be allowed to add any other course to his or her schedule that is in the same time slot as the repeat course which has been dropped/withdrawn. A student who fails a course three times is subject to academic dismissal.

## Dismissals

### Academic Dismissals

A student is subject to academic dismissal when:

1. A student fails a course for the third time;
2. On the third occasion that a student withdraws from a course; or,
3. When, in the judgment of the Academic Affairs Committee, a student's academic performance strongly suggests an inability to successfully complete the program within 150% of the program length.

Academic dismissal is final with no option to return to the program.

Note: Students facing difficulties with course instruction or course content should consult with the faculty member and the Office of Student Services. The faculty member may refer students to Student Services for consultation regarding learning styles and strategies. Faculty members, department chairs, faculty advisors, or the Chief Academic Officer may also refer students to Student Services for assistance in personal matters. If it is determined that students do not possess the aptitude and are unable to make satisfactory progress or are unwilling to cooperate with professional assistance, they will be subject to dismissal from the College.

### Administrative Dismissals

The administration reserves the right to dismiss any student at its own discretion. In addition to academic dismissal, permanent dismissal occurs when dishonesty or other circumstances of character are determined to adversely affect the student's ability to perform satisfactorily in school or as a professional. See the student code of conduct for additional information.

## Class Overlap Policy

The Class Overlap Policy is designed to manage conflicts in trimester schedule hours between a repeat failed course and another course. The policy allows class overlaps under specific conditions: overlaps are only permitted after trimester 4, can involve no more than two hours per week, and cannot include pre-requisite courses. Students with a cumulative GPA of 2.5 or higher must submit a written request to the Registrar specifying the courses involved. If eligible, a Learning Contract, signed by the course instructors and outlining the learning outcomes and assessment methods for the missed class hours, must be submitted. The request is reviewed and decided upon, and the decision is communicated to all parties involved. The policy ensures that academic standards are maintained while accommodating necessary course overlaps.

# Incomplete Final Course Grade

An incomplete grade is given only if the final examination is missed due to good and sufficient reasons. The incomplete grade must be corrected before the first day of the next trimester. If not corrected, this grade becomes a failure. Financial Aid may be withheld from a student until all incompletes are resolved.

# Grading System and Reporting

## Grading System

| Letter Grade | Standing                 | Scale      | GPA |
|--------------|--------------------------|------------|-----|
| A            | Superior                 | (90-100)   | 4.0 |
| B            | Good                     | (80-89)    | 3.0 |
| C            | Satisfactory             | (70-79)    | 2.0 |
| F            | Failing                  | (Below 70) | 0.0 |
| P*           | Pass (satisfactory)      | --         | 0.0 |
| I*           | Incomplete               | --         | --  |
| W*           | Withdrawal               | --         | --  |
| WF           | Withdrawal Failing (0.0) | --         | 0.0 |

\*These grades are not used in computing the grade point average.

## Grade Reporting

Trimester grade reports are produced for each student at the close of each trimester. Grade reports will be available to students in their student portal. Grade reports will not be released to students who are on Business Office or Admissions holds.

# Grade Appeals/Changes

To ensure a prompt and fair process for the final grade appeal students are to meet with the course instructor informally to resolve the final course grade appeal issue. If the issue is resolved no further action is necessary. Should the student not accept the informal resolution, a formal appeal involving the course instructor, the course related department chair (if not the same as the course instructor) and the Chief Academic Officer (CAO) (or designate) may be requested. A letter from the student detailing the appeal including the specific content related to the final course grade is integral to a formal appeal.

A formal final grade appeal will involve the course instructor, the course-related department chair (if not the same as the course instructor) and the CAO (or designate).

The following outlines the final course grade appeal steps:

1. The student meets with the course instructor informally regarding the final grade appeal following official receipt of the final course grade.
2. If not satisfied with the outcome of meeting informally with the course instructor, the student may wish to proceed to a formal appeal.
3. A formal appeal must be accompanied by a detailed letter (sent to the Registrar for date stamp) setting out the specifics of the appeal.
4. A formal appeal must be initiated by the end of the first school day following the start of the trimester.
5. The Registrar date stamps the formal appeal letter and sends copies to the course instructor, the course-related department chair (if not the same as the course instructor) and the CAO.
6. A meeting with the student, course instructor, the course-related department chair (if not the same as the course instructor) and CAO will be scheduled as soon as practicable within 2 school days following receipt of the date stamped formal appeal letter from the Registrar.
7. The CAO will have 2 school days to provide a written response to the formal appeal in a letter date stamped by the Registrar and sent to the student, the course instructor and the department chair (if different from the course instructor).
8. The decision of the CAO is final.

# Academic Honors

## Dean's List

Full-time students at TCC who demonstrate superior scholastic achievement are given special recognition by the College. While in attendance, those earning a trimester minimum GPA of 3.5 in 12 or more credit hours in graded courses are placed on the dean's list. A course that receives a pass/fail grade is excluded from the dean's list determination. Nomination for institutional, chiropractic, and national association programs are coordinated through the Office of Student Services. Currently enrolled students who have completed two consecutive trimesters with a minimum term GPA of 3.5 and maintain a cumulative GPA of 3.25 or higher during their tenure at Texas Chiropractic College will be recognized with a membership in the Omega Psi Honor Society.

## Omega Psi Honor Society

Membership in this honor society is open to those who maintain a minimum academic standing of 3.5 in 12 or more credit hours in graded courses for two consecutive trimesters and an overall GPA of 3.25. Its purpose is to promote, recognize and honor those students who have attained a high level of scholastic achievement. The obligations of its members are to exemplify the doctor image and aid those requesting or needing scholastic assistance.

## Academic Honors at Graduation

Full-time students who graduate with a minimum cumulative GPA of 3.8 qualify for summa cum laude. Those graduating with a GPA of 3.65 to 3.79 are awarded magna cum laude, while those with a 3.5 to 3.64 earn cum laude. Students maintaining a GPA of 3.25 to 3.49 graduate with academic recognition. The student with the highest GPA of the graduating class will be recognized as the class valedictorian. No honors GPA will be rounded up. Students with a history of disciplinary action are not eligible for valedictorian or salutatorian status. Transfer students entering the institution as a Trimester 3 or lower will be eligible for recognition as valedictorian and salutatorian. Those transfer students entering above

Trimester 3 level will be eligible for all other academic honors at graduation if qualified. Graduates who have been inducted into the Omega Psi Honor Society and maintain a cumulative 3.25 throughout their enrollment will be awarded a certificate upon graduation.

# Attendance

**Regular and punctual attendance of all scheduled classes and laboratories is required.** Absences exceeding 15% subject a student to dismissal from a course. Three incidences of tardiness may constitute an absence. This consideration is at the discretion of the course instructor. Interns are allowed a total of up to 15% hours of absences for each Clinic I, II, III, and IV independently. ***There are no excused absences except for exemptions below.***

If at any time during the trimester a student exceeds absences by 15%, the course instructor will assign a grade of "WF" to the student and dismiss them from the class. The instructor will inform the registrar via e-mail of the excessive absences and instruct the registrar to record a grade of "WF". The registrar's office will record a grade of "WF" in the student record and will communicate the "WF" to the student informing them of the "WF" grade. A "WF" grade due to attendance is not subject to appeal.

Definitions:

- a. Tardy – the student arrives in class after attendance has been taken and/or leaves the class prior to the end of the class period. The total time absent from the class may not exceed 20 minutes.
- b. Absence – the student does not attend the class or misses more than 20 minutes of the class period.

## Attendance Policy Exemptions

Exemptions to the guidelines include administratively approved scholarly, professional development, service and/or academic activities, and bereavement. Students attending the annual Texas Chiropractic Association conference, American Chiropractic Association conference, American Black Chiropractic Association qualify for excused absences (must be presenting research, working at a booth, or acting as a panel member, as examples).

Students participating in these administratively approved activities must meet the following institutional criteria:

1. Have a minimum trimester and cumulative GPA of 2.50. (If a GPA has not been established [e.g., but not limited to, Tri 1 or transfer students], the student will have to be in good academic standing for all classes in which they are enrolled).
2. AND The student must be in good academic standing (may not be on probation or currently failing a course) for all currently enrolled classes at the time of the activity.
3. AND The student is not currently under any disciplinary action.
4. Interns seeking an exemption must obtain the approval of the Clinic Chief of Staff.

\* These requirements are not subject to appeal and cannot be waived.

\*\*Students must verify eligibility with Student Services prior to seeking authorization for travel.

Students who meet the criteria will be exempted from TCC's attendance policy for the relevant event and make-up test fees will be waived. It is the student's responsibility to complete the student Travel Form with all required signatures prior to travel. This form is available in the Student Services office. It is understood that the student is held responsible for any missed course material, examinations, and/or assignments.

Bereavement: A student will be granted excused absence for a period of two (2) class days in the event of death of an immediate family member, defined as a parent, grand parent, sibling, spouse, or child by blood or current marriage. Documentation in the form of a copy of death certificate or obituary and verification of family relationship must be submitted within two (2) class days from the date of the student's return to campus.

Students granted an excused absence qualify to make up assignments, laboratory activities, quizzes, or exams according to the parameters outlined in the examination makeup policy with any applicable fees. For clinic attendance requirements, see the current Clinic Handbook.

## Examinations

### Examination Environment

Students should arrive at the examination site on time. Any student arriving after an examination has begun may be denied entrance, and any student arriving after another student has left the examination site shall not be permitted to take the examination. Students may not bring into the examination room any study or informational materials of any type, unless authorized by the faculty member. Students may not wear dark or reflective glasses or hats that obscure the brow during an examination.

Students are not permitted to bring to examinations/in-class tests any hand-held device capable of recording and/or searching the internet, unless otherwise approved by the faculty member. Devices such as smart phones, smart watches, smart pens, and smart glasses must be left at the front of the classroom and must be powered off for the duration of the test. Students caught using any of these devices during an examination/test will be subject to disciplinary action for academic dishonesty.

### Review of Recordings With or Without Standardized Patients

Throughout their time at TCC, students are expected to perform practical examinations that may be recorded. All recordings of a student encounter (either with or without a standardized patient) are solely the property of the Texas Chiropractic College and may not be distributed in any form without college consent. All students who have participated in a recorded encounter are entitled to review their encounter. Release of the recording for student review must be done in a secure fashion under supervision on campus to maintain the privacy of the standardized patient and/or the security of the exam. Copying and distributing any recorded encounters, or portion thereof, outside of the school will be considered behavior unbecoming of a doctor, which is a violation of the student code of conduct and is subject to penalty in accordance with the Student Handbook.

### Missed Intra-term Exams

### Notification

Students must notify faculty before missing any examination. In the case of an emergency, students must make every reasonable effort to notify faculty prior to missing an exam. The individual faculty member will determine the appropriateness of allowing a make-up exam on a case-by-case basis. An emergency for the purposes of section is defined as a sudden, unexpected, or impending situation that may cause serious injury, loss of life or severe damage to property; or a college or governmental (local, state, or national) proclamation of a state of emergency.

## Fee

Students must notify faculty before missing any examination. If an examination is missed for good and sufficient reason and the student has notified the faculty member in advance, a make-up examination may be given subject to a fee of \$40.00. The fee for the make-up examination is a minimum of \$75.00 if a standardized patient is required for the exam. Additional required standardized patient hours may increase this \$75.00 minimum fee. A missed intra-term examination must be made-up within a maximum of 7 business days of the student's return to the college, and at the discretion of the faculty member if extenuating circumstances are present. A student may be allowed a maximum of two missed examinations per trimester. A request for additional make up examinations, or fee waiver, will require documentation substantiating the absence and must be approved by the Chief Academic Officer.

## Review of Intra-term Exams

Student review of intra-term examinations must take place within 10 school days following the issue of examination grades. Where intra-term examination grades are released after the Friday of trimester week 11, student review of intra-term examinations must take place prior to the start of final exams in week 14, if possible.

Students wishing to review intra-term examinations must contact the faculty member using official TCC communication channels including email and voicemail prior to the end of the 10-school day window. Details regarding the review of intra-term exams shall be found in the course syllabus.

## Incomplete Intra-term Exams & Assignments

Course assignments and examinations must be completed prior to the final examination in that course. Assignments and examinations not completed prior to the final examination receive a grade of zero.

## Final Exams

Final exams are to be taken at the scheduled time. Students must notify faculty before missing any examination. If a final examination is missed for good and sufficient reason and the student has notified the faculty member in advance, a makeup final examination may be given subject to a fee of \$40.00. The fee for a make-up examination is a minimum of \$75.00 if a standardized patient is required for the exam. Additional required standardized patient hours may increase this \$75.00 minimum fee. Missed final examinations must be made up as soon as practicable during the final exam period. The venue for make-up examinations is the Assessment Center.

## Supplemental Examinations

A Supplemental Examination opportunity is extended to students who fail a course and receive a final course grade of 65% to 69.9%. A student may take a maximum of two Supplemental Examinations per trimester and a maximum of six Supplemental Examinations across the TCC curriculum. The Supplemental Examination policy does not apply to pass/fail courses such as Clinical Chiropractic Clerkships I-IV. Clinic clerkship progress is addressed in the Clinic Clerkship Progression Policy (CCPP).

A student must notify both the course instructor and the Registrar of their intent to take a Supplemental Examination within two working days following the end of the final exam period. A student may initiate notification of intent based on the unofficial final course grade posted in the Canvas gradebook. The Registrar will confirm Supplemental Examination eligibility based upon official final grades submitted by the faculty. Upon confirmation of the student's selection, by the Registrar, no further changes are permitted. The Registrar will provide a Supplemental Examination schedule. A passed Supplemental Examination will result in a final course grade of 70%. A failed Supplemental Examination will not change the course grade earned prior to taking the Supplemental Examination. A student may not appeal or re-take a failed Supplemental Examination. Taking a Supplemental Examination precludes appeal of the final course grade.

## Computer Labs and Classroom Technology

The College maintains computer labs on campus. Each computer has a full complement of educational and productivity software to aid students during their enrollment at Texas Chiropractic College. Students are asked to take a few moments to become familiar with institutional policies, prior to usage.

Texas Chiropractic College's computer labs are considered public and you will need a personal login to access those computers. When you initially register for classes at Texas Chiropractic College, your computer logon account will be created.

Texas Chiropractic College's Information Technology Department is responsible for installing and maintaining all software licenses and equipment. All equipment and resident data in the computing labs and classrooms are the sole property of Texas Chiropractic College. The college or its



agents have the right to seize any material or data on any equipment owned by Texas Chiropractic College at any time. Students are required to store their work on flash drives. You can also e-mail documents to yourself and retrieve them elsewhere. Texas Chiropractic College does not provide storage space for students, and any material stored will be deleted routinely.

## Student E-Mail

Students are provided with an official college e-mail account during their enrollment at Texas Chiropractic College. This email is the institution's official electronic means of communication with students.

## Canvas

Canvas is a web-based Learning Management System that connects students, faculty, and staff in an educational environment designed to improve communication and collaboration. The web address for Canvas is <https://txchiro.instructure.com/login/canvas>. When you initially register for classes at Texas Chiropractic College, your Canvas account will be created, and you will receive your login information at new student orientation. You will be responsible for creating your profile and establishing a personal password.

## Panopto

Panopto is the College's secure video recording and content management platform used to capture lectures, presentations, and instructional materials. Students may access recorded course content through, Canvas, the learning management system to review material at their own pace. Faculty may also use Panopto for live streaming, flipped classroom instruction, or supplemental learning resources. Use of Panopto supports enhanced learning and is intended to promote academic success through flexible access to course-related video content.

## ExamSoft

ExamSoft is a secure, computer-based assessment platform used for administering exams at the College. The system allows faculty to deliver exams that are proctored, timed, and password-protected, with features that restrict access to external resources during testing. ExamSoft also supports the alignment of assessment questions with course and program learning outcomes, enabling more targeted feedback and curriculum improvement. Students are required to download and use Examplify, the testing application associated with ExamSoft, on their personal devices for all required assessments.

# Drop and Add Procedures

Dropping and adding courses is allowed through Friday of the second week of a trimester without academic penalty. A tuition reduction may be applicable if a student's academic load drops below 12 credit hours. Dropped courses may result in a student carrying less than a full load, and this may affect a student's financial aid. Students should see a financial aid counselor for more information.

# Withdrawal

## Withdrawal from Individual Courses

Withdrawal from one or more individual courses is allowed through Friday of the tenth week of a trimester. Approved withdrawals will result in a grade of "W" being assigned to each course in which the student was enrolled and for which no grade had been issued prior to written notification of course withdrawal. Individual course withdrawal after that date will result in a grade of "WF." The student must notify the Registrar's Office in writing. Failure to do so will render the action unofficial, and a failing grade will be recorded in each such course.

***Note: Students in good academic standing may withdraw twice from individual courses or totally withdraw from a trimester twice without academic penalty.***

## Policy on Complete Withdrawal from TCC

A student may withdraw from school up until 14 school days before the end of the term from which the student wishes to withdraw. The official written notification of intent to withdraw must be completed in the Registrar's Office. The date of withdrawal is used for calculation of any refund due the student and/or unearned financial aid that has to be returned. This may cause the student to owe a balance to the College after withdrawal.

The Registrar's Office will e-mail affected departments advising them of the student's withdrawal and the attendant loss of privileges given to active students. The student will be provided with the Complete Withdrawal Form. The withdrawal form must be signed and dated by an authorized representative of each department listed and returned to the Registrar's Office within five working days of official notification of intent to withdraw.

Failure to complete the withdrawal process within five days will result in the refund withdrawal date continuing until the form is completed. However, the unearned financial aid will be returned based upon the previously established date of withdrawal. Complete, approved withdrawals will result in a "W" being assigned to all courses in which the student was enrolled and for which no grade had been issued prior to written notification of complete withdrawal. Failure to follow established withdrawal procedures will result in the assignment of an "F" to all courses in which the student was enrolled. A portion of financial aid may have to be returned to the lender if a student withdraws before 60% of the trimester has passed. It is the student's responsibility to return funds to the lender. Consult with a financial aid counselor for more information.

***Note: Students in good academic standing who withdraw from individual courses or totally withdraw from a trimester a third time will receive failing grade(s) for those courses. The result of this/these failures may impact the student's academic standing.***

***Note: Once a student registers, if the student decides that s/he will not be attending for the trimester, the student must provide a withdrawal form to the Registrar. A registered student who has not officially withdrawn is liable for trimester charges.***

## Leave of Absence Policy

The Leave of Absence (LOA) policy at Texas Chiropractic College establishes a standardized process for students to request a temporary break from their studies while ensuring compliance with Title IV regulations. This policy applies to all enrolled students and allows them to maintain their in-school status for loan deferment during the LOA. To be eligible, students must have completed at least one trimester, though new students in their first trimester of study are exempt from this requirement. Students must also provide a legitimate, documented reason for the leave, such as medical issues or family emergencies. The maximum duration of an LOA is 180 days within a 12-month period, and while multiple leaves are allowed, the total duration cannot exceed 180 days. Students must submit a completed LOA Request Form with supporting documentation to the Office of the Registrar at least 30 days before the desired start date. The LOA Committee reviews these requests and makes a final decision within three business days, with no option for appeal. During the LOA, students' financial aid status remains unchanged, but they are ineligible for additional Title IV funds. If a student does not return from the LOA, the withdrawal date will be considered as the start of the LOA, potentially affecting financial aid repayment obligations. Upon returning, students resume their studies from where they left off, and all LOA records are maintained in the student's academic file by the Office of the Registrar.

## Readmission

A student desiring readmission must apply according to policies at the time of re-entry. A student who has withdrawn is not guaranteed permission to re-enroll, which may be granted by the Registrar and/or the Academic Affairs Committee. Students desiring to return to TCC after being away for one trimester must request approval for readmission in writing through the Registrar's Office. Requests for readmission must be submitted no later than 30 days before the anticipated date of re-entry into the College. Students who have been absent over one trimester must reapply through the Office of Admission. The student must submit official transcripts from all colleges attended during his or her absence from Texas Chiropractic College. Students seeking readmission following academic suspension must receive approval from the Academic Affairs Committee and, if approved, will be readmitted on academic probation. If dismissed for any reason, you are ineligible to be readmitted.

## Confidentiality of/and Access to Student Records

Records of present and former students of the College are confidential and are not public information. Therefore, the following regulations shall apply:

1. The types of records maintained shall include, but not be limited to:
  - a. Academic data,
  - b. Financial data relative to payment of tuition and fees,
  - c. Financial aid data,
  - d. Clinic data relative to patient care credits earned as an intern,
  - e. Other data as deemed advisable by various officials of the College such as records of disciplinary action.
2. Students may review their files as follows:
  - a. Students may review their academic file upon written request to the Registrar's Office identifying the specific record(s) to be examined. Requests should be honored within 10 working days. The written request will become part of each student's file.
  - b. To review a financial aid file, a student must submit a written request to the Financial Aid Office. The file will then be available within 48 hours of the receipt of written request. Students may only review their file with a Financial Aid staff person present.

- c. To review files such as financial, clinic or other data, please see that department for the appropriate procedure.
  - d. Official transcripts may be obtained at a charge of \$5.00. Official transcripts will not be provided to students with unresolved financial obligations to the College, including certain student loans in default.
  - e. A copy of a student's file may be reviewed at any time by the Registrar's Office, and records no longer pertinent to the student or the College may be destroyed. However, when a student requests a review of his or her file, no record in that file may be changed or removed until the student has reviewed the file.
  - f. If a student feels a record is incorrect or misleading, he or she may request in writing that a correction be made and shall explain the reason(s) that the record is inaccurate. If the matter is not satisfactorily resolved, the student may appeal the decision through the academic appeal process described elsewhere in the Student Handbook.
3. The release of information contained in student records shall require written consent of the student, except to those individuals and organizations listed below:
- a. Officials, faculty and staff who have legitimate educational interest in the student's record.
  - b. Government or accrediting agencies to which educational data must be reported.
  - c. Legitimate organizations developing, validating, or administering predictive tests. Such data shall not be released in any personally identifiable form.
  - d. A legitimate organization of officials associated with the College developing a student or college directory. A student may prevent this release by written objection to the Registrar's Office within the first ten (10) days of the trimester.
  - e. Before release of said information, the Registrar's Office may require a conference with any of the above listed individuals and organizations, or the student requesting this information, to establish the need for this release or to clarify the information contained in said record.

## Licensure Information

### General Information

Students in the D.C. program receive their Doctor of Chiropractic Degree upon graduation. In order to practice chiropractic, however, the graduate must become licensed by the state (or Canadian province) in which the doctor intends to practice. Each state has its own laws and rules regulating the awarding of the license to practice; therefore, it is the responsibility of each student to know what is required for licensure by the state(s) in which he or she intends to practice and to fulfill those requirements. There are two major sources of information about licensing requirements. The most up-to-date information can be obtained by contacting directly the Board of Chiropractic Examiners of the state(s) in which the student may wish to practice. The other major source of information is a booklet entitled "Official Directory of Chiropractic and Basic Science Examining Boards with Licensure and Practice Statistics." This publication may be obtained by contacting: The Federation of Chiropractic Licensing Boards, 901 54th Avenue, Suite 01, Greeley, Colorado 80634-4400; (970) 356-3500. You may also print a copy from the FCLB website at [www.fclb.org](http://www.fclb.org). In addition, information is available in the library of the College. Texas Chiropractic College offers a core curriculum and elective courses that are acceptable to each of the 50 states for meeting their licensure requirements. Should any change in this status occur, students would be notified.

### National Board of Chiropractic Examiners

The National Board of Chiropractic Examiners (NBCE) holds its examinations throughout the year. Part I examines the basic science subject areas, Part II examines the clinical subject areas, Part III focuses on the clinical skills related to examination, diagnosis, and treatment, and Physiotherapy examines active and passive physiotherapy modalities. Part IV is a practical examination. Additional, detailed information regarding the NBCE examinations can be found at [www.nbce.org](http://www.nbce.org).

Texas Chiropractic College policies regarding student eligibility for the NBCE examinations are as follows:

**Part I** – Applicants must have successfully completed all course material in trimesters 1-4 that is covered on NBCE Part I examination at the time of the application deadline.

**Note: All students must sit for all six sections of NBCE I prior to entering Clinic I.**

**Part II** – Applicants must have successfully completed all course material in trimesters 1-7 that is covered on NBCE Part II examination at the time of the application deadline.

**Note: All students must sit for all six sections of NBCE II prior to graduation.**

**Physiotherapy** – A student is eligible to apply for the Physiotherapy examination after successfully completing, prior to the late cutoff application date, 120 hours in physiotherapy. 120 hours is successful completion (grade of C or higher) of the two courses (1) Passive Modalities and Therapeutics and (2) Rehabilitation & Active Care.

**Part III** – A student is eligible to apply for the Part III examination if he/she has successfully completed the NBCE Part I examination prior to the Part III application deadline and is within nine months of graduation by the Part III examination date.

**Part IV** – A student is eligible to apply for the Part IV examination if he/she has successfully completed all subjects of the NBCE Part I examination prior to the application deadline and is within six months of graduation by the Part IV examination date. (Trimester 9 and 10 students only)

**Certification of eligibility by the TCC Registrar's Office is required.**

Note: Most states require NBCE certification in order to be eligible for licensure, as well as a state-specific jurisprudence examination. Some states may additionally require that all applicants pass a practical examination including patient examination, x-ray interpretation and adjusting procedures. The student is well advised to find out from the state(s) in which he/she intends to practice what the policies are relative to the NBCE. For further information on state requirements, you can contact the Federation of Chiropractic Licensing Boards at [www.fclb.org](http://www.fclb.org).

# Student Life

## Mae Hilty Memorial Library

The Mae Hilty Memorial Library exists to support the scholarship of students and faculty at TCC and to assist in providing information to the chiropractic community at large. Toward this aim, the library offers a variety of services to its patrons, and collects books, journals and multimedia materials in the areas of chiropractic, CAM, basic science and medicine, and clinical techniques. The library also provides facilities for group and individual study, computer use, printing, scanning, and photocopying.

The library houses over 10,000 volumes of books, audiovisual materials and anatomical models, and maintains current subscriptions to an array of journals and databases that allow patron access to thousands of articles in print or online. The TCC online library catalog (EOS), and health science indexes such as PubMed, Index to Chiropractic Literature, Dynamed, and SPORTDiscus are available both on- and off-campus through both Canvas and the TCC website. The library offers wireless internet service throughout the facility to accommodate personal laptops, tablets and phones. We also provide several in-house computer workstations, as well as 3 multipurpose printer/copier/scanners for use with both personal and library computers.

Visit <https://txchiro.libguides.com/home> or call 281-998-6049 for additional information.

### Circulation Policies and Fines

Most library materials are available for check-out to students with a valid ID card. All materials that leave the library must be checked out and returned to the attendant at the Circulation Desk.

#### Check-out periods are:

| Material                       | Return date                    |
|--------------------------------|--------------------------------|
| General books                  | Two weeks, with one renewal    |
| Reserve items                  | Overnight, or Library use only |
| Audiovisuals                   | Overnight, or Library use only |
| Periodicals                    | Library use only               |
| Reference books                | Library use only               |
| Special Collections (Archives) | Library use only               |

Fines will be charged for items returned after the indicated due date, or for items that have been lost or damaged.

Overdue fines are assessed as follows:

- \$.20 per day per general book
- \$.50 per day per reserve item after 9:00AM, then \$10.00 per day per item
- \$10.00 per day for all AV materials

Regular library hours are from 7:00 AM to 9:00 PM Monday through Thursday, 7:00 AM to 4:00 PM on Friday. Any changes in hours due to holidays, trimester breaks or special events will be posted throughout the Library and to the Library website (<https://txchiro.libguides.com/home/Calendar>).

For additional information, please contact the library staff at <mailto:tcclibrary@txchiro.edu> or 281-998-6049.

## Hampton Tax Group Recreation Center

At the Hampton Tax Group Recreation Center, enrolled students and employees can enjoy complimentary access to amenities like a fitness center, shower facilities, recreational game tables, comfortable seating areas, a cinema space, and a versatile outdoor sports court.

Outside guests are not permitted in the Recreation Center.

Hours of Operation during the Trimester:

- Monday – Thursday: 6 AM to 9 PM
- Friday: 6 AM to 4 PM
- Saturday - Sunday: 9 AM to 3 PM

Hours of Operation during Trimester Breaks:

- Monday – Thursday: 6 AM to 5 PM
- Friday: 6 AM to 4 PM
- Saturday - Sunday: 9 AM to 3 PM

The Recreation Center is closed for campus-recognized holidays such as Labor Day, Veteran's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Emancipation Day, Independence Day, Campus Holiday in the Spring, and the Holiday Break. Please refer to the Academic Calendar.

## Student Support Services

The Office of Student Services manages many areas of campus life. Included are student life/development, student government, officially recognized clubs/organizations, and access to academic support and disability services.

### Academic Advising

Those students who are in need of Academic Support Service (i.e. study skills, note taking, time management, test taking, organization skills) should seek assistance through the Office of Student Services.

### Counseling Services

Texas Chiropractic College will refer students to off-campus providers and our virtual Ally Health providers for their counseling needs.

### Services for Students with Disabilities

Texas Chiropractic College assists students with disabilities to independently achieve their educational goals by providing reasonable and appropriate accommodations. It is the students' responsibility to inform the institution of their disability, preferably 30 days before the start of the DC program. (Please allow a minimum of 1-2 weeks to process a request for accommodations.) To qualify for these accommodations, a student must submit an Accommodation Request Form to the Dean of Student Affairs with verification of disability. Relevant and current documentation is required to verify disabilities for students requesting accommodations. Submitted documentation does not guarantee the receipt of academic accommodations. To request accommodations or if you have any questions, please email [ada@txchiro.edu](mailto:ada@txchiro.edu).

### Student Health Services

The college does not provide student health insurance. Student insurance is available for purchase through private companies. Students are urged to carefully study the specific terms of the policy before purchasing coverage. However, chiropractic health care services are provided for all enrolled students in the Moody Health Center. The College is not responsible for medical expenses incurred by students while on the campus or at College sponsored activities.

### Tutoring

The Office of Student Services offers free peer tutoring in a variety of subjects in individual and group tutoring formats. Individual tutoring is available on a restricted basis. To request a tutor, or more information, please email [studentservices@txchiro.edu](mailto:studentservices@txchiro.edu).

# Campus Safety

Victims of theft or any other criminal offense on the College campus should make an immediate report to the Dean of Student Affairs. Prompt notification of any offense increases the possibility that property can be recovered and returned to its owner and the likelihood that a suspect(s) can be apprehended. TCC is not liable for any stolen or damaged property.

## For Your Protection

Members of the academic community at TCC can contribute greatly to their own safety and the safety of others by utilizing preventive measures and reporting violations. You can curtail the opportunity for criminal activity and improve the odds against being victimized by practicing the following precautions:

1. Keep your automobile locked at all times. Never leave the keys in the vehicle, and avoid leaving property where it is visible; store property in the trunk.
2. Personal property such as purses, briefcases, textbooks, etc., should never be left unattended. Keep such items with you while in classrooms, the cafeteria or student lounges.
3. Write your name and relevant contact information in all personal textbooks.
4. Make a record of the serial numbers of all personal property.
5. Mark all personal property for future identification.
6. Promptly report all suspicious persons, out of the ordinary situations, questionable actions or dangerous conditions to Campus Security at 281-998-6011.

While every effort will be made by the College to protect property and ensure a safe environment at TCC, the main responsibility for the safeguarding of an individual's property is that of the individual.

## Campus & Security Report

Each Fall trimester, the College publishes a campus security report and makes it available to all faculty, staff and students. This Federal Government requirement is met by detailing the criminal activity surrounding the campus. For more information, please see Arthur Goudeau at 281-998-6022.

## Injuries While on Campus

If you feel that you have been injured while on campus, please contact any D.C. faculty member immediately. Notify the Office of Student Services to report the incident.

## Personal Property

The College expects that students on campus will respect everyone's personal items at all times. It is, however, the students' sole responsibility to maintain security over their personal items. The College is not in any way responsible for a student's personal property and will not replace or pay for an item if lost, stolen or damaged. Claims for personal property loss will not be made with our insurance carrier.

## Emergency Preparedness

An Environmental Safety and Security Committee has been established to advise the TCC community on matters pertaining to emergency preparedness, response and recovery issues. The committee recommends procedures for emergency preparedness and response planning; plans, conducts and evaluates required drills; revises the emergency preparedness plan (EPP) as necessary; conducts a review and critique of the college's response to disasters; and recommends improvements to the EPP.

## Emergency Personnel & Telephone Numbers

| TCC DESIGNATED RESPONSIBLE OFFICIALS       | LOCATION                   | PHONE        |
|--------------------------------------------|----------------------------|--------------|
| Sandra Hughes, DC, MEd, FICC, President    | 2nd Floor, Harris Building | 281-998-6009 |
| Perry Latiolais, Physical Plant Supervisor | Maintenance Building       | 281-998-6047 |
| Jill Stegall, Human Resources              | 2nd Floor, Harris Building | 281-998-6023 |

| TCC DESIGNATED FIRST RESPONDERS (First Aid / CPR / AED) |  | LOCATION            | PHONE        |
|---------------------------------------------------------|--|---------------------|--------------|
| All Attending Clinicians                                |  | Moody Health Center | 281-487-1501 |

| CITY AND NATIONAL EMERGENCY CONTACTS |  | PHONE          |
|--------------------------------------|--|----------------|
| Police: Pasadena                     |  | 713-477-1221   |
| Fire Department: Pasadena            |  | 713-477-1122   |
| Poison Control                       |  | 1-800-222-1222 |

| COMMUNITY AWARENESS EMERGENCY RESPONSE (CAER) |  | PHONE        |
|-----------------------------------------------|--|--------------|
| City of Pasadena CAER* LINE                   |  | 281-476-2237 |

*\*CAER is an automated message center that carries up-to-date information on area industry chemical spills or releases plus “shelter in place” warnings.*

| HOSPITAL                     |  | PHONE        |
|------------------------------|--|--------------|
| Bay Shore Medical Center     |  | 713-359-2000 |
| Bay Shore Emergency Services |  | 713-359-1440 |

| AMBULANCE                   |  | PHONE        |
|-----------------------------|--|--------------|
| Bay Star Ambulance Services |  | 281-422-7200 |
| ETMC-EMS Pasadena           |  | 713-473-7375 |

| UTILITY  | COMPANY             | PHONE        |
|----------|---------------------|--------------|
| Electric | Reliant Energy      | 713-207-2222 |
| Water    | City of Pasadena    | 713-477-1511 |
| Gas      | Center Point Energy | 713-659-2111 |

## Bookstore

Textbooks and supplemental references that are required in academic and clinical classes are available for purchase at the *Campus Bookstore* located in the LRC Building. Books that are not normally stocked can be ordered by special request. If you have any questions or need assistance, please contact the bookstore at (281) 998-5750.

## Cafeteria

Cafeteria facilities are located in the Standard Process Student Center. Food service is generally available Monday–Thursday, 7:30 AM - 1:30 PM and Friday, 7:30 AM – 10:00 AM while classes are in session.

## Student Leadership

Texas Chiropractic College is committed to the concept of student self-government as an important part of the institutional community structure and process. Although final responsibility for policies and procedures resides with the College Board of Regents and its delegated administration, students make an important contribution to the process of policy and procedural development through their student government and committee participation.

At Texas Chiropractic College, we are guided by values that cultivate a community that is respectful and inclusive, where all students can succeed. All college-sponsored programs, policies, and offerings should be available to all students, regardless of race, color, national origin, age, sex, disability, or religion. Programs and organizations that focus on specific student populations based on these characteristics should remain open and accessible to all students.

Numerous clubs flourish on campus offering extracurricular experience in subjects of special interest to student doctors of chiropractic. For a current list of clubs and additional information on how to start a club, contact the Office of Student Services at [studentservices@txchiro.edu](mailto:studentservices@txchiro.edu).



## **Student Body Association (SBA)**

The Student Body Association (SBA) is the major student government organization and supports the various clubs and organizations on campus. Each student is a member of this organization and has a voice in its operation as it seeks to serve the interests of the student body collectively and individually. The president and vice president of each class serve on its council, representing the interests of their class. SBA's responsibilities include representing the student body to the TCC administration, serving on various institutional committees and participation in the College self-evaluation process. The SBA constitution may be found on Canvas.

## **Rights and Responsibilities of Registered Student Organizations**

Student organizations that are approved of and recognized by the Student Body Association are entitled to certain rights. They are also responsible for maintaining club status through the SBA as well as adhering to the rules and regulations of the College. A complete list of these rights and responsibilities of clubs/organizations is available in the Office of Student Services.

## **Campus Rules and Regulations for Student Organizations**

Any student club or organization recognized by the College must adhere to these rules and regulations. Any individual or group found in violation of the rules in this document risk suspension or dismissal from the College or loss of recognition as a club or organization.

# **Student Activities and On-Campus Events**

Texas Chiropractic College recognizes organized student activities. Student organizations provide a framework for students within which they may develop their own special talents and interests. Officially recognized student organizations exist at TCC on the assumption that their activities and programs contribute to the educational, civic and social development of the student involved.

Student activities at TCC are coordinated through the Office of Student Services. These activities are related to officially recognized student club and organizations. For more information, please contact the Office of Student Services.

These non-academic activities in which students participate constitute a vital contribution to the total educational experience. Membership in various clubs, professional and honor societies, and in the Student Body Association (SBA) provides a background of valuable experience for involvement and professional enrichment.

TCC encourages its students to organize and participate in group activities intended to broaden their scope of general learning and extend their knowledge of specialized areas. However, such groups must function within the framework of the mission of the College and be consistent with the policies as stated in the Student Handbook and College Catalog as well as civil statutes. Students should remember that, as citizens of the community, their actions are under constant scrutiny by the public and must meet high professional standards. Because student organizations exist within the total TCC community, they should also contribute to its growth and continuity by fostering a support for the College mission and requiring that members adhere to their primary commitments to education.

When planning an event or meeting on campus, student clubs or organizations must complete an Event Request Form, available on the College's website under Student Clubs and Organizations, which must be submitted at least two weeks prior to the event (please note additional requirements for events with alcohol). This form requires club information and the date and room or facility on campus that is being requested. Final approval of events rests with the Office of Student Services and that office has the right to deny any request for use of campus facilities.

Note: Use of campus facilities is issued on a first-come, first-served basis. All requests must be filed two weeks prior to the date being requested with a detailed outline of the event attached. Facility Use Forms will be approved only for officially recognized clubs and organizations. All faculty members and administrators may request use of a facility when necessary and may take precedence over a club or organization using a room previously requested. Any club or organization not following the proper procedure for use of facilities will lose the privilege of reserving the facilities. All functions or fundraisers must first be registered and approved through the Office of Student Services.

The sale of items such as T-shirts, hats, equipment, etc., must also be cleared with the Office of Student Services. No items may bear the emblem or the insignia of the College without first obtaining approval from the Office of Student Services. The food service manager must approve all functions requiring food.

## **Events with Alcohol**

The number one priority at TCC is safety, and the Office of Student Services can help guide organizations toward responsible and professional activities. All TCC student clubs and organizations must follow the proper procedures in order to host events with alcohol on campus. A complete list of responsibilities and requirements needed in order to include alcohol during an event can be obtained through the Office of Student Services.

## **Flyer Posting and Distribution**

All fliers must be approved by the Office of Student Services prior to distribution. Fliers may be displayed on TVs across campus. Fliers may not be adhered (taped, pasted, stapled, pinned, etc.) to windows, walls, doors or any other physical piece of property on campus.

## **New Student Orientation**

The Office of Student Services wants to ensure you have everything you need to adjust to your new campus environment. New Student Orientation is a mandatory program that will provide the opportunity for you to meet TCC faculty and student peers. You'll also receive the necessary information to complete the registration process.

## **Housing**

The College does not have residential facilities for students on campus. The College provides a listing of available housing in proximity to the College. In addition, apartment and single-family home locator services assist students in finding suitable housing. Please contact the Office of Admission for housing assistance.

## **Student Identification Cards**

All enrolled students at Texas Chiropractic College are required to possess a valid student identification (ID) card. ID cards are issued during new student orientation and serve as an official form of campus identification.

Lost or damaged ID cards must be replaced through the Office of Student Services. A replacement fee of \$10 will be assessed for each reissued card.

# Campus Policies and Procedures

## Students' Code of Conduct and Disciplinary Procedures

The educational process at Texas Chiropractic College is designed not only to teach the technical skills necessary for successful practice, but also to develop the professional image and attitude of a health care provider. It is important to remember that the purpose of this code is to create an environment in which all students have the best chance to learn, to study, and to grow, not only as scholars but also as health care providers in society. To this end, any action unbecoming of a doctor and which violates the rules of the College, or the laws governing the practice of chiropractic as set forth in The Texas Administrative Code and the Texas Occupations Code, will be grounds for disciplinary action as described in this Code of Conduct.

Students charged with violating Texas Chiropractic College's Student Code of Conduct are subject to the College's formal disciplinary procedure which includes evaluation of the charge by a Disciplinary Committee. Where a student is found to have violated the Code, the Disciplinary Committee will impose discipline as provided in this Code.

### Prohibited Conduct

The following are examples of offenses by a student or student organization that are subject to the College's formal disciplinary procedures. The types of prohibited conduct set forth in this Code are not intended to be all-inclusive or to limit the types of conduct that may subject a student to the College's disciplinary procedures. Reports of Title IX and related violations covered by the College's [Sexual Misconduct Policy](#) will not be reviewed under this Code but will be accepted by the Dean of Student Affairs ("DSA") and then forwarded to the Title IX Coordinator or other appropriate office for review.

1. All forms of dishonesty, including but not limited to cheating, plagiarism, fraud, and misrepresentation.
  - a. Cheating is defined as the act of intentionally and purposely obtaining and/or distributing exams, questions copied from exams, and/or homework assignment solutions prior to, during, or after the examination or assignment is completed, unless such materials are purposefully provided by the instructor for the class. Examples of cheating include (but are not limited to):
    - i. Looking at someone else's examination/quiz/assignment paper to obtain the answer from another student.
    - ii. Possessing/obtaining information regarding questions from an exam/quiz/assignment prior to said assessment without the knowledge of the professor.
    - iii. Giving or receiving answers to test questions and/or assignment questions to/from another individual when not authorized by the professor.
    - iv. Knowingly buying, selling, using, stealing, transporting or soliciting in whole or in part, the contents of confidential test information or homework assignment solutions.
  - b. Plagiarism is defined as the act of copying for the express purpose of passing off the work of another individual or group as their own work. Examples of plagiarism include (but are not limited to):
    - i. Using unique words, extended passages or original ideas taken from a published source in a written exercise without acknowledgment of the source(s) through appropriate documentation (i.e. citation), including the use of Artificial Intelligence ("AI") software.
    - ii. Presenting another's research (in whole or in part) and/or another's original idea as if it were one's own.
    - iii. Taking or attempting to take credit for work done toward the completion of an individual or group assignment when the work was accomplished by others or taking credit disproportionate to the actual contribution.
  - c. Dishonestly includes, but is not limited to:
    - i. The filing of complaints found to be frivolous and/or malicious in nature and otherwise without substance.
    - ii. Providing fraudulent or otherwise intentionally inaccurate or deceptive information to faculty members or other College personnel, verbally or in written/electronic formats.
2. Criminal conduct, to include:
  - a. Conviction of a criminal act (misdemeanor or otherwise) and/or failure to report a criminal conviction within 10 business days.
  - b. Theft of, or intentional damage to, College equipment or property or the property of any person on College premises or at any school functions.

- c. The use, sale, or possession on College premises of substances that are prohibited by local or federal law.
  - d. Unauthorized entry into College buildings, rooms, or facilities.
3. Endangerment, Unwelcome Physical Contact, Abuse, and Assault
- a. Intimidation, abuse, or threat of bodily harm toward any person on the College premises or at any College function
  - b. Conduct that threatens or is likely to endanger the health or safety of any person on College property or at College-sponsored and supervised functions, including physical abuse or assault, fighting, threats to use force, and acts of intimidation.
  - c. Action(s) that endanger the health, safety, or well-being of another person or group.
  - d. Interference with the freedom of another person to move about in a lawful manner or to participate in the activities and programs of the College.
  - e. Physical contact with another when the actor knows or reasonably should know that the other person will regard the contact as offensive or provocative.
  - f. Abusive or disrespectful conduct towards any person on the College premises or at any College function.
  - g. Inappropriate use of email including abusive or confrontational language and conversations.
4. Harassment, Discrimination, and Retaliation
- a. Harassment of any person on the College premises or at any College function.
    - i. "Harassment" as used in this section refers to repetitive or persistent conduct that goes beyond annoyance, frustration, or offensiveness. The actions must be severe or pervasive, and the effect of the conduct must be to deny or impair a student's ability to participate in or benefit from the College's activities, programs, or services. The term "harassment" as used in this section generally excludes acts or decisions of College officials in the performance of their duties (e.g., assignment of a low grade, denial of financial aid), or an official's inquiries about the student's conduct.
    - ii. Harassment includes conduct that is physical, verbal, graphic/visual, written, or electronic such as persistent and unwelcome communications by telephone, in writing or by electronic device, including social media cyberbullying, in a manner that is reasonably likely to threaten, harass, annoy, alarm, abuse, torment, or embarrass.
    - iii. Harassment may be threatening or intimidating (e.g., physical assault or stalking) or it may be distracting and disruptive (e.g., persistent attempts to prevent someone from studying; flashing a light in someone's eyes; humiliating but non-threatening practical jokes).
  - b. Discrimination against any person on the College premises or at any College function.
    - i. "Discrimination" as used in this section means treating an individual or group adversely (for example, denying rights, benefits, equitable treatment, or access to facilities or groups open to all others) based on protected characteristics.
    - ii. For purposes of this Code protected characteristics include the following: race, color, religion, sex, gender, age, sexual orientation, pregnancy, national origin, physical or mental disability, veteran status, genetic information, gender identity, gender expression or any other status protected under applicable federal, state, or local law.
  - c. Retaliation against anyone who opposes or reports a perceived wrongdoing, inequity, or violation of law or College policy, files a complaint alleging illegal or prohibited discrimination or violation of law or College policy, participates in a College grievance or response procedure, or participates in a College dispute resolution process.
5. Hazing
- a. Hazing is defined as any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are/or include students at an educational institution.
    - i. The term includes but is not limited to: any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing a harmful substance on the body, or similar activity; any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk or harm or that adversely affects the mental or physical health or safety of the student; any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk or harm or which adversely affects the mental or physical health or safety of the student; any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection; any activity that induces, causes or requires the student to perform a duty or task which involves a violation of Texas Penal Code 51.936 and Texas Education Code 37.151.

- b. A person commits a hazing offense if they engage in hazing; solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing; intentionally, knowingly, or recklessly permits hazing to occur, or has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to the Dean of Student Affairs or other appropriate official of the institution.
  - c. An organization commits a hazing offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commit or assist in the commission of hazing.
  - d. It is not a defense from prosecution of an offense that a person against whom the hazing was directed, consented to or acquiesced in the hazing activity.
  - e. In accordance with Texas Education Code Section 37.155, individuals who voluntarily report a specific hazing incident before being contacted by the institution or law enforcement, and who cooperate in good faith with any investigation, are granted immunity from civil and criminal liability related to the reported incident. Individuals who are not acting in good faith, who report the incident only after being contacted by the institution or law enforcement, or who are found to have planned, initiated, or carried out the hazing, are not eligible for immunity. Additionally, any person subpoenaed to testify in a hazing prosecution who testifies truthfully is granted immunity from prosecution for the hazing offense.
  - f. Examples of actions and activities that are explicitly prohibited include, but are not limited to, the following:
    - i. Compelling individuals to consume alcohol or drugs
    - ii. Paddling in any form, shoving, or otherwise striking individuals
    - iii. Compelling individuals to engage in sexual behaviors, sexual or racial harassment or slurs, or exhibitionism
    - iv. Compelling individuals to wear or carry unusual, uncomfortable, degrading, or physically burdensome articles or apparel
    - v. Depriving individuals of the opportunity for sufficient sleep, decent edible meals, or access to means of maintaining bodily cleanliness
    - vi. Activities which impair an individual's academic efforts by causing exhaustion, loss of sleep, or loss of reasonable study time, or by preventing an individual from attending class
    - vii. The creation of excessive fatigue by participation in physically demanding activities (calisthenics, runs, etc.)
    - viii. Compelling individuals to eat or drink unusual substances or compelling the consumption of undue amounts of odd preparations of food
    - ix. Having substances thrown at, poured on, or otherwise applied to the bodies of individuals
    - x. Morally degrading or humiliating games or any other activities that make an individual the object of amusement, ridicule, or intimidation
    - xi. Transporting individuals against their will, abandoning individuals at a distant location, or conducting any "kidnap," "ditch," or "road trip" that might in any way endanger or compromise the health, safety, or comfort of any individual
    - xii. Causing an individual to be indecently exposed or exposed to the elements
    - xiii. Causing an individual to remain in a fixed position for a long period of time
    - xiv. Compelling an individual to be branded or tattooed
    - xv. "Line-up" involving intense, demeaning intimidation or interrogation, such as shouting obscenities or insults
    - xvi. Compelling individuals to participate in activities (pranks, scavenger hunts, etc.), which encourage the defacement of property, engage in theft, harass other individuals, groups of individuals, or organizations, or disrupt the normal activities of the College
    - xvii. Tests of courage, bravery, stamina, or sexuality
    - xviii. Intentionally deceiving new members, prior to initiation, to make them believe that they will not be initiated
    - xix. Intentionally deceiving members (pledges, associates, etc.) to make them believe that they will be struck or hurt
    - xx. Excluding an individual from social contact for prolonged periods of time
    - xxi. Compelling an individual to engage in acts of personal servitude
6. To comply with the Campus Stop Hazing Act, Texas Chiropractic College provides annual, mandatory online hazing prevention training for all students. The training covers how to recognize, prevent, and report hazing. Additional educational resources from [HazingPreventionNetwork.Org](http://HazingPreventionNetwork.Org) and [StopHazing.Org](http://StopHazing.Org) are available on the College website. Training participation is tracked by the Office of Student Services.
7. Conduct Not In Accordance with the Generally Accepted Standards of the Chiropractic Profession
- a. Representation of oneself as a doctor prior to licensure.
  - b. The administration of chiropractic adjustments or other chiropractic services outside the classroom or clinic setting prior to licensure (practicing without a license).
  - c. Any action unbecoming a doctor OR that violates rules of the College.
  - d. Performance of adjustments (high velocity low amplitude thrusts) when not supervised, in person, by a faculty member with a DC license as part of the regular school curriculum.

- e. Violation of Alcohol and Drug Use Policy.
- f. Violation of the Clinic Code of Conduct (see Division of Clinics Handbook and Manual)
- 8. Disruptive Behavior
  - a. Intentional disruption of College activities or any other College function. This includes conduct that impairs, interferes with, or obstructs the orderly educational processes and functions of the College, including teaching, studying, research, College administration, public-service functions, and extracurricular activities.
  - b. Failure to comply with directions of College officials acting in the performance of their duties and within the scope of their authority.
  - c. Eating and drinking in classrooms and other prohibited areas as designated by policy or signage.
  - d. Smoking anywhere on campus (any form of tobacco to include smoking or e-cigarettes, vaping, and chew).
  - e. Parking in reserved parking spots.
- 9. The Unauthorized Possession or Use of Fireworks, Firearms, Explosives, Weapons
  - a. Possession, use, or storage of weapons, fireworks, or explosives on the College premises or college-sponsored events.
  - b. The possession or use of non-operational or model weapons having the appearance of an actual weapon, firearm, firework, or explosive is also prohibited.
- 10. Using the College word mark or name on posters, stationary, clothing, etc. without written permission.
- 11. The use of any device to take photographs, record audio, or record video of any activity, person, or physical material on college premises or college-sponsored events on or off-campus without prior approval of the person being recorded or Office of Student Services. Photographs and audio/video recordings of campus social events and ceremonies, such as graduation, alumni events, and receptions, are permitted as long as the photographs or recordings are for personal use.

## Complaint Procedure

The Dean of Student Affairs (“DSA”) will accept reports from anyone with knowledge of potential violations of the Code of Conduct. Reports should be in writing and submitted as soon as possible after an incident occurs, but no later than 10 days after the occurrence of the incident. Reports will be accepted beyond this time period on a case-by-case basis upon consideration of the particular circumstances and reason for delay.

Following receipt of a conduct report, the DSA, or designee, will follow the steps below:

1. The accused student will be notified of the report and may provide a written response to the DSA within five (5) days.
2. If, in the DSA’s discretion, an informal resolution is appropriate, the DSA will offer the accused student the opportunity to resolve the report informally. If the informal resolution is successful, the report will be closed.
3. If the informal resolution is not successful, the DSA will investigate the allegations within the report by interviewing the accused student and others with relevant information. The DSA will interview individuals based on the specific information each witness has to contribute to the issues and whether such information is original or repetitive. The DSA will review all documents provided and obtained during the investigation and draft a Report of Investigation which will not include any conclusions. The accused student will be provided a copy of the Report and the opportunity to provide a written response within five (5) days.
4. The DSA will then form a Disciplinary Committee to hear the case. The Disciplinary Committee will be comprised of five (5) members and may include faculty, staff, and/or students in leadership positions on campus, with a faculty member designated as the Chair. The Chair’s role is that of a nonvoting member, except in the event of a tie. All documentation received by the DSA and the Report will be submitted to the Committee Chair.
5. The accused student and/or reporting individual may request a meeting with the committee. If more than one (1) meeting is required to hear and deliberate the case, ALL meetings must be held within five (5) days of the initial hearing.
6. Following the hearing, the Disciplinary Committee will deliberate and determine whether or not the evidence supports finding that the accused student has committed a violation of the Code. The standard of proof is preponderance of the evidence. This means the Committee’s determination shall be made based on whether it is “more likely than not” the accused student violated the Student Code of Conduct. If the Committee determines by a preponderance of the evidence that the accused student has violated one or more provisions of the Code, the Committee will impose appropriate sanction(s), in accordance with Section 3.3, below.
7. The Committee Chair will then submit the committee’s written decision and disciplinary determination, if applicable, to the DSA within five (5) days. The DSA will forward the findings to the accused student and TCC administration (as appropriate).

For the purposes of these processes, a “day” is defined as a regular College business day while classes are in session. Upon a showing of good cause, or upon the mutual agreement of the parties, all deadlines above may be extended as appropriate and necessary.

In instances where the DSA is implicated in the complaint, files the disciplinary report, or is otherwise unavailable, a replacement will be named by the Associate Vice President (“AVP”) to assume the DSA’s duties under this Code.

The DSA reserves the right to impose an immediate removal of a student from campus while an investigation is being conducted if the DSA perceives the student to be a risk to the campus community.

### Disciplinary Action

Students found to have violated the Student Code of Conduct may be subject to discipline. Disciplinary sanctions and remedies will be based upon the seriousness of the offense, the student’s demeanor, cooperation, and attitude, the impact of the misconduct on the College environment, the student’s overall record at the College (including prior discipline, if any) and statutory or other legal requirements, if any. Possible disciplinary sanctions and remedies include, but are not limited to:

- a. **Reprimand:** Reprimands are typically given for minor infractions, such as infractions that do not endanger others or call into question the student’s fitness for licensure, and are intended to serve as a warning that further similar behavior may subject the student to a more severe penalty.
- b. **Disciplinary Probation:** Disciplinary Probation is typically given for more serious infractions and/or repeated reprimands for the same or similar conduct. Disciplinary Probation is noted by a letter in the student’s file as an indication that further behavior in violation of the College’s Code of Conduct will lead to one of the next two levels of disciplinary actions.
- c. **Disciplinary Suspension:** When under Disciplinary Probation, the student is prohibited from attending any classes, clinic duties, school activities, and/or from being on campus for a minimum of one trimester. In determining the length of a disciplinary suspension, the Disciplinary Committee will consider, among other factors, whether the student has previously been issued a disciplinary probation and whether the Committee intends to impose additional sanctions and, if so, the time needed to complete those sanctions. The student will also receive a grade of WF (Withdraw Failed) from one or more courses, and a letter will be placed in the student’s file.
- d. **Disciplinary Expulsion:** After being issued a Disciplinary Expulsion, the student is permanently dismissed from the College, with the penalty being noted on the student’s transcript.

Other discipline may be imposed instead of, or in addition to, those listed in this section. These include but are not limited to: restitution, community service, assignment of educational projects, suspension of privileges, removal from courses or activities, counseling, failing grade(s), restrictions on access, and no-contact orders.

### Appeal

Written appeals of decisions of the Disciplinary Committee must be filed with the DSA or their designee within five (5) days from the date the party was provided notice of the complaint process. If no appeal is received, the report will be considered resolved.

The grounds for appeal may be based only upon the following:

1. The conduct policy and/or procedure were not adhered to, and such deviation could have a substantial influence on the case’s outcome or might have led to a different determination.
2. New or relevant information, not available at the time of the investigation or hearing, has arisen that would significantly impact the outcome of the case.

Appeals will be forwarded to the Appeal Board, which is comprised of the Associate Vice President, Chief Academic Officer, and Chief of Clinics. The Board will review the information considered by the committee and additional information or documentation submitted with the appeal, if any. The Appeal Board then has ten (10) days to make a final ruling. The Appeal Board decision is final.

### Notes

TCC Administration reserves the right to take immediate action on a complaint in extreme situations by passing this committee system.

ALL official communications for these processes will be conducted through the TCC’s email system.

The highest level of confidentiality will be upheld by the Disciplinary Committee and all individuals involved in the incident. Information will only be divulged to those who are involved in the investigation relevant to the need for information covered during the process. Breach of confidentiality by any person involved in the Disciplinary Committee or the process of that committee will be subject to disciplinary action.

## Non-Discrimination Policy

Texas Chiropractic College has a responsibility to provide fair and equitable treatment of all parties through compliance with state and federal law and College Policies and Procedures. Students will be treated fairly regardless of race, ethnicity, creed, sex, age, national origin, sexual orientation, gender identity, mental or physical disability, or political affiliation. Consistent with applicable laws and policies, the College will not tolerate mistreatment of any employee or student.

The purpose of this policy is to provide a mechanism for students seeking reconciliation due to perceived unfair or inequitable treatment. The policy outlines the steps that are necessary to receive a grievance hearing that will ensue once the grievance is filed. A grievance may be filed in response to an actual or perceived harm due to action taken by another student or employee. Any individual wishing to file a grievance, or participate in a grievance proceeding, may not be subjected to any disparate treatment by peers, faculty or other college employees.

Any individual who files a grievance should do so in good faith. If it is found that a student filed a grievance that is baseless, then he/she may face disciplinary action. The grievance committee will address issues that are brought forth by faculty, staff and students concerning all areas of relevant disparate treatment of students including but not limited to: all forms of discrimination, bullying, stalking behavior, and mistreatment due to power inequity, sexual harassment, retribution, hazing and verbal abuse. For prompt resolution of a grievance, students are encouraged to try to handle the matter informally by speaking to the involved party prior to seeking assistance from the Dean of Student Affairs (DSA). If the student feels that the issue cannot be handled by speaking directly with those involved or feels uncomfortable speaking to them, then the student may go directly to the DSA. If appropriate, the DSA will facilitate a process aimed at informal resolution. If the informal resolution of the problem is inappropriate or unsuccessful, then the DSA will refer the issue to the grievance committee for consideration, and the Director of Human Resources will be notified if applicable.

### Complaint Procedure

A written grievance must be received no later than ten (10) days from the date the individual first knew or, with reasonable diligence, should have known of the decision or action giving rise to the grievance. If the grievance is not timely filed, it may be dismissed. Grievances involving a student as either the complainant or respondent must be submitted to the Dean of Student Affairs ("DSA").

Following the receipt of the written grievance, the DSA, or designee, will begin an investigation of the complaint and follow the steps below:

1. The respondent is notified of complaint and may provide a written response to the DSA within five (5) days. The complainant will receive a copy of the response, if any.
2. If, in the DSA's discretion, an informal resolution is appropriate, the DSA will offer the parties an opportunity to resolve the report informally. Both parties must agree to proceed with an informal resolution session. If the informal resolution is successful, the report will be closed.
3. If the informal resolution is not successful, the DSA will investigate the allegations within the grievance by interviewing the parties and others with relevant information. The DSA will interview individuals based on the specific information each witness has to contribute to the issues and whether such information is original or repetitive. The DSA will review all documents provided and obtained during the investigation and draft a Report of Investigation which will not include any conclusions. The parties will be provided a copy of the Report and the opportunity to provide a written response within five (5) days.
4. The DSA will then form a Grievance Committee to hear the case. The Grievance Committee will be comprised of five (5) members and may include faculty, staff, and/or students in leadership positions on campus, with a faculty member designated as the Chair. The Chair's role is that of a nonvoting member, except in the event of a tie. All documentation received by the DSA and the Report will be submitted to the Committee Chair.
5. The parties may request a meeting with the committee. If more than one (1) meeting is required to hear and deliberate the case, ALL meetings must be held within five (5) days of the initial hearing.
6. Following the hearing, the Disciplinary Committee will deliberate and draft a written decision. There are three general outcomes to the committee findings:
  - a. Committee finds for the respondent.
  - b. Committee finds for the complainant.
  - c. Committee finds the complaint should be dismissed due to a lack of evidence.
7. The Grievance Committee will also impose disciplinary sanction(s) where appropriate. In doing so, the Committee will follow the guidelines provided in the Student Code of Conduct, Policy # 4.1.2. The Committee Chair will submit the committee's written decision to the DSA within five (5) days.



For the purposes of these processes, a “day” is defined as a regular College business day while classes are in session. Upon a showing of good cause, or upon the mutual agreement of the parties, all deadlines above may be extended as appropriate and necessary.

Grievances involving a TCC student as the complainant and/or respondent are managed by the DSA, or appropriate designee. In the event the grievance involves the DSA as the complainant, respondent, or a witness, or the DSA is otherwise unavailable, a replacement will be named by the Associate Vice President (“AVP”). The DSA reserves the right to impose an immediate removal of a student from campus while an investigation is being conducted if the DSA perceives the student to be a risk to the campus community.

### **Appeal**

Written appeals of decisions of the Grievance Committee must be filed with within five (5) days from the date the party was provided notice of the complaint process. If no appeal is received, the report will be considered resolved. Appeals involving students must be filed with the DSA or their designee.

The grounds for appeal may be based only upon the following:

1. The conduct policy and/or procedure were not adhered to, and such deviation could have a substantial influence on the case's outcome or might have led to a different determination.
2. New or relevant information, not available at the time of the investigation or hearing, has arisen that would significantly impact the outcome of the case.

Student appeals will be forwarded to the Appeal Board, which is comprised of the Associate Vice President, Chief Academic Offer, and Chief of Clinics. The Board will review the information considered by the committee and additional information or documentation submitted with the appeal, if any. The Appeal Board then has ten (10) days to make a final ruling.

### **Notes:**

TCC Administration reserves the right to take immediate action on a complaint in extreme situations by bypassing this committee system.

ALL official communications for these processes will be conducted through the TCC's email system.

The highest level of confidentiality will be upheld by the Grievance Committee and all individuals involved in the incident. Information will only be divulged to those who are involved in the investigation relevant to the need for information covered during the process. Breach of confidentiality by any person involved in the Grievance Committee or the process of that committee will be subject to disciplinary action.

## **Title IX Sexual Misconduct Policy**

### **1.0 PURPOSE**

It is the policy of Texas Chiropractic College (TCC) to provide an academic and working environment free from Sexual Misconduct. Sexual Misconduct under this Policy encompasses (1) “Title IX Sexual Harassment” and (2) “Other Sexual Misconduct” as defined in Section 3 below. This Policy provides the process by which TCC manages and responds to noncriminal reports and complaints of Sexual Misconduct, including the process by which TCC will promptly, fairly, and impartially investigate and adjudicate allegations and complaints, including allegations and complaints arising under Title IX of the Education Amendments of 1972.

### **2.0 SCOPE**

TCC prohibits any student, employee, or third party from perpetrating Sexual Misconduct against any TCC student, employee, or third party in TCC's education programs and activities. The definition of third party encompasses visitors to campus and vendors who contractually are involved in providing services to TCC in support of TCC's education programs and activities.

Conduct violates TCC's Sexual Misconduct Policy if it occurs on property owned or leased by TCC or within an education program or activity of TCC, including off-campus programs and activities that are sponsored or controlled by TCC. The policy also applies to off-campus conduct that adversely interferes with a person's ability to participate in or benefit from TCC's education programs and activities; such conduct violates this Policy if it is objectively offensive to a reasonable person and the affected individual actually perceived the conduct as harassing or abusive.

Information regarding this policy, resources, and contact information for TCC's Title IX Coordinator is available on the TCC Title IX web page at <https://www.txchiro.edu/title-ix/>

### **3.0 DEFINITIONS**

The following definitions apply to this Policy.

**Complainant:** An individual who is alleged to have been subjected to conduct that could constitute “Title IX Sexual Harassment” or “Other Sexual Misconduct” as those terms are defined under this Policy. In the absence of a Formal Complaint, the individual also may be referred to as the alleged victim.

**Consent:** A clear, knowing, and voluntary permission by words or action to engage in mutually agreed upon sexual activity. Consent is communicated through mutually understandable words or actions that indicate willingness by the parties involved to engage in the same sexual activity, at the same time, and in the same way. A current or previous dating or sexual relationship by itself is not sufficient to establish consent on a specific occasion. Ideally, consent is given verbally; however, consent (or lack of consent) also may be expressed through gestures and body language. Consent can be withdrawn at any time.

Consent is not effective if it results from the use of physical force or restraint, a threat of physical force, acts of intimidation, acts of coercion, or incapacitation (including through the voluntary or involuntary ingestion of alcohol or controlled substances). Consent also is not effective if other evidence shows that the individual’s ability to exercise their own free will was eliminated on the occasion in question.

Specific examples of those who cannot give consent include:

- The individual is under the age of 17 and is not the spouse of the alleged offender;
- The individual has not consented to the sexual act with the alleged offender and the alleged offender knows the other person is unaware that the sexual act is occurring;
- The individual is unconscious, asleep, or incapacitated. Incapacitation is the inability, temporarily or permanently, to give consent because the individual, either voluntarily or involuntarily, is mentally and/or physically helpless, disoriented, or otherwise incapable of understanding or controlling what is happening. Incapacitation could be caused by physical restraint or by the ingestion of substances. When alcohol is involved, incapacitation is a state beyond drunkenness or intoxication. When medication or drugs are involved, incapacitation is a state beyond being under the influence or impaired by use of the drug. Determining whether an individual is incapacitated will require an individualized determination of the individual’s state, conduct, speech, and other indicators relevant under the circumstances. TCC will consider whether a sober, reasonable person in the same or similar circumstances knew or should have known that the other party was incapacitated.
- The individual is mentally impaired or has a mental disability; or
- The alleged offender has misrepresented or concealed the alleged offender’s true identity to the individual.

**Dating Violence:** Violence committed by the actor against a person with whom the alleged offender is or has been in a social relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on consideration of the length of the relationship, the type of relationship, and the frequency of interaction between persons involved in the relationship. Dating violence includes but is not limited to sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of “domestic violence.”

**Domestic Violence:** An act of violence committed by a current or former spouse, a current or past intimate partner, a person with whom the victim shares a child, or by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Texas. In Texas, a person commits domestic violence if he or she engages in violence against a family member, household member, or a current or past partner with whom the alleged perpetrator had a continuing relationship of a romantic or intimate nature.

**Education Program or Activity:** Places, programs, events, and circumstances over which TCC exercises substantial control over the alleged perpetrator and the context in which the Sexual Misconduct occurred. This includes any building owned or controlled by a student organization that is officially recognized by TCC, whether the building is on-campus or off-campus and whether it is leased or owned by TCC. This phrase also includes extracurricular activities sponsored or controlled by TCC, as well as activities, including off-campus clinical programs, that occur as part of TCC’s instructional programs.

**Employee:** An individual employed by TCC part-time, full-time, or in temporary capacity as faculty, staff, or an administrator.

**Formal Complaint:** A Formal Complaint is a document filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Misconduct against a respondent and requesting that TCC investigate the allegation(s) of Sexual Misconduct.

**Independent Hearing Officer:** An external and neutral consultant, typically an attorney with Title IX training, who has been appointed to serve as the decision-maker in the adjudication of certain Formal Complaints.

**Other Sexual Misconduct:** Sexual conduct that does not constitute “Title IX Sexual Harassment” but that is nonetheless inappropriate in an educational or work environment. “Other Sexual Misconduct” includes, but is not limited to, the following prohibited conduct:

- Unwelcome, sex-based verbal or physical conduct that: (1) in the employment context, unreasonably interferes with a person’s work performance or creates an intimidating, hostile, or offensive work environment; or (2) in the education context, is sufficiently severe, persistent, or pervasive and interferes with a student’s ability to participate in or benefit from TCC’s educational programs or activities.
- Unwelcome sex-based advances or propositions; unwelcome requests for sexual favors; unwelcome physical contact or touching of a sexual nature; persistent and unwanted sexual attention; voyeurism; unwelcome sexual gestures; public exposure of one’s sexual organs; displaying obscene materials in a public place on campus; forwarding pornographic or obscene material via email or text to non-consenting recipients; allowing a third party to view consensual sex without the knowledge of the other participant;
- Recording or photographing without consent any of the following: a person engaging in sexual activity or undressing in a locker room or other area where there is a reasonable expectation of personal privacy; a person’s intimate body parts (genital area, breasts, buttocks, groin); another person while the person is using restroom facilities.
- Unwelcome comments of a sexual nature that a reasonable person would view as gratuitous, intimidating, offensive, and/or degrading and that adversely impacts an individual’s educational or work environment.
- Conduct of a sexual nature that is consensual between two or more parties but is nonetheless inappropriate in an educational environment, such as engaging in consensual sexual acts in a campus building or displaying sexually oriented objects or materials in the presence of third parties while on campus.
- Sexual or romantic relationships between employees and students are prohibited. (See also TCC Policy on Employee and Student Fraternization, Policy 3.2.4.)

**Parties:** The “Complainant” and the “Respondent” are the “parties” in a grievance process under this Policy.

**Retaliation:** Any adverse action (including disciplinary action, intimidation, threats, coercion, harassment, or discrimination) taken against someone for the purpose of interfering with any right or privilege secured by this Policy or related policy or law or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in an investigation, proceeding, or hearing under this Policy. For purposes of this Policy, “retaliation” also includes a conduct charge against an individual that do not involve Sexual Misconduct but that arise out of the same facts or circumstances as a report or complaint of Sexual Misconduct when the purpose of the conduct charge is to interfere with a right or privilege secured by this Policy or related policy or law. The following acts do not constitute retaliation under this Policy:

- Investigating or imposing consequences against a party or witness for knowingly making false statements or knowingly submitting false information about a report, complaint, investigation, proceeding, or hearing under this Policy.
- Charging an individual with one or more code of conduct violations that do not involve Sexual Misconduct but that arise out of the same facts or circumstances as a report or complaint of Sexual Misconduct for a purpose that is not related to interfering with any right or privilege secured by this Policy.
- Petty slights and annoyances.

**Respondent:** An individual identified as the alleged perpetrator of Sexual Misconduct in a Formal Complaint. Before a Formal Complaint is filed, this person is referred to as the “alleged perpetrator” in this Policy.

**Sexual Assault:** Forcible and nonforcible sex offenses as defined under the uniform crime reporting system of the Federal Bureau of Investigation. Forcible sex offenses are any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. Forcible sex offenses include rape, sodomy, sexual assault with an object, and fondling. Nonforcible sex offenses include incest and statutory rape.

- “Rape” is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the victim’s consent.
- “Fondling” is the touching of the private body parts of another person for sexual gratification, without the victim’s consent, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- “Incest” is sexual intercourse between persons related to each other within the degrees wherein marriage is prohibited by law.
- “Statutory Rape” is sexual intercourse with a person under the statutory age of consent.

**Sexual Misconduct:** This umbrella term encompasses both “Title IX Sexual Harassment” and “Other Sexual Misconduct” as defined in this Policy.

**Stalking:** A course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others or suffer substantial emotional distress. For this definition:

- A “course of conduct” means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
- “Reasonable person” means a reasonable person under similar circumstances and with similar identities to the alleged victim.
- “Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

**Student:** An individual who has accepted an offer of admission and is registered or enrolled in and paid for credit or noncredit bearing coursework. An applicant for admission who has not enrolled is not a “student” but may use these procedures if the applicant is subjected to Sexual Misconduct by a TCC student or employee in connection with the admissions process.

**Supportive Measures:** Non-disciplinary, non-punitive, individualized services offered without fee or charge to an alleged victim of Sexual Misconduct before, during, and after the filing of a Formal Complaint and even if no Formal Complaint has been filed. In addition, when a Formal Complaint has been filed, Supportive Measures also are available to a Respondent without fee or charge. Supportive Measures could include counseling, extensions of deadlines or other course-related adjustments, mutual restrictions on contact between the parties, changes in work, leaves of absence, increased monitoring of certain areas of the campus, and other similar measures. Under state law, alleged student victims and alleged student offenders may drop a course in which both parties are enrolled without academic penalty.

Supportive Measures are designed to restore or preserve the individual’s access to TCC’s education program or activity without unreasonably burdening the other party; protect the safety of all parties and the educational environment; and deter sexual harassment and other sexual misconduct. The Title IX Coordinator or designee will evaluate a party’s request for a particular supportive measure and determine feasibility and availability.

Measures that are punitive or disciplinary cannot be Supportive Measures and cannot be implemented until after the conclusion of a grievance process. Emergency Removals and Administrative Leaves, as discussed in this Policy, are not considered disciplinary, nor are they considered Supportive Measures.

**Title IX Sexual Harassment:** Conduct on the basis of sex in a TCC education program or activity that satisfies one or more of the following:

- a. *Qui pro quo harassment:* Harassment by an employee of TCC in which the employee conditions the provision of an aid, benefit, or service of TCC on an individual’s participation in unwelcome sexual conduct;
- b. “Sexual assault,” “dating violence,” “domestic violence,” or “stalking” as defined in this Policy; or
- c. *Hostile Environment Harassment:* Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies an individual equal access to a TCC education program or activity

*Quid pro quo* harassment, sexual assault, dating violence, domestic violence, and stalking will not be evaluated for severity, pervasiveness, offensiveness, or denial of equal educational access because such conduct is sufficiently serious to deprive a person of equal access. Therefore, any instance of *quid pro quo* sexual harassment, sexual assault, dating violence, domestic violence, or stalking constitutes “Title IX Sexual Harassment.”

## **4.0 RETALIATION IS PROHIBITED**

TCC prohibits retaliation against TCC students, employees, and third parties who in good faith report or file a complaint of Sexual Misconduct or who have testified, assisted, or participated or refused to participate in an investigation, proceeding, or hearing under this Policy.

An individual who believes that they have been subjected to retaliation may file a complaint under Section 10 of this Policy.

## **5.0 MANDATORY EMPLOYEE REPORTING**

Except in situations involving confidential employees under Section 5.2, any TCC employee who, in the course and scope of their employment, observes or receives information regarding an alleged incident that the employee reasonably believes constitutes Sexual Misconduct by or against a person who was a TCC student or employee at the time of the incident must promptly report the known information to TCC's Title IX Coordinator.

Employees also shall report alleged incidents that they reasonably believe constitute Sexual Misconduct by or against an individual who is attempting to participate in a TCC education program or activity.

When in doubt about whether an incident should be reported, employees are encouraged to err on the side of reporting to the Title IX Coordinator.

Employees who knowingly fail to make a mandatory report as stated above are subject to termination. Additionally, employees who fail to make a mandatory report of an incident of sexual harassment, sexual assault, dating violence, or stalking involving an employee or student are subject to criminal prosecution under state law.

### **5.1 Reporting Process for Employees**

Employees may fulfill their mandatory reporting obligation by speaking with or emailing TCC's Title IX Coordinator at [titleix@txchiro.edu](mailto:titleix@txchiro.edu) or by submitting a report on-line at <https://txchiro.wufoo.com/forms/title-ix-complaint-form/>.

When making a report, the employee shall report all known information regarding the incident including, if available, the names of all known alleged victims and alleged perpetrators, a detailed description of the alleged conduct, and the date, time, location, and nature of the alleged incident. The employee shall notify the Title IX Coordinator if the alleged victim has requested confidentiality, but such a request does not relieve the employee from the responsibility to report known information about alleged Sexual Misconduct to the Title IX Coordinator.

Self-Reporting: Employees are not required to report alleged Sexual Misconduct incidents in which they were the victim.

### **5.2 Limited Exceptions to Employee Mandatory Reporting**

Confidential Employees: Under Texas law, employees with a legal duty of confidentiality—such as a licensed professional counselor providing therapeutic services—will report to the Title IX Coordinator only the type of incident reported (e.g., sexual assault or stalking). They are not required to provide names or other identifying details.

### **5.3 Other Reporting Obligations Not Affected**

An employee who makes a report under this Policy may have additional reporting obligations under other laws such as the Clery Act. Employees who are Campus Security Authorities (CSA) must report Clery-reportable offenses to TCC's Clery Act coordinator (Arthur Goudeau, Director of Financial Aid, available at [agoudeau@txchiro.edu](mailto:agoudeau@txchiro.edu) and 281-998-6022). In some instances, an employee will need to report the same incident to the Title IX Coordinator and the Clery Act coordinator.

## **6.0 OFFICIALS WITH AUTHORITY UNDER THIS POLICY**

Officials With Authority are those TCC employees who are vested with the authority to take corrective action when they obtain reports of allegations of Sexual Misconduct.

TCC's Title IX Coordinator and Deputy Title IX Coordinator coordinate TCC's response to reports of Sexual Misconduct and implement this Policy. The names of TCC's Title IX Coordinator and Deputy Title IX Coordinator and their contact information is available on TCC's website at <https://www.txchiro.edu/title-ix/>

Although TCC encourages individuals to report Sexual Misconduct directly to a Title IX Coordinator, individuals also may make reports to the following employees who are designated as Officials with Authority:

- President, Dr. Sandra Hughes, [shughes@txchiro.edu](mailto:shughes@txchiro.edu)
- Director of Human Resources, Jill Stegall, [jstegall@txchiro.edu](mailto:jstegall@txchiro.edu)
- Chief Academic Officer, Dr. Michael Sheppard, [msheppard@txchiro.edu](mailto:msheppard@txchiro.edu)
- Chief of Clinics, Dr. Kent Gray, [kgray@txchiro.edu](mailto:kgray@txchiro.edu)

## 7.0 REPORTING SEXUAL MISCONDUCT TO TCC

### 7.1 Reports by Students and Individuals Who Are Not Employees

TCC encourages individuals to report Sexual Misconduct directly to TCC's Title IX Coordinator in person or by mail, telephone, TCC's Title IX web page (<https://www.txchiro.edu/title-ix/>), or electronic email using the contact information on TCC's website (<https://www.txchiro.edu/title-ix/>), via email to [titleIX@txchiro.edu](mailto:titleIX@txchiro.edu), or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. A report may be made at any time, including during non-business hours, using the telephone number or electronic mail address, or by mailing to the office address listed for the Title IX Coordinator.

For allegations of Sexual Misconduct against a Title IX Coordinator, the individual may make a report to TCC's President, Dr. Sandra Hughes, [shughes@txchiro.edu](mailto:shughes@txchiro.edu), 281-998-6041.

For allegations of Sexual Misconduct against the College President or any member of the Board of Regents, the individual may make a report to the chairperson of TCC's Board of Regents. For allegations of Sexual Misconduct against the Board Chairperson, the individual may make a report to the Vice Chairperson of the Board of Regents. The current membership of the Board of Regents is available from the Title IX Coordinator ([titleIX@txchiro.edu](mailto:titleIX@txchiro.edu)) or the president's administrative assistant (281-998-6041).

In the event of a complaint against the Title IX Coordinator, President, or Regent, this Policy will apply to the extent practicable, with adjustments as needed to ensure that the investigation and adjudication process are free of conflict and potential bias.

### 7.2 Confidential Consultations Instead of Reporting

A student who is the alleged victim, alleged perpetrator, or a witness in an incident of alleged Sexual Misconduct may be interested in confidential counseling or psychological care, regardless of whether the individual makes a report or files a complaint. A student may obtain such support from a private provider at their own expense, but may also obtain support from TCC's Health Services. Information regarding free counseling or psychological care can be found on TCC's website at: <https://www.txchiro.edu/life-at-tcc/student-life-services/health-services/>

An individual's counseling records, Employee Assistance Program records, and medical records are confidential and will not be used by the College in a Sexual Misconduct grievance process without the individual's written consent.

### 7.3 Anonymous Reports

Any person may make an anonymous report to a Title IX Coordinator at [titleIX@txchiro.edu](mailto:titleIX@txchiro.edu), via the online portal, through a link obtained on TCC's website at <https://www.txchiro.edu/title-ix/>, or by sending a written letter via email, U.S. mail, or hand delivery. However, depending on the facts and circumstances of the anonymous report and the allegation being reported, TCC may be limited in its ability to stop the alleged conduct, collect evidence, or remedy the situation. A report may be characterized as anonymous if the name of the reporting party is unknown or if the names of the alleged victim and/or respondent are unknown.

### 7.4 Reports to Law Enforcement and Outside Entities

The right to report Sexual Misconduct to the Title IX Coordinator and TCC Administration is separate from the right to make a report to the police or other external entities. Individuals may report Sexual Misconduct to such outside entities regardless of whether they have made a report to TCC. Additional reporting options include the following:

- Any person may report a crime to law enforcement by calling 9-1-1.
- Any person may report a crime to the Office of Enrollment Services (281-998-5705), the Pasadena Police Department (281-477-1221), or another police agency with jurisdiction. A police department's geographic jurisdiction will depend on the location of the incident.

When a suspected crime is reported to the Office of Enrollment Services, TCC's after-hours security personnel, or a police agency, those offices may share the report with the College's Title IX Coordinators if the report involves allegations of Sexual Misconduct.

In most cases, the College will leave to the discretion of the alleged victim whether to report to law enforcement. However, an individual may request that a Title IX Coordinator assist with making a police report or coordinating with the police.

### 7.5 Medical Care and Evidence Preservation

Alleged victims of Sexual Misconduct such as sexual assault or dating violence are encouraged to seek medical care as promptly as possible after the incident. Seeking medical assistance is essential to obtain treatment, if needed, and to preserve evidence related to Sexual Misconduct,

including DNA evidence and evidence of bruising or other injuries. Alleged victims should avoid washing, showering, or changing clothes, if possible, before a medical exam or treatment. Clothing, if removed, should be placed in a paper bag. Email threads, text message conversations, and other communications and electronic documents should be saved and not altered.

Victims of Sexual Misconduct should consider seeking a Sexual Assault Forensic Exam (SAFE) performed by a Sexual Assault Nurse Examiner (SANE) if the incident occurred within the previous four calendar days. For more information, please see <https://www.texasattorneygeneral.gov/crime-victims/services-crime-victims>. The cost of the forensic portion of the exam may be covered by law enforcement or, in cases where a report will not be made to the police, the Texas Department of Public Safety. This does not include fees related to medical treatment that are not a part of the SAFE.

### 7.6 Other External Reports

Individuals may make a confidential report to a community rape crisis center, clergyperson, or a health care provider of the student's choice. These off-campus providers are not required to make a report to TCC's Title IX Coordinator but could do so with the alleged victim's consent. Off-campus resources in Pasadena and Houston are listed at <https://www.txchiro.edu/title-ix/>

Any person may contact the Office for Civil Rights to report a violation of or to receive information regarding Title IX Sexual Harassment:

Office for Civil Rights  
U.S. Department of Education  
1999 Bryan St., Suite 1620  
Dallas, Texas 75201-6810  
214-661-9600  
214-661-9587 (fax)

Inquiries regarding the application of Title IX may also be made to the Assistant Secretary for Civil Rights of the Department of Education.

### 7.7 Immunity from Discipline

To encourage reporting of Sexual Misconduct, TCC will grant immunity (also known as amnesty) from disciplinary action to students and employees who in good faith report Sexual Misconduct, file a Formal Complaint, or participate as a witness in a Sexual Misconduct grievance process.

While no disciplinary action will be taken against reporting parties, alleged victims, or witnesses in these situations, TCC may address health and safety concerns for the individual or community, including student organizations, based on information learned from a report or Formal Complaint of Sexual Misconduct.

Immunity from discipline does not apply to the alleged perpetrator or Respondent who is accused of engaging in Sexual Misconduct.

## 8.0 TCC's Initial Response to a Report of Sexual Misconduct

### 8.1 Notice of Supportive Measures and Right to File a Formal Complaint

After receiving a report of Sexual Misconduct from any person, a Title IX Coordinator or designee must promptly contact the alleged victim to discuss the availability of Supportive Measures as defined in Section 6.0 of this Policy. The Title IX Coordinator or designee should consider the alleged victim's wishes concerning supportive measures, inform the alleged victim of the availability of supportive measures with or without the filing of a Formal Complaint, and explain the process for filing a Formal Complaint.

Supportive Measures are available to alleged victims even if no Formal Complaint is filed. After a Formal Complaint has been filed, supportive measures are available to both the alleged victim (the "Complainant") and the alleged perpetrator (the "Respondent").

The Title IX Coordinator or designee(s) has the discretion to offer Supportive Measures to a reporting party or other third party who is not the alleged victim of Sexual Misconduct.

TCC must maintain as confidential any Supportive Measures provided under this Policy to the extent that maintaining confidentiality would not impair TCC's ability to provide the Supportive Measure. The Title IX Coordinator is responsible for coordinating the effective implementation of Supportive Measures.

## **8.2 Written Notice of Title IX Grievance Process**

In response to a report of Sexual Misconduct involving a known alleged victim, the Title IX Coordinator or designee should evaluate the reported allegations to determine whether the allegations, if proven, would constitute Title IX Sexual Harassment or Other Sexual Misconduct. If the report alleges Title IX Sexual Harassment, the Title IX Coordinator or designee should provide written notice to the alleged victim of the right to file a Formal Complaint under the Title IX Grievance Process. If the report alleges Other Sexual Misconduct but not Title IX Sexual Harassment, the notice should provide information on the process for filing a complaint regarding Other Sexual Misconduct.

If the Title IX Coordinator or designee lacks sufficient information to decide whether the alleged misconduct is Title IX Sexual Harassment or Other Sexual Misconduct, the Title IX Coordinator or designee may communicate with the alleged victim and, if necessary, any other reporting party to obtain more information about what has been alleged. Such communication aims solely to understand what is alleged, not to determine the veracity of the allegations. The need to clarify the allegations should not delay the offer of Supportive Measures to the alleged victim.

Upon receipt of additional information from the alleged victim and/or any other reporting party, if the Title IX Coordinator or designee still lacks sufficient information to determine which grievance process to use, the Title IX Coordinator or designee will provide notice of the right to file a Formal Complaint under the Title IX Grievance Process with the understanding that the Formal Complaint could be dismissed under Title IX if, upon receipt of further information about the allegations, it becomes clear that the Title IX Grievance Process in Section 9.0 is not the appropriate process for addressing the allegations.

A third party who reports Title IX Sexual Harassment cannot file a Formal Complaint in any circumstance where they are not the alleged victim of the conduct being reported.

## **8.3 Emergency Removal**

In some circumstances, TCC may determine that removing a student or other individual who is alleged to have engaged in Sexual Misconduct from campus would be appropriate before determining responsibility. Emergency removal can result in removal from a specific activity or in temporary suspension from all campuses and activities.

To remove a person through an emergency removal, TCC must conduct an individualized safety and risk analysis to determine if the individual poses an immediate threat to the physical health or safety of a student or other member of the campus community arising from the allegations of Sexual Misconduct.

If a student is subjected to emergency removal, the Title IX Coordinator shall send written notice of the removal to the person via hand delivery, or electronic mail and first-class U.S. mail. The written notice should notify the individual removed of the right to challenge the emergency removal decision.

A student subjected to an emergency removal may challenge the removal by submitting a written request to the Title IX Coordinator within five calendar days of the emergency removal. The Title IX Coordinator will schedule the meeting regarding the emergency removal decision within five working days of receiving the student's request, barring unforeseeable circumstances. For students, the meeting shall be conducted by the Chief Academic Officer or, if that administrator is involved in any way in the underlying charge of misconduct, by the Chief of Clinics.

For non-students subjected to emergency removal, the College will provide the removed individual with notice and an opportunity to be heard regarding the decision in a meeting with a Title IX Coordinator or designee.

A proceeding to challenge an emergency removal does not decide the merits of the underlying charge. An emergency removal will take effect immediately even if the individual removed seeks an opportunity to challenge the removal.

The provisions relating to emergency removal do not modify any rights that an individual may have under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973.

## **8.4 Employee Administrative Leave**

In some circumstances, TCC may determine that removing an employee who is alleged to have engaged in Sexual Misconduct would be appropriate before a deciding responsibility. Administrative leave can include a temporary reassignment, restrictions on access to a part of campus, or suspension from campus. Administrative leave of an employee must be approved by the Director of Human Resources and will comply the terms and conditions of the employee's contract and relevant TCC policies and procedures.



The provisions relating to administrative leave do not modify any rights that an employee may have under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973.

### **8.5 Confidentiality Generally**

Individuals identified as alleged victims, alleged perpetrators, and witnesses in Sexual Misconduct cases may desire privacy and to avoid public disclosure of their names. TCC seeks to be respectful of each person's interest in privacy. However, under state law, most TCC employees have an obligation to report sexual harassment, sexual assault, dating violence, domestic violence, and stalking to a Title IX Coordinator. Additionally, when a Formal Complaint is initiated and the allegations are investigated, certain disclosures will be necessary to conduct a fair and thorough investigation and adjudication. Therefore, some information, including the parties' names, may be disclosed to investigators, witnesses in the case, other alleged victims in the same case, the alleged perpetrator, parties' advisors, decision-makers, appellate officers, TCC administrators, TCC attorneys, and TCC regents responsible for overseeing compliance with this Policy and applicable law.

### **8.6 Alleged Victim's Request Not to Investigate**

In some instances, an alleged victim of Sexual Misconduct will decline to file a Formal Complaint and/or will ask TCC not to investigate allegations under this Policy. In some instances, the alleged victim may be unwilling to speak with TCC about the matter. TCC will strive to be respectful of the alleged victim's wishes, recognizing the potential impact of an unwanted investigation upon the alleged victim. In such situations, TCC also must weigh the rights, interests, and safety of all parties and the larger TCC community in evaluating whether to proceed with an investigation against the wishes of the alleged victim or without the alleged victim's participation. There may be occasions when the Title IX Coordinator concludes that an investigation is necessary.

Before signing a Formal Complaint, the Title IX Coordinator will evaluate whether it would be unreasonable in light of the known circumstances not to sign a Formal Complaint and initiate an investigation under this Policy. As part of this evaluation, TCC will consider the following factors:

- The seriousness of the alleged conduct;
- Whether TCC received other reports of Sexual Misconduct involving the same alleged perpetrator(s);
- Whether there is a risk of harm to others; and
- Any other evidence that TCC determines to be relevant to the analysis.

In cases in which the Title IX Coordinator has determined that it is appropriate to sign a Formal Complaint and proceed with an investigation, the Title IX Coordinator or designee will inform the alleged victim in writing of TCC's decision. The Title IX Coordinator is not considered a party to the grievance process. The alleged victim remains the "Complainant" and has all rights outlined in this Policy for complainants. However, the alleged victim or Complainant is not required to participate in the grievance process, and no adverse inference will be drawn based on the Complainant's non-participation.

If the Title IX Coordinator decides not to sign a Formal Complaint, TCC will take steps determined to be possible and necessary to mitigate risks to the health and safety of the TCC community concerning the alleged incident.

## **9.0 TITLE IX GRIEVANCE PROCESS**

This section governs the grievance process for Title IX Sexual Harassment. TCC will investigate and adjudicate allegations of Title IX Sexual Harassment only if there is a Formal Complaint on file as defined in this Policy.

### **9.1 Principles Relating to TCC's Title IX Grievance Process**

Equitable Treatment: TCC shall treat all individuals involved in the Title IX Grievance Process (complainants, respondents, witnesses, and any other involved person) equitably and shall not discriminate against the individuals on the basis of sex or any other unlawful basis. All individuals involved in TCC's Title IX Grievance Process will be treated fairly, with dignity, respect, and sensitivity, and without bias, prejudgment, prejudice, conflict of interest, or reliance on stereotypes.

No Bias or Conflict of Interest: Any individual designated by TCC as a Title IX Coordinator, investigator, decisionmaker, or informal resolution facilitator for this Title IX Grievance Process must serve impartially and must not have a conflict of interest or bias for or against complainants or respondents generally, or for or against an individual complainant or respondent.

Standard of Proof: TCC will determine responsibility based on the "preponderance of the evidence" regardless of whether the respondent is a student or employee. To establish something by a "preponderance of the evidence" means to show the greater weight of the credible evidence. This standard is satisfied if the fact or conduct is deemed more likely than not to have occurred.

**Respondent Presumed Not Responsible:** A respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made, using a preponderance of the evidence standard, at the conclusion of the Title IX Grievance Process.

**Right to an Advisor:** The parties have an equal right to have an advisor of their own choosing present during any part of the Title IX Grievance Process, including the opportunity to be accompanied to any meeting or proceeding under this Policy. An advisor of choice may be, but is not required to be, an attorney. Except as stated in this Policy, advisors may not actively participate in meetings or hearings and must not disrupt the proceedings.

If a party has an advisor, the party must provide the name and contact information of the advisor to the Title IX Coordinator at least 24 hours before the first meeting or proceeding that the advisor will attend. However, if the first proceeding is the hearing, the party must provide notice at least five calendar days before the hearing. The notice must state whether TCC is authorized to communicate with the advisor and to share information as required by this Policy.

**Objective Evaluation of the Evidence:** Investigators and decision-makers must objectively evaluate all relevant evidence presented during the Title IX Grievance Process. Evidence is deemed relevant if (a) it has any tendency to make a fact more or less probable than it would be without the evidence, and (b) the fact is of consequence in determining the matter. Investigators and decision-makers must objectively evaluate and consider both inculpatory evidence (evidence that tends to show an individual is responsible for the alleged conduct) and exculpatory evidence (evidence that exonerates or tends to clear an individual from responsibility).

Credibility determinations may not be based on an individual's status as a complainant, respondent, or witness. Investigators, decision-makers, and appeal officers will not prejudge the facts at issue or rely on sex stereotypes in the evaluation of the evidence.

**Privileged Information:** TCC should not seek or use information protected by any legally-recognized privilege during the Title IX Grievance Process unless the privileged is waived in writing by the person holding the privilege. Legally-recognized privileges include, but are not limited to, the attorney-client privilege, the physician-patient privilege, and the psychotherapist-patient privilege.

TCC will not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting or assisting in the capacity in connection with the provision of treatment to the party, unless TCC obtains the party's voluntary, written consent to do so for purposes of the Title IX Grievance Process.

If a party seeks or uses information protected by any legally-recognized privilege, the party must provide written documentation indicating that the individual holding the privilege has waived the privilege and consents to the use of the information for purposes of the Title IX Grievance Process.

**Giving Notice to the Parties Required by this Policy:** When this Title IX Grievance Process requires notice to the parties, notice shall be provided by regular first-class mail and/or email to the TCC email address or other email address designated by the parties. A first-class letter will be deemed to have been received on the third day after the date of mailing, excluding any intervening Sunday or federal holiday. An email will be deemed to have been received on the day after the message is sent. Notice also can be accomplished through hand delivery. A party's failure to update their postal and email addresses with TCC, refusal to accept delivery of a letter, or refusal or failure to open email will not constitute good cause for failure to comply with a notice.

## **9.2 Timeframe for Title IX Grievance Process**

Barring unusual circumstances (e.g., multiple reporting parties or a complaint filed immediately before winter break), TCC's Title IX Grievance Process will be completed within 150 calendar days from the filing of the Formal Complaint. This timeline assumes that the investigation phase may take approximately 90 calendar days and that the hearing and appeal phase may take approximately 60 calendar days.

Reasonable extensions and temporary delays for good cause are allowed with written notice to the parties and, if the extension is sought by someone other than a Title IX Coordinator, to the Title IX Coordinator. Good cause may include, but is not limited to, the illness of a party, a party's advisor, or a witness; concurrent law enforcement activity; a public health emergency; or the need to arrange for language assistance or accommodation of disabilities.

## **9.3 Written Notice of Allegations**

Upon receipt of a Formal Complaint of Title IX Sexual Harassment, the Title IX Coordinator or designee will provide written notice to the complainant and respondent containing the following:

- The allegations of sexual harassment with sufficient detail known at the time including the identities of the parties involved in the incident, the conduct allegedly constituting Title IX Sexual Harassment, and the date and location of the alleged incident, if known.
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the Title IX Grievance Process.
- A statement that TCC will use the preponderance of the evidence standard to determine responsibility.
- Notice that the parties may have an advisor of their choice who may be, but is not required to be, an attorney.
- Notice that the parties and their advisor may inspect and review the evidence directly related to the allegations of sexual harassment at the end of the investigation.
- Information regarding TCC's Title IX Grievance Process, including notification regarding an informal resolution process, if applicable, and the right to appeal a determination of responsibility.
- Notice that this Policy prohibits knowingly making false statements or knowingly submitting false information during the Title IX Grievance Process.
- If, in the course of an investigation, TCC decides to investigate additional allegations that are not included in the initial Notice of Allegations, TCC will provide supplemental written notice of the additional allegations to the affected parties.

#### 9.4 Evaluation of Allegations for Jurisdiction

After sending the Notice of Allegations, the Title IX Coordinator or a designee will determine whether the Formal Complaint includes allegations which, if proved, would constitute Title IX Sexual Harassment.

The Title IX Grievance Process applies if the following conditions are met:

- When the alleged victim filed the Formal Complaint, the alleged victim was participating in or attempting to participate in an education program or activity of TCC.
- The alleged conduct involves all of the following:
  1. The conduct is based on sex.
  2. The conduct is unwelcome to the alleged victim.
  3. The conduct involved at least one of the following:
    - a. "Quid pro quo" harassment by an employee, or
    - b. Sexual assault, or
    - c. Domestic violence, or
    - d. Dating violence, or
    - e. Stalking, or
    - f. "Hostile environment" harassment that is so severe, pervasive, and objectively offensive that a reasonable person would be denied equal access to the school's program or activity if they experienced the conduct.
  4. The conduct occurred in an education program or activity of TCC in which TCC exercised substantial control over both the alleged perpetrator (respondent) and the context of the harassment.
  5. The conduct occurred in the United States.

If the Formal Complaint lacks pertinent information necessary to evaluate TCC's jurisdiction, such as the location of the incident, the Title IX Coordinator or designee shall provide the complainant a reasonable amount of time to provide supplemental information before deciding that there is no Title IX jurisdiction. The purpose of communication with the complainant at this stage is solely to understand what is alleged.

If the Formal Complaint satisfies the definition of Title IX Sexual Harassment, the grievance process will begin. If the complaint also includes allegations of Other Sexual Misconduct that occurred in conjunction with Title IX Sexual Harassment, this Title IX Grievance Process will apply to both categories of alleged misconduct.

#### 9.5 Mandatory Dismissal

TCC must dismiss a Formal Complaint if the criteria for Title IX Sexual Harassment set forth in Section 9.4 are not all met.

If a Formal Complaint is dismissed under this Section, TCC may still investigate the matter in accordance with other TCC policies and procedures when applicable, including the procedures relating to Other Sexual Misconduct.

#### 9.6 Permissive Dismissal

TCC may dismiss a Formal Complaint for any of the following reasons:

- Request from Complainant. TCC may dismiss a Formal Complaint if the Complainant requests dismissal in writing. In assessing such a request, the Title IX Coordinator or designee should consider the same factors discussed in Section 8.6, “Alleged Victim’s Request Not to Investigate.”
- Party No Longer Employed. TCC may dismiss a Formal Complaint if a party is no longer employed with the College.
- A Party’s Enrollment Ends. In certain circumstances, TCC may dismiss a Title IX Formal Complaint if a student-respondent withdraws or graduates from TCC; however, if a Formal Complaint and disciplinary discharge are still pending when the student’s enrollment ends, a written determination must be reached. In such instances, TCC shall expedite the process as necessary to accommodate both parties’ interests in a complete and speedy resolution. The following procedure will be used in situations in which the respondent leaves TCC while a Formal Complaint is pending:
  - If the Title IX Grievance Process investigation has concluded, but the decision-maker has not issued a ruling, the hearing will proceed, and the decision-maker will issue their ruling.
  - If a Title IX Grievance Process investigation has not yet concluded, the Title IX Coordinator will dismiss the Formal Complaint under the Title IX Grievance Process. The investigation will be completed and adjudicated using the procedures for Other Sexual Misconduct. TCC may use the same investigator and rely on any investigation materials obtained or prepared under the Title IX Grievance Process.
  - If a student-respondent withdraws before the final determination of responsibility, TCC will determine if the respondent will be ineligible to reenroll for a non-academic or non-financial reason. If the respondent is ineligible to reenroll for a non-academic or non-financial reason, TCC shall include on the respondent’s transcript the notation that the student is ineligible to reenroll in TCC for a non-academic or non-financial reason, as required under 19 Texas Administrative Code § 3.30(b). TCC may, but is not required, to state the specific reason for ineligibility to reenroll.
- Other Circumstances. TCC may dismiss a Formal Complaint if other circumstances prevent TCC from gathering evidence sufficient to decide the allegations in the Formal Complaint.

### 9.7 Notice of Dismissal

If TCC dismisses a Formal Complaint under Sections 9.5 or 9.6 of this Policy, the Title IX Coordinator or designee must notify both parties in writing of the dismissal, the reasons for the dismissal, and the right to appeal the dismissal decision under Section 9.11 of this Policy.

### 9.8 Consolidation of Complaints

The Title IX Coordinator or designee may consolidate Formal Complaints by one or more complainants against the same respondent or multiple respondents if the allegations arise from the same facts or circumstances. The Title IX Coordinator or designee will provide notice in writing to all parties if consolidation occurs.

### 9.9 Investigation Process for a Title IX Grievance

Formal Complaints that are not dismissed will be investigated as follows:

Identification of Investigator: The Title IX Coordinator will notify the complainant(s) and respondent(s) of the name and contact information of the investigator(s).

Concurrent Law Enforcement Activity: TCC has an independent duty to respond to Formal Complaints. TCC will not routinely wait for the outcome of a criminal or civil justice proceeding before investigating a Formal Complaint. In consultation with the relevant police agency or District Attorney’s Office, TCC may temporarily delay the investigation or Title IX Grievance Process so as not to interfere with criminal justice activities. TCC will consider and balance the interests of the complainant, the respondent, and TCC. TCC will provide the parties with written notice of any delay and the reason for the delay.

Written Notice of Interviews/Meetings: The investigator(s) will provide reasonable written notice to a party of any investigative interview or other meeting for which the party is invited or expected to attend. The notice must include the date, time, location, participants, and purpose of the interview or meeting and must provide sufficient time for the party to prepare to participate. In most cases, 24 hours will be sufficient after the investigator provides notice of an interview or meeting for the party to prepare, but a party may request additional time if reasonably needed.

Principles of Investigation: During the investigation, the burdens of proof and gathering evidence sufficient to reach a determination regarding responsibility rest on TCC and not on the parties. However, the investigator will not collect or consider the following types of evidence:

- Evidence subject to a legally-recognized privilege unless the party who holds the privilege waived the privilege in writing;
- A party’s medical, psychological, and similar treatment records without the party’s voluntary, written consent to do so; or

- Evidence about a complainant's prior sexual behavior unless it is offered to prove that someone other than the respondent committed the alleged misconduct or is offered to prove consent.

Interviews: The investigator(s) shall interview the complainant, the respondent, and other individuals determined by the investigator to possess relevant information necessary for adjudication. In some instances, if a party or witness declines to be interviewed or is unavailable despite repeated attempts to contact the person, the investigation will continue without an interview of that person. No adverse inference will be drawn based solely on the non-participation of a party or witness.

Parties' Right to Gather and Present Evidence: The parties' ability to discuss the allegations under investigation or gather and present relevant evidence will not be restricted. The complainant and the respondent will be permitted to submit evidence, including inculpatory and exculpatory evidence, to the investigator(s), including documents, emails, text messages, photographs, and recordings. The complainant and the respondent each may suggest witnesses to interview, including fact and expert witnesses, and questions to ask witnesses. The decision whether to interview an individual and what questions to ask, however, is a matter of professional judgment for the investigator(s) in light of the allegations and the availability of the witnesses or evidence. The investigator(s) will prepare a typed summary of or notes from each witness interview and party interview, and the summaries will be included in the investigation record.

Providing the Evidence to the Parties and Opportunity for Written Response: Before completing the investigation report, the investigator will provide the parties with access to any evidence obtained as part of the investigation that is directly related to the allegations in the Formal Complaint so that each party can meaningfully respond to the evidence before the conclusion of the investigation. All directly related evidence must be provided, including inculpatory and exculpatory evidence, whether obtained from a party or other source, even if TCC does not intend to rely on the evidence to reach a determination regarding responsibility. The directly related evidence shall be transmitted to the parties (and their advisors if authorized by the parties) in an electronic format or in a hard copy.

Both parties will have ten calendar days to review and respond to the evidence. Extensions of time may be granted for good cause, in which case both parties will be entitled to the same extension. A party must submit a request for an extension of time to the investigator before the expiration of the deadline the party seeks to extend.

A party must submit all responses to the evidence in writing to the investigator within the required timeframe. The investigator will promptly provide each party with a copy of the other party's response, if any.

The Investigation Report: The investigator shall consider the parties' submissions, if any, in response to the directly related evidence before completing the investigation report. The completed investigation report will outline the allegations of sexual harassment, provide a procedural history detailing the steps taken to conduct the investigation, and fairly summarize the relevant evidence, including witness statements.

Submission of Investigation Report to Parties: The investigator will provide a final investigation report to the Title IX Coordinator and concurrently to each party (and to each party's advisor, if any, if the party has provided consent for disclosure to the advisor). The investigator or the Title IX Coordinator or designee must provide the final investigation report to the parties at least ten calendar days before the hearing date under Section 9.10.

### **9.10 Hearing Process for a Title IX Grievance**

The following process will apply to Formal Complaints involving Title IX Sexual Harassment after completing and delivering the investigator's report under Section 9.9.

Written Notice of the Hearing. The Title IX Coordinator or designee will provide at least ten calendar days written notice to parties of the hearing date. The notice will provide the name and contact information of the Hearing Officer (Decision-Maker). The notice shall contain a statement of the alleged conduct, identify the purpose of the hearing (to determine responsibility for the alleged conduct), state that the respondent is presumed not responsible, state that a determination regarding responsibility will be made at the end of the hearing based on a preponderance of the evidence, and identify the range of sanctions available should the respondent be found responsible. The notice shall state that each party may have an advisor of their choice at the hearing and that, if the party does not have an advisor, TCC will provide an advisor at no charge. The notice shall state that advisors' participation during the hearing is limited to asking questions of the other party or witnesses unless otherwise permitted by the hearing panel. The parties must notify the Title IX Coordinator or their designee of the names and contact information for any advisor who will attend the hearing at least five calendar days before the hearing.

A party without an advisor should contact the Title IX Coordinator or designee for information. Depending on availability, TCC may arrange for appointment an advisor who is an employee, independent contractor, or attorney or law intern from an area law school.

The notice of hearing will specify a hearing date or state that a hearing date will be set by the Hearing Officer following a telephonic or virtual pre-hearing meeting with the parties (and their advisors, if applicable) to discuss hearing logistics, potential evidentiary issues, and any other preliminary issues that could be addressed prior to the hearing. The Hearing Officer may establish pre-hearing deadlines.

Access to Evidence. Each party and the Hearing Officer will have access to all directly related evidence from the investigation, responses to the directly related evidence, the completed investigation report, and responses to the investigation report at the hearing.

Separate Rooms and Virtual Participation. At the request of either party or in the discretion of the Title IX Coordinator, their designee, or the Hearing Officer, TCC will arrange a hearing with the parties located in separate rooms with technology enabling the Hearing Officer and parties to see and hear the participants answering questions simultaneously. Participants may appear at the hearing virtually and are not required to be physically present at the same physical location of the hearing.

### Rules of Decorum.

The following Rules of Decorum apply to all parties, support persons, advisors, and witnesses (“participants”):

1. To avoid disruption and delay, participants may not leave the room or the virtual meeting during the hearing. When a virtual hearing is held, parties and their advisors must remain on camera at all times. The Hearing Officer will establish reasonable breaks, including a break for lunch in the event of a day-long hearing.
2. No visible apparel or signs are permitted that indicate bias or support for one party over another.
3. Participants shall not disrupt the proceedings through, for example, side conversations and loud whispering, talking on the phone, texting or typing on a personal device, eating or chewing gum, or reading newspapers or magazines. A participant with dietary needs that require the participant to eat at a particular time of day should confer with the Title IX Coordinator in advance of the hearing date so that a reasonable accommodation can be considered, which could include a brief recess or scheduling the witness for a particular time of day.
4. Cellular telephones should be completely turned “off” so that no sound or vibration will be emitted.
5. Recordings of any type by the parties are prohibited.
6. During cross-examination, only a party’s advisor may speak or address the other party or their witnesses.
7. No participant will engage in applause, heckling, outbursts, banging on a desk, or other disruptive behavior.
8. Parties and advisors will refer to other parties, witnesses, advisors, and institutional staff using the name and gender used by that person.
9. Participants shall avoid gestures and facial expressions that are demeaning, mocking, or harassing.
10. Decorum and Advisors
  - a. Advisors shall not yell or be abusive or badgering. Advisors shall not use profanity (unless the profanity relates to substantive evidence, such as statements in a text message). Advisors shall not engage in ad hominem attacks upon other participants or the Hearing Officer.
  - b. Questions must be conveyed in a neutral tone. The purpose of a question is to obtain factual information, test witness knowledge, compare or contrast testimony, or understand a fact or prior testimony or evidence.
  - c. The advisor may not ask repetitive questions that have already been answered. When the Hearing Officer determines a question has been “asked and answered” or is otherwise not relevant, the advisor must move on.
  - d. When an advisor asks a relevant question in a manner that violates the Rules, such as yelling or harassing the witness in a sarcastic and disparaging way, the Hearing Officer may find that the question is not relevant. The Hearing Officer will notify the advisor of the violation of the Rules and will allow the question, if otherwise relevant, to be asked in a manner that complies with these rules.
11. Warning and Removal Process
  - a. The Hearing Officer shall have sole authority and discretion to determine if the Rules of Decorum have been violated. The Hearing Officer will notify the offending person of any violation of the Rules.
  - b. The Hearing Officer may remove the offending person from a portion of the hearing or the remainder of the hearing. If the Hearing Officer removes a party’s advisor, the party may select a different advisor of their choice or accept another advisor provided by TCC. A party cannot serve as their own advisor in this circumstance. As appropriate, the hearing may be recessed and continued on another day; any rescheduling shall occur as promptly as possible. The Hearing Officer shall document any decision to remove an advisor in the written determination regarding responsibility.
  - c. Advisors who engage in flagrant, multiple, or continual violations of these Rules in one or more proceedings may be prohibited from participating in future proceedings at the institution in the advisor role on a temporary or permanent basis.

Conducting the Hearing. The hearing is an administrative hearing. Courtroom rules of evidence and civil procedure will not apply. Evidence, however, must be relevant and of the type that would be accepted by reasonable persons in the conduct of their important affairs. The Hearing Officer may give evidence less weight based on its reliability. The Hearing Officer will rule on procedural matters and objections regarding testimony and exhibits.

Hearings are closed to members of the public. The hearing will be recorded in audio or audiovisual format or by court reporter and may be transcribed at the discretion of TCC. The recording or transcript, if applicable, will be available for the parties to inspect and review, upon request.

Each party may make an opening statement and closing argument. Opening statements ordinarily shall be limited to ten minutes per side. The Hearing Officer shall determine the number of minutes that the parties will be given for the closing arguments, taking into consideration the complexity of the case. Each party will receive the same amount of time for opening statements and closing arguments. Neither party may present new evidence during closing arguments.

Each party's advisor will have an opportunity to ask relevant questions and follow-up questions of the other party and of any witnesses that participate in the hearing, including questions that challenge credibility. The Hearing Officer may ask questions during the hearing of any party or witness.

Each advisor has the ability to ask questions directly, orally, and in real time at the hearing. Advisors may not harass or badger witnesses. The parties themselves may not ask questions of the other party or any witnesses; all questions must be asked by an advisor for the party. Advisors shall ask questions as follows:

- The advisor will ask a question of the other party or a witness.
- Before the question is answered, the Hearing Officer will rule whether the advisor's question is relevant to the alleged conduct charges.
- If the Hearing Officer finds that the proposed question is irrelevant, the Hearing Officer must explain the decision to exclude the question.
- If the Hearing Officer allows the question, the party or witness should answer the question.

A party or witness may decline to submit to cross-examination or answer specific questions at the hearing. When deciding responsibility, the Hearing Officer may consider statements made by the parties and witnesses at the hearing, during the investigation (such as a signed witness statement), or during conversations between the parties, such as text messages, regardless of whether the party or witness submits to cross-examination or answers specific questions about those statements at the hearing. The Hearing Officer may not draw any inference solely from a party's or witness's absence from the hearing or refusal to submit to cross-examination or answer other questions but may consider refusal to participate or answer questions in conjunction with other evidence. The Hearing Officer must carefully weigh all relevant evidence.

Irrelevant Evidence: When assessing the relevance of questions and evidence, the Hearing Officer must consider the following evidentiary limitations:

- Questions and evidence about a complainant's prior sexual behavior are irrelevant unless offered to prove that someone other than the respondent committed the alleged misconduct or is offered to prove consent.
- TCC will not use or rely on a party's medical, psychological, and similar treatment records unless the party has provided voluntary, written consent.
- TCC will not use, rely on, or seek disclosure of information protected under a legally-recognized privilege unless the person holding such privilege has waived the privilege.
- The Hearing Officer will not make credibility determinations based on a person's status as a complainant, respondent, witness, student, or employee.

Legal Counsel. The Hearing Officer and/or Title IX Coordinator or designee may seek legal advice from an attorney as appropriate during the hearing on any of these or other evidentiary questions, even if such would require a recess in the hearing.

Remedies, Disciplinary Action, and Sanctions. Remedies must be designed to restore or preserve equal access to TCC's education program or activity.

If the respondent is a student, remedies may include counseling or training; imposition of continuing restrictions on access to a location or program; suspension of rights or privileges; suspension or expulsion; withholding of diploma, and other disciplinary action, sanctions, or remedies appropriate to the circumstances and as informed by the evidence.

If the respondent is an employee, possible disciplinary action or remedies may include counseling or training; reprimand; job demotion or reassignment; suspension; nonrenewal; termination; and other sanctions or remedies appropriate to the circumstances and as informed by the evidence.

If the respondent is a third party, possible sanctions include restrictions on access to a location or program or a ban on visiting TCC property.

**Hearing Officer Determination:** The Hearing Officer shall prepare a written determination within 15 working days of the close of the evidence. The Hearing Officer will engage in an objective evaluation of all relevant evidence.

The written determination must contain the following information:

- Restatement/identification of the allegations of sexual harassment;
- A description of the procedural steps leading to the hearing, beginning with the date of the filing of the Formal Complaint through the determination, including notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held; The findings of fact supporting the Hearing Officer's determination based on a preponderance of the evidence;
- Conclusion(s) and a rationale as to whether the respondent is responsible for each incident of alleged misconduct based on the College's policies, procedures, or code of conduct;
- The discipline or sanctions, if applicable;
- The remedies, if applicable, designed to restore the complainant's access to the education program or activity; and
- TCC's appeal procedure and permissible bases for a party to appeal.

The Hearing Officer will transmit a copy of the determination concurrently to the Title IX Coordinator and the parties (and to a party's advisor when authorized by that party).

If the respondent is an employee, the Hearing Officer will transmit a copy of the determination to the Title IX Coordinator, the Director of Human Resources, and the Chief Academic Officer if the respondent is faculty.

If the respondent is a third party, the Hearing Officer will transmit a copy of the determination to the Title IX Coordinator and to the President or President's designee for implementation.

### **9.11 Appeal Process for a Title IX Grievance**

Either party may appeal a dismissal under Sections 9.5 or 9.6 of this Policy or a final determination under Section 9.10.7 of this Policy within five working days of notification of such a determination.

If no appeal is filed and the Hearing Officer has proposed termination, nonrenewal, or suspension of an employee, the Title IX Coordinator shall transmit the determination to the College President for handling in accordance with the employee's contract and the institution's employment policies.

#### **9.11.1 Grounds for Appeal**

An appeal under Section 9.11 is limited to the following bases:

- A procedural irregularity affected the outcome of the matter;
- New evidence that was not reasonably available at the time of the determination regarding responsibility or dismissal was made that could affect the outcome of the matter; or
- A conflict of interest or bias for or against a party by the Title IX Coordinator or one or more investigators or Hearing Officer that affected the outcome of the case.

#### **9.11.2 Submission of Appeal**

Appeals must be submitted in writing to a Title IX Coordinator by the deadline and explain the party's reason(s) and factual basis for challenging the decision. The written appeal may not exceed 6,000 words.

#### **9.11.3 Assignment of Appeal Officer**

Appeals shall be heard by TCC's Vice President. If a conflict precludes the Vice President from serving as the appeal officer, the appeal shall be heard by the president or president's designee.



#### **9.11.4 Notice of Appeal**

Both parties will be notified in writing when an appeal is filed. The notice will identify and provide contact information for the appellate decision-maker and explain that appeal procedures will apply equally for both parties.

#### **9.11.5 Written Response to Appeal**

After receiving notice of an appeal, the non-appealing party and TCC will have seven calendar days to submit a written statement responding to the appeal. The written response to the appeal may not exceed 6,000 words. Upon receipt, the appellate decision-maker will provide a copy of the written statement to the other parties. Each party will then have five calendar days to provide final arguments for or against the appeal in writing to the appellate decision-maker. The final arguments shall not exceed 1,500 words.

#### **9.11.6 Appeal Determination**

The appellate decision-maker shall have access to the record of the hearing and the documents received by the Hearing Officer in conjunction with the hearing. The appellate decision-maker will prepare a written decision within 30 calendar days from receipt of the appeal, addressing the grounds stated in the appeal and providing a rationale for the ruling. The appellate officer may submit written questions to the parties if necessary to decide the appeal but must provide the questions to each party simultaneously and provide each party the same time to respond.

#### **9.11.7 Notice of Appeal Determination**

The appellate decision-maker will simultaneously provide a copy of the ruling to the parties and the Title IX Coordinator.

#### **9.12 Optional Informal Resolution**

At any time after a Formal Complaint is filed, the Title IX Coordinator or designee may, in their discretion, choose to offer and facilitate an Informal Resolution process, so long as both parties give voluntary, informed, written consent to attempt Informal Resolution. TCC may not require the parties to participate in an Informal Resolution process or require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right. Election to participate in an Informal Resolution does not constitute a waiver of the right to proceed with the investigation and adjudication of a Formal Complaint. At any time prior to conclusion of the Informal Resolution process, any party has the right to withdraw from the Informal Resolution process and resume the Formal Complaint process.

When the parties agree to resolution using the Informal Resolution process, the Informal Resolution is final and is not subject to appeal. Any person who facilitates an Informal Resolution will be experienced and trained in dispute resolution and trained on Title IX.

Matters Not Eligible for Informal Resolution. No Informal Resolution process will be offered before a Formal Complaint is filed. No Informal Resolution process will be offered to resolve Formal Complaints in which a student is the Complainant and an employee is the Respondent.

### **10.0 GRIEVANCE PROCESS FOR OTHER SEXUAL MISCONDUCT**

This Section describes TCC's process for investigating and adjudicating Formal Complaints of Other Sexual Misconduct as defined in Section 3 of this Policy.

#### **10.1 Formal Complaints Involving Other Sexual Misconduct**

If a Formal Complaint involves Other Sexual Misconduct but does not involve Title IX Sexual Harassment, an investigation will be initiated under this section if the complaint articulates specific facts, which if assumed to be true, would support a finding that this Policy, other TCC policy, or the Code of Student Conduct was violated.

TCC may decline to process a Formal Complaint that involves Other Sexual Misconduct if the complaint does not describe conduct covered by this Policy, Code of Student Conduct, or other TCC policy. In addition, TCC may decline to process a Formal Complaint for any of the reasons specified in Section 9.6 above.

If TCC declines to process a complaint, the Title IX Coordinator or designee shall send the complainant a written notice explaining the reason(s). The Title IX Coordinator or designee should consider whether the alleged conduct implicates other College policies or procedures and, if so, forward the matter to the appropriate department or administrator for further review or action.

**10.2 Alleged Victim Declines to Submit a Formal Complaint of Other Sexual Misconduct**

If TCC receives a report of Sexual Misconduct and (i) the alleged victim declines to submit a Formal Complaint of Other Sexual Misconduct and (ii) the report does not involve Title IX Sexual Harassment, TCC nonetheless may desire to address the conduct by gathering facts and, if appropriate, counseling or disciplining the alleged offender or taking other remedial action. TCC may investigate the matter and impose sanctions as stated in this subpart, in the following circumstances:

- The alleged victim has declined to file a Formal Complaint of Other Sexual Misconduct but has agreed to disclosure of the alleged victim's name.
- The alleged victim has declined to file a Formal Complaint of Other Sexual Misconduct and does not agree to disclosure of the alleged victim's name, but it is possible to investigate and/or take remedial action without disclosing the name of the alleged victim.
- The alleged victim has declined to file a Formal Complaint of Other Sexual Misconduct and does not agree to disclosure of the alleged victim's name, but the Title IX Coordinator has determined, as stated in Section 8.6 of this Policy, that an investigation is necessary due to broader concerns about public safety.

TCC will notify the alleged victim if the College decides to investigate an incident in the absence of a Formal Complaint of Other Sexual Misconduct.

If TCC initiates an investigation under Section 10, the Title IX Coordinator or designee shall notify both parties in writing of the allegations and inform them of their right to submit a written response to the allegations within five working days, unless unusual circumstances warrant additional time. Barring unusual circumstances, the grievance investigation and adjudication process under Section 10 will be completed within 150 calendar days from the filing of the Formal Complaint.

**10.3 Claims against Student Respondents**

The Title IX Coordinator or designee will assign an impartial investigator to promptly investigate the allegations in the Formal Complaint of Other Sexual Misconduct. Students will have reasonable and equitable access to all evidence relevant to the alleged violation in TCC's possession, redacted as necessary to comply with any applicable federal or state law regarding confidentiality.

The investigator will prepare a written investigation report with findings of fact and a determination regarding responsibility. The investigator will consider the totality of circumstances, including the context and duration of the conduct and its severity. The investigation report and determination regarding responsibility will be submitted in writing to the Title IX Coordinator, the parties, and the Chief Academic Officer or designee. Within five working days of receipt of the investigation report, a party may submit a response to the Chief Academic Officer or designee regarding the investigation report; the response cannot exceed 2,000 words, and a copy must be provided to the other party, the investigator, and the Title IX Coordinator. The Chief Academic Officer or designee will review the investigation report, investigation record, and the parties' responses, if any. If the report includes a finding of responsibility, shall determine a sanction in accordance with applicable TCC policies and procedures. The determination of the Chief Academic Officer or designee shall be completed within 15 working days of receipt of the investigation report. The Title IX Coordinator or designee shall promptly notify the parties in writing of the determination and provide a copy.

**10.4 Claims against Employee Respondents**

The Title IX Coordinator or designee will assign an impartial investigator to investigate the allegations in the Formal Complaint of Other Sexual Misconduct. The investigator will prepare a written investigation report with findings of fact and a determination regarding responsibility. The investigator will consider the totality of circumstances, including the context and duration of the conduct and its severity. The investigation report and determination regarding responsibility will be submitted in writing to the Title IX Coordinator, the employee-respondent, the student complainant, and Executive Vice President or designee. Within five working days of receipt of the investigation report, a party may submit a response to the Executive Vice President or designee regarding the investigation report; the response cannot exceed 2,000 words, and a copy must be provided to the other party, the investigator, and the Title IX Coordinator. The Executive Vice President will review the investigation report, investigation record, and the parties' responses, if any. If the report includes a finding of responsibility, then the Executive Vice President shall determine a sanction in accordance with applicable TCC policies and procedures. The determination shall be completed within 15 working days of the investigation report. The Title IX Coordinator or designee shall promptly notify the parties in writing of the determination and provide a copy.

If the proposed discipline is termination, then the proposal shall be submitted to the College President. Applicable TCC policies and procedures for employee terminations shall be followed.

**10.5 Claims against Third Party Respondents**

“Third party respondents” are persons who are not employees, students, or regents of TCC. This term includes campus visitors, students from other schools, and vendors providing service at TCC property and facilities. The term includes individuals who provide off-site instructional or clinical experiences for students and organizations with whom TCC has a contractual relationship or memorandum of understanding. If the respondent works for an organization with whom TCC conducts business, the Title IX Coordinator will determine if a contract or memorandum of understanding provides procedures for notifying the organization and addressing the complaint against the respondent. TCC will comply with applicable contract procedures, including procedures pertaining to available remedies and required notifications.

The Title IX Coordinator will assign an impartial investigator to investigate the allegation. The investigator will promptly investigate the allegations in the Formal Complaint. The investigator will prepare a written investigation report with findings of fact and a determination regarding responsibility. The investigator will consider the totality of the circumstances, including the context and duration of the conduct and its severity. The completed investigation report and determination regarding responsibility will be submitted to the Title IX Coordinator, the parties, and the President or designee. Within 15 working days, the President or designee will review the investigation report and investigation record. If the report includes a finding of responsibility, then the President or designee shall determine a sanction in accordance with applicable TCC policies and procedures. The Title IX Coordinator shall promptly notify the parties in writing of the determination. If the respondent works for an organization with whom TCC conducts business, TCC shall follow any applicable procedures for notifying the organization.

**11.0 OTHER RULES AND ADDITIONAL CONDUCT VIOLATIONS****11.1 False Statements or Information**

Any person who in bad faith knowingly files a false complaint under this Policy or provides materially false information is subject to disciplinary action up to and including dismissal or separation from TCC. A determination that a respondent is not responsible for allegations of Sexual Misconduct, including Title IX Sexual Harassment, does not establish the falsity of a report, Formal Complaint, or evidence. Similarly, determining that a respondent is responsible for a policy violation does not imply that a respondent’s statements disclaiming responsibility were false.

**11.2 Interference with the Grievance Process**

Any person who interferes with a TCC Grievance Process as provided in this Policy is subject to disciplinary action up to and including dismissal or separation from TCC. Actions that constitute interference with a Grievance Process include, but are not limited to:

- Attempting to coerce, compel, or prevent an individual from providing testimony or evidence;
- Removing, destroying, or altering documentation relevant to the Grievance Process; or
- Knowingly providing false or misleading information to a Title IX Coordinator, investigator, hearing officer, or appeal officer, or encouraging others to do so.

**12.0 CALCULATING DEADLINES UNDER THIS PROCEDURE**

When a deadline is stated in terms of “calendar” days and the deadline falls on a weekend or state or federal holiday, the deadline shall be moved to the next day that does not fall on a weekend or a holiday.

When a deadline is stated in terms of “working” days, the deadline shall be calculated based on the days TCC is open for business (whether in person or virtually). The term “working days” excludes winter break.

**13.0 ACCESSIBILITY SERVICES REQUESTS**

A student or employee who is a qualified person with a disability under federal law and needs assistance complying with this Policy or any procedure set forth in this Policy may contact the Title IX Coordinator or designee for assistance.

**14.0 NO EFFECT ON PENDING PERSONNEL OR ACADEMIC ACTIONS UNRELATED TO THE ALLEGATIONS IN THE FORMAL COMPLAINT**

The filing of a Formal Complaint will not prevent or delay any action unrelated to the allegations of Title IX Sexual Harassment or Other Sexual Misconduct in the Formal Complaint, including: (1) any evaluation or disciplinary action relating to a student or employee with an unsatisfactory performance or who has violated other TCC rules or policies; (2) any evaluation or grading of students participating in a class, or the ability of a student to add/drop a class, change academic programs, or receive financial reimbursement for a class; or (3) any job-related functions of a College employee.

## **16.0 GRIEVANCE PROCESS DOCUMENT RETENTION**

TCC shall retain for seven years all documentation related to a Grievance Process, including documents relating to the investigation, hearing, and any appeal.

## **Hazing Policy**

Texas Chiropractic College believes that true human development can best occur in an atmosphere of social and ethical responsibility. TCC does not consider hazing as a contributing factor to the positive development or welfare of the individual. Therefore, TCC recognizes acts of hazing as irresponsible, intolerable, and inconsistent with the principles of higher education and basic human development. If anyone suspects that hazing has occurred, please report immediately to the Office of Student Services.

### **Definition of Hazing**

Effective September 1, 1987, the Legislature of the State of Texas amended the Texas Education Code to provide criminal penalties for hazing. The following is a brief summary of the provisions. The full text of the act is published in the Texas School Law Bulletin 4.51 (Texas Education Agency, 1990). Hazing means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are/or include students at an educational institution.

The term includes but is not limited to: any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing a harmful substance on the body, or similar activity; any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk or harm or that adversely affects the mental or physical health or safety of the student; any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk or harm or which adversely affects the mental or physical health or safety of the student; any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection; any activity that induces, causes or requires the student to perform a duty or task which involves a violation of the Penal Code.

#### **A. Examples of actions and activities that are explicitly prohibited include, but are not limited to, the following:**

1. Compelling individuals to consume alcohol or drugs
2. Paddling in any form, shoving, or otherwise striking individuals
3. Compelling individuals to engage in sexual behaviors, sexual or racial harassment or slurs, or exhibitionism
4. Compelling individuals to wear or carry unusual, uncomfortable, degrading, or physically burdensome articles or apparel
5. Depriving individuals of the opportunity for sufficient sleep, decent edible meals, or access to means of maintaining bodily cleanliness
6. Activities which impair an individual's academic efforts by causing exhaustion, loss of sleep, or loss of reasonable study time, or by preventing an individual from attending class
7. The creation of excessive fatigue by participation in physically demanding activities (calisthenics, runs, etc.)
8. Compelling individuals to eat or drink unusual substances or compelling the consumption of undue amounts of odd preparations of food
9. Having substances thrown at, poured on, or otherwise applied to the bodies of individuals
10. Morally degrading or humiliating games or any other activities that make an individual the object of amusement, ridicule, or intimidation
11. Transporting individuals against their will, abandoning individuals at a distant location, or conducting any "kidnap," "ditch," or "road trip" that might in any way endanger or compromise the health, safety, or comfort of any individual
12. Causing an individual to be indecently exposed or exposed to the elements
13. Causing an individual to remain in a fixed position for a long period of time
14. Compelling an individual to be branded or tattooed
15. "Line-up" involving intense, demeaning intimidation or interrogation, such as shouting obscenities or insults
16. Compelling individuals to participate in activities (pranks, scavenger hunts, etc.), which encourage the defacement of property, engage in theft, harass other individuals, groups of individuals, or organizations, or disrupt the normal activities of the College
17. Tests of courage, bravery, stamina, or sexuality
18. Intentionally deceiving new members, prior to initiation, to make them believe that they will not be initiated
19. Intentionally deceiving members (pledges, associates, etc.) to make them believe that they will be struck or hurt

20. Excluding an individual from social contact for prolonged periods of time

21. Compelling an individual to engage in acts of personal servitude

**B. Personal Hazing Offense**

- A person commits a hazing offense if he/she engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing; intentionally, knowingly, or recklessly permits hazing to occur, or has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to the Dean of Student Affairs or other appropriate official of the institution.

**C. Organization Hazing Offenses**

- An organization commits a hazing offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commit or assist in the commission of hazing.

**D. Consent Not a Defense**

- It is not a defense from prosecution of an offense that the person against whom the hazing was directed, consented to or acquiesced in the hazing activity.

**E. Immunity from Prosecution**

- The court may grant immunity from prosecution to each person who is subpoenaed and does testify for the prosecution. Any person reporting a specific hazing incident to the Dean of Student Affairs or other appropriate official and/or participated in any judicial proceeding as a result of the report is immune from liability, civil or criminal. Medical practitioners reporting treatment of students who have been subjected to hazing activities shall be immune from civil or other liability. Persons reporting in bad faith or with malice are not protected.

**F. Penalties**

- Individuals and/or organizations accused of hazing are subject to immediate expulsion from TCC and criminal investigation and prosecution from the State of Texas.

## Emergency Closing

In the event the College needs to be closed for any reason, such as inclement weather, students and employees should check their TCC email, the College's official social media accounts, or text alerts for updates. To receive text alerts, students must sign up by contacting the Office of Marketing & Communications at [communications@txchiro.edu](mailto:communications@txchiro.edu).

## Cellular Phones and Smart Watches

Electronic communication devices are to be turned off or placed in silent mode when in the classroom. These devices are not allowed to be on your person during testing situations, including the Assessment Center. Students are not permitted to bring to examinations/in-class tests/quizzes any hand-held device capable of recording and/or searching the internet, unless otherwise approved by the faculty member. Devices such as smart phones, smart watches, smart pens, and smart glasses must be left at the front of the classroom and must be powered off for the duration of the test/assessment. Students caught using any of these devices during an examination/test will be subject to disciplinary action for academic dishonesty.

Cellular phones and smart watches may not be answered during class time (nor may you check or send text messages) without prior permission from the faculty member. Texting, playing games on your phone/smart watch, showing pictures on your phone/smart watch, surfing the web, e-mailing, etc. is not allowed during laboratory and/or class time.

## Traffic and Parking Regulations

All state laws and Texas Chiropractic College traffic rules and regulations governing the use of motor vehicles must be complied with on all parts of the campus through all hours of the day and night. The maximum speed limit is 10 miles per hour. Texas Chiropractic College assumes no responsibility for the care and/or protection of any vehicle or its contents while the vehicle is operated or parked on campus.

### Parking Permits

A parking permit is required for each vehicle operated on campus. There is no charge for these permits. To receive a permit, the driver must fill out a Parking Registration Form located in the Office of Student Services. The registration form will be kept on file.

It is the responsibility of the student to obtain one permit for each vehicle operated on campus. The student is responsible for any vehicle registered with TCC in his or her name, regardless of the operator. The student is also responsible for any vehicle operated by him or her, regardless of the state of vehicle ownership registration. Lost or stolen permits should be reported immediately to the Office of Student Services.

Permits are not transferable. Special permits for those having wheelchair, handicapped and motorcycle needs may be obtained during the trimester. A parking permit will not be honored unless it is properly hung from the rearview mirror. (A special sticker for motorcycles must be affixed to the rear fender.) ***Student parking is in any spot not designated for an office or individual.***

### Visitors

A visitor is defined as one who is neither a student nor an employee of the College. Reserved parking spaces have been provided for visitors' convenience and are designated by curb lettering and/or signs. Under no circumstances are students or employees allowed to park in designated visitor parking spaces on campus.

### Special Occasions and Emergencies

On special occasions and in emergencies, the College may impose parking restrictions. If conditions warrant, the College may waive parking restrictions that are ordinarily imposed. Should it be necessary to drive a vehicle that is not registered at TCC, the driver must notify the Office of Student Services immediately of the vehicle license number and the date on which the vehicle will be driven. There is no charge for this temporary clearance, and it will be honored in student parking areas only. This privilege is extended only to those students who have a vehicle registered at TCC.

### General Parking Regulations

These regulations include (but are not limited to) and prohibit:

1. Parking in areas not designated for parking (on streets, grass, drives, sidewalks, etc.).
2. Parking in a reserved (visitor, staff, handicap, etc.) parking space.
3. Failure to display a valid TCC parking permit in the designated place.
4. Parking in any area restricted by signs or a yellow or red border (fire and loading zones).
5. Parking on the wrong side of the street.
6. Failure to park within the lines of individually marked spaces.

***Parking in handicap and fire lanes will result in a call to the Pasadena Police department.***

### Accidents

All accidents occurring on the College campus roadway or parking lot should be reported immediately to the Office of Student Services (Harris Building). Officers of the College will investigate all reported accidents on College property and arrange for vehicles to be towed if they are not operational. TCC is not liable for any damage to personal property. An Accident/ Incident Report Form needs to be completed to compile information for the annual Safety Report. This form is available in the Office of Student Services.

### Towing and Impounding Vehicles

The College reserves the right to tow and impound vehicles parked illegally in reserved spaces, wheelchair spaces, fire zones or loading zones or parked in a manner dangerous to vehicular or pedestrian traffic. All costs resulting from the towing and impounding of the vehicle will be the responsibility of the owner. Storage and repair of vehicles (except for emergencies) is prohibited.

## Children and Guests on Campus

### Children on Campus

A parent or legal guardian must accompany children on campus at all times. Children under the age of 16 (with the exception of pre-approved tour groups) are not permitted in any laboratory or student computer laboratory. In order to maintain an atmosphere conducive to teaching and learning, children are not permitted in classrooms during instructional periods. Violation of this policy will be referred to the Disciplinary Committee for appropriate action.

## College Guests

Policies regarding guests on campus are integrated with other policies relating to student conduct and access to facilities. Students and other campus community members are held accountable for the actions and conduct of their guests while they are on campus. All guests are subject to the same College rules and regulations governing the conduct of students and community members. For security purposes, regular visitors to the campus must sign in at the Office of Student Services.

## Pets on Campus

Pets are not allowed on campus at any time. The only animals allowed on campus are:

1. Those which are registered and approved through the Office of Student Services.
2. Those brought on campus with the therapy dog groups.

Complaints regarding pets should be directed to the Office of Student Services.

## Alcohol and Drug Use

Alcohol is permitted on campus with the permission of the Dean of Student Affairs (DSA). If alcohol is to be sold on campus, the DSA must first grant permission. A license must then be obtained from the Texas Alcoholic Beverage Commission. Restrictions stipulated by the TABC must be strictly followed. No inebriated persons will be served alcohol in any case. No under-aged persons will be served alcohol. Organizations that violate rules will jeopardize their privilege to serve alcohol at future functions and could face other disciplinary actions as outlined in this document.

Further prohibitions include:

- No organization will require or encourage “drinking athleticism” as part of initiation, ritual or custom.
- Drinking games are prohibited.
- These prohibitions are not exhaustive. Responsible use of alcohol is the only tolerated use.

As stated in the Student Code of Conduct, “The use, sale or possession on College premises of substances that are prohibited by local or federal law” constitutes a violation of the Students’ Code of Conduct. Violation renders the student subject to suspension or permanent dismissal. If you or someone you know may have a substance abuse problem, please contact the Dean of Student Affairs.

## Tobacco and Weapons on Campus

### Tobacco Use

Texas Chiropractic College is concerned about the health and well-being of its students, employees and visitors, as well as maintaining a comfortable environment. Therefore, the College has adopted a “Tobacco-Free Environment” thus prohibiting tobacco usage in any form on campus. Smoking on campus is considered a violation of the student code of conduct. Failure to comply with this rule will result in disciplinary action.

### Weapons on Campus

All members of the TCC community, including faculty, staff, students, contractors and visitors are prohibited from possessing firearms, explosives, other dangerous weapons and replicas of dangerous weapons (as described in this policy) while on TCC property, in buildings where a TCC-sponsored activity is held or within or in TCC’s vehicles. This prohibition against weapons possession is in effect to the fullest extent allowed under Texas laws, including laws pertaining to weapons generally (Texas Penal Code § 46.03) and to concealed handgun licenses (Texas Penal Code § 46.035). The only exceptions to this weapons prohibition are those authorized in writing by the TCC President and Cabinet.

## Selling and Solicitation

### Selling on Campus

TCC student organizations are encouraged to participate in a variety of fund-raising activities. However, they must be preapproved by the Office of Student Services. TCC limits the sale of any other goods or services on campus to those with current contracts with the college.

### **Solicitation**

TCC does not allow any type of solicitation on its campus. For more information, please see the Office of Student Services.

## **Where to Go for Information and Assistance**

If you are unsure about whom to contact regarding any procedure or problem, the Office of Student Services is ready and willing to provide the information you need. Please stop by the Harris Administration Building and the Office of Student Services for assistance between the hours of 8:00 am to 5:00 pm Monday—Thursday, and 8:00 am to 4:00 pm on Friday, or by appointment.





# Degrees

## Bachelor of Science in Human Biology Completion Program

### Degree Type

Bachelor of Science

The Bachelor of Science in Human Biology is a degree completion program at TCC. Students wishing to obtain a Bachelor of Science in Human Biology degree from TCC shall have completed the required lower division courses, from a recognized college or university, prior to admission to the TCC Doctor of Chiropractic degree program. They shall have completed the required upper division courses of the Bachelor of Science in Human Biology degree in the first four trimesters of the TCC Doctor of Chiropractic degree program. They shall complete all Bachelor of Science in Human Biology degree requirements prior to graduation from the TCC Doctor of Chiropractic degree program. A DC student seeking a TCC BS in Human Biology degree will be billed at the BS/DC tuition rate for upper division courses.

### Lower Division Requirements

(Not offered at TCC)

*All transferred lower division coursework for the Bachelor of Science degree must be a grade of C or higher (minimum 2.0 on a 4.0 scale).*

- English Composition, Communication, or English Literature (6) - three of the six credit hours must be English composition or English literature.
- Natural Science or Mathematics (3)
- Social or Behavioral Sciences (3)
- Creative Arts (3)
- Language, Philosophy and Culture (3)
- Government/Political Science (6)
- American History (6)
- Life and Physical Sciences 6)
- Electives (6)

**Total: 42 Credit Hours**

### Upper Division Requirements

Anatomy

| Course Code       | Name                                  | Credits |
|-------------------|---------------------------------------|---------|
| AN 1440           | Histology                             | 4       |
| GA 1440           | Gross Anatomy & Embryology I Lecture  | 4       |
| GA 1306           | Gross Anatomy & Embryology I Lab      | 3       |
| GA 2330           | Gross Anatomy & Embryology II Lecture | 3       |
| GA 2306           | Gross Anatomy & Embryology II Lab     | 3       |
| AN 3440           | Human Neuroanatomy Lecture            | 4       |
| AN 3101           | Human Neuroanatomy Lab                | 0.5     |
| AN 1330           | Spinal Anatomy                        | 3       |
| Sub-Total Credits |                                       | 24.5    |

Degrees

Physiology

| Course Code       | Name           | Credits |
|-------------------|----------------|---------|
| PH 2440           | Physiology I   | 4       |
| PH 3440           | Physiology II  | 4       |
| PH 4330           | Physiology III | 3       |
| Sub-Total Credits |                | 11      |

Biochemistry & Microbiology

| Course Code       | Name                        | Credits |
|-------------------|-----------------------------|---------|
| CM 1330           | Foundations of Biochemistry | 3       |
| CM 2330           | Fundamentals of Metabolism  | 3       |
| MB 3550           | Principles of Microbiology  | 5       |
| Sub-Total Credits |                             | 11      |

Pathology & Pharmacology

| Course Code       | Name                        | Credits |
|-------------------|-----------------------------|---------|
| PA 2330           | General Pathology           | 3       |
| PA 3330           | Systems Pathology I         | 3       |
| PA 4330           | Systems Pathology II        | 3       |
| CP 4110           | Dermatology                 | 1       |
| CP.TP 5220        | Toxicology and Pharmacology | 2       |
| Sub-Total Credits |                             | 12      |

Biomechanics

(6 credits required)

| Course Code       | Name                         | Credits |
|-------------------|------------------------------|---------|
| CH 2220           | Spinal Biomechanics          | 2       |
| CH 3220           | Lower Extremity Biomechanics | 2       |
| CH 4220           | Upper Extremity Biomechanics | 2       |
| Sub-Total Credits |                              | 6       |

Health Sciences

| Course Code       | Name                                  | Credits |
|-------------------|---------------------------------------|---------|
| MT1110            | Medical Terminology                   | 1       |
| CP 4330.NT        | Nutrition I                           | 3       |
| CP.HP 5220        | Health Promotion in Clinical Practice | 2       |
| CP 5440           | Women & Children's Health             | 4       |
| Sub-Total Credits |                                       | 10      |

Behavioral & Communication Sciences

| Course Code | Name                                             | Credits |
|-------------|--------------------------------------------------|---------|
| CP 2220     | Basic Communication and History Taking Skills    | 2       |
| CP 4220     | Advanced Communication and History Taking Skills | 2       |

|                   |                     |      |
|-------------------|---------------------|------|
| CP.CP 5220        | Clinical Psychology | 2    |
| Sub-Total Credits |                     | 6    |
| Total Credits     |                     | 80.5 |

Application Procedures for the Bachelor of Science Degree in Human Biology

Students wishing to obtain a Bachelor of Science degree from TCC must apply for and complete all degree requirements before their graduation from the Doctor of Chiropractic degree program.

Responsibilities

1. The student must submit an application for the Bachelor of Science degree to the registrar’s office and pay the current application fee to the business office. Application for the degree is not considered official until both application and payment have been made.
2. Upon receipt of the student’s application, the registrar will evaluate the student’s transcripts for fulfillment of the degree requirements and provide a copy of the evaluation to the student.
3. The student must complete all requirements of the degree including all applicable fees prior to their graduation from the Doctor of Chiropractic program.

Procedures

1. The student will submit an application for the Bachelor of Science degree to the registrar’s office.
2. The student will pay the current application fee to the business office.
3. The business office will notify the registrar that the application fee has been paid.
4. The registrar will evaluate the student’s transcripts for fulfillment of the degree requirements and either mail or hand-deliver a written evaluation to the student.
5. The student will complete any degree requirements, including all applicable fees, within the specific timeframe.
6. The student will complete and submit an application for graduation in the registrar’s office.
7. Upon submission of all degree requirements and submission of the application for graduation, the registrar’s office will order the diploma and note the degree on the student’s transcript.

Any student falsifying admission information, including the omission of any institution(s) previously attended, is subject to dismissal.

Graduation Requirements for the Bachelor of Science Degree in Human Biology

It is the student’s responsibility to keep informed about courses and credits earned and those still needed to complete the degree program. The Bachelor of Science Degree with a major in Human Biology is conferred upon those who have fulfilled each of the following requirements:

1. Complete all lower and upper-division course requirements with a minimum cumulative GPA of 2.0.
2. Have paid all fees associated with the B.S. degree.
3. Be free from all indebtedness and other obligations to the College.

Doctor of Chiropractic

Degree Type

Doctor of Chiropractic

The following outline represents the comprehensive plan of study leading to the Doctor of Chiropractic degree. When deemed appropriate, the College may alter courses, the sequence of courses, course credits and courses offered to improve the curriculum as needed.

Schedule of Classes

Trimester 1:

| Course Code       | Name                                 | Lecture | Lab | Hours | Credits |
|-------------------|--------------------------------------|---------|-----|-------|---------|
| AN 1330           | Spinal Anatomy                       | 3       | 0   | 45    | 3       |
| AN 1440           | Histology                            | 4       | 0   | 60    | 4       |
| GA 1440           | Gross Anatomy & Embryology I Lecture | 4       | 0   | 60    | 4       |
| GA 1306           | Gross Anatomy & Embryology I Lab     | 0       | 6   | 90    | 3       |
| CH 1110           | Chiropractic Principles I            | 1       | 0   | 15    | 1       |
| CH 1103           | Palpation I                          | 0       | 3   | 45    | 1.5     |
| CM 1330           | Foundations of Biochemistry          | 3       | 0   | 45    | 3       |
| MT1110            | Medical Terminology                  | 1       | 0   | 15    | 1       |
| Sub-Total Credits |                                      | 16      | 9   | 375   | 20.5    |

Trimester 2:

| Course Code       | Name                                          | Lecture | Lab | Hours | Credits |
|-------------------|-----------------------------------------------|---------|-----|-------|---------|
| GA 2330           | Gross Anatomy & Embryology II Lecture         | 3       | 0   | 45    | 3       |
| GA 2306           | Gross Anatomy & Embryology II Lab             | 0       | 6   | 90    | 3       |
| CH 2204           | Palpation II                                  | 0       | 4   | 45    | 2       |
| CH 2220           | Spinal Biomechanics                           | 2       | 0   | 30    | 2       |
| CM 2330           | Fundamentals of Metabolism                    | 3       | 0   | 45    | 3       |
| CP 2220           | Basic Communication and History Taking Skills | 2       | 0   | 30    | 2       |
| CR 2220           | Introduction to Chiropractic Research         | 2       | 0   | 30    | 2       |
| PA 2330           | General Pathology                             | 3       | 0   | 45    | 3       |
| PH 2440           | Physiology I                                  | 4       | 0   | 60    | 4       |
| Sub-Total Credits |                                               | 19      | 10  | 420   | 24      |

Trimester 3:

| Course Code       | Name                                        | Lecture | Lab | Hours | Credits |
|-------------------|---------------------------------------------|---------|-----|-------|---------|
| AN 3440           | Human Neuroanatomy Lecture                  | 4       | 0   | 60    | 4       |
| AN 3101           | Human Neuroanatomy Lab                      | 0       | 1   | 15    | 0.5     |
| CH 3110           | Chiropractic Manipulative Therapy I Lecture | 1       | 0   | 15    | 1       |
| CH 3203           | Chiropractic Manipulative Therapy I Lab     | 0       | 3   | 45    | 1.5     |
| CH 3220           | Lower Extremity Biomechanics                | 2       | 0   | 30    | 2       |
| DI 3220           | Physics Principles of Diagnostic Imaging    | 2       | 0   | 30    | 2       |
| MB 3550           | Principles of Microbiology                  | 5       | 0   | 75    | 5       |
| PA 3330           | Systems Pathology I                         | 3       | 0   | 45    | 3       |
| PH 3440           | Physiology II                               | 4       | 0   | 60    | 4       |
| Sub-Total Credits |                                             | 21      | 4   | 375   | 23      |

Trimester 4:

| Course Code | Name                                             | Lecture | Lab | Hours | Credits |
|-------------|--------------------------------------------------|---------|-----|-------|---------|
| CH 4220     | Upper Extremity Biomechanics                     | 2       | 0   | 30    | 2       |
| CH 4314     | Chiropractic Manipulative Therapy II             | 1       | 4   | 75    | 3       |
| CP 4110     | Dermatology                                      | 1       | 0   | 15    | 1       |
| CP 4220     | Advanced Communication and History Taking Skills | 2       | 0   | 30    | 2       |
| CP 4330.NT  | Nutrition I                                      | 3       | 0   | 45    | 3       |
| CP 4543     | Physical Examination and Diagnosis               | 4       | 3   | 105   | 5.5     |
| DI 4440     | Introduction to Imaging Interpretation           | 4       | 0   | 60    | 4       |

|                   |                      |    |   |     |      |
|-------------------|----------------------|----|---|-----|------|
| PH 4330           | Physiology III       | 3  | 0 | 45  | 3    |
| PA 4330           | Systems Pathology II | 3  | 0 | 45  | 3    |
| Sub-Total Credits |                      | 23 | 7 | 450 | 26.5 |

Trimester 5:

|                   |                                       |         |     |       |         |
|-------------------|---------------------------------------|---------|-----|-------|---------|
| Course Code       | Name                                  | Lecture | Lab | Hours | Credits |
| CH 5314           | Chiropractic Manipulative Therapy III | 1       | 4   | 75    | 3       |
| CH 5433           | Orthopedics I                         | 3       | 3   | 90    | 4.5     |
| CP.CP 5220        | Clinical Psychology                   | 2       | 0   | 30    | 2       |
| CP.HP 5220        | Health Promotion in Clinical Practice | 2       | 0   | 30    | 2       |
| CP.TP 5220        | Toxicology and Pharmacology           | 2       | 0   | 30    | 2       |
| CP 5440           | Women & Children's Health             | 4       | 0   | 60    | 4       |
| CP.FR 5220        | Fundamentals of Clinical Reasoning    | 2       | 0   | 30    | 2       |
| DI 5660           | Imaging Interpretation I              | 6       | 0   | 90    | 6       |
| Sub-Total Credits |                                       | 22      | 7   | 435   | 25.5    |

Trimester 6:

|                   |                                                 |         |     |       |         |
|-------------------|-------------------------------------------------|---------|-----|-------|---------|
| Course Code       | Name                                            | Lecture | Lab | Hours | Credits |
| CH 6102           | Soft Tissue Mobilization                        | 0       | 2   | 30    | 1       |
| CH 6213           | Chiropractic Manipulative Therapy IV            | 1       | 3   | 60    | 2.5     |
| CH 6220           | Chiropractic Principles II                      | 2       | 0   | 30    | 2       |
| CH 6323           | Orthopedics II                                  | 2       | 3   | 75    | 3.5     |
| CP 6212           | Passive Modalities and Therapeutics             | 1       | 2   | 45    | 2       |
| CP.EP 6220        | Emergency Procedures                            | 2       | 0   | 30    | 2       |
| CP 6330.NT        | Nutrition II                                    | 3       | 0   | 45    | 3       |
| CP 6542           | Clinical Neurology                              | 4       | 2   | 90    | 5       |
| CL.IP 6110        | Introduction to Chiropractic Business Practices | 1       | 0   | 15    | 1       |
| Sub-Total Credits |                                                 | 16      | 12  | 420   | 22      |

Trimester 7:

|                   |                                   |         |     |       |         |
|-------------------|-----------------------------------|---------|-----|-------|---------|
| Course Code       | Name                              | Lecture | Lab | Hours | Credits |
| CH 7220           | Case Management                   | 2       | 0   | 30    | 2       |
| CL.BP 7110        | Chiropractic Business Practices   | 1       | 0   | 15    | 1       |
| CC 7518           | Chiropractic Clinical Clerkship I | 1       | 8   | 135   | 5       |
| CP 7323           | Rehabilitation and Active Care    | 2       | 3   | 75    | 3.5     |
| CP 7330           | Clinical Laboratory Diagnosis     | 3       | 0   | 45    | 3       |
| CP 7331.SA        | Senior Adult Health and Wellness  | 3       | 1   | 60    | 3.5     |
| CP 7440.ID        | Internal Diagnosis                | 4       | 0   | 60    | 4       |
| DI 7440           | Imaging Interpretation II         | 4       | 0   | 60    | 4       |
| DI 7212           | X-Ray Positioning                 | 1       | 2   | 45    | 2       |
| Sub-Total Credits |                                   | 21      | 14  | 525   | 28      |

Trimester 8:

|             |                                       |         |     |       |         |
|-------------|---------------------------------------|---------|-----|-------|---------|
| Course Code | Name                                  | Lecture | Lab | Hours | Credits |
| CH 8110     | Health Care Ethics                    | 1       | 0   | 15    | 1       |
| CH 8440     | Differential Diagnosis and Management | 4       | 0   | 60    | 4       |

|                   |                                          |    |    |     |      |
|-------------------|------------------------------------------|----|----|-----|------|
| CL.AP 8220        | Advanced Chiropractic Business Practices | 2  | 0  | 30  | 2    |
| CC812221          | Chiropractic Clinical Clerkship II       | 2  | 21 | 345 | 12.5 |
| EP 8220           | Principles of Evidence-Based Practice    | 2  | 0  | 30  | 2    |
| Sub-Total Credits |                                          | 11 | 21 | 480 | 21.5 |

Trimester 9:

|                   |                                     |         |     |       |         |
|-------------------|-------------------------------------|---------|-----|-------|---------|
| Course Code       | Name                                | Lecture | Lab | Hours | Credits |
| CC915324          | Chiropractic Clinical Clerkship III | 3       | 24  | 459   | 15      |
| Sub-Total Credits |                                     | 3       | 24  | 459   | 15      |

Trimester 10:

|                   |                                    |         |     |       |         |
|-------------------|------------------------------------|---------|-----|-------|---------|
| Course Code       | Name                               | Lecture | Lab | Hours | Credits |
| CC1016130         | Chiropractic Clinical Clerkship IV | 1       | 30  | 465   | 16      |
| Sub-Total Credits |                                    | 1       | 30  | 465   | 16      |

|  |               |     |
|--|---------------|-----|
|  | Total Credits | 222 |
|--|---------------|-----|

Prerequisite and Corequisite Requirements

| Course                                      | Prerequisites                                                                              | Corequisites                                                                                         |
|---------------------------------------------|--------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| TRIMESTER 1                                 |                                                                                            |                                                                                                      |
| Spinal Anatomy                              |                                                                                            |                                                                                                      |
| Histology                                   |                                                                                            |                                                                                                      |
| Gross Anatomy and Embryology I Lecture      |                                                                                            | Must be concurrently enrolled in, or have previously passed, Gross Anatomy and Embryology I Lab      |
| Gross Anatomy and Embryology I Lab          |                                                                                            | Must be concurrently enrolled in, or have previously passed, Gross Anatomy and Embryology I Lecture  |
| Palpation I                                 |                                                                                            |                                                                                                      |
| Foundations of Biochemistry                 |                                                                                            |                                                                                                      |
| Chiropractic Principles I                   |                                                                                            |                                                                                                      |
| Medical Terminology                         |                                                                                            |                                                                                                      |
| Trimester 2                                 |                                                                                            |                                                                                                      |
| Basic Communication & History Taking Skills | Spinal Anatomy; Gross Anatomy and Embryology I Lecture; Gross Anatomy and Embryology I Lab |                                                                                                      |
| Physiology I                                | Histology                                                                                  |                                                                                                      |
| Fundamentals of Metabolism                  | Foundations of Biochemistry                                                                |                                                                                                      |
| General Pathology                           | Histology                                                                                  |                                                                                                      |
| Gross Anatomy and Embryology II Lecture     | Gross Anatomy and Embryology I Lab; Gross Anatomy and Embryology I Lecture                 | Must be concurrently enrolled in, or have previously passed, Gross Anatomy and Embryology II Lab     |
| Gross Anatomy and Embryology II Lab         | Gross Anatomy and Embryology I Lab; Gross Anatomy and Embryology I Lecture                 | Must be concurrently enrolled in, or have previously passed, Gross Anatomy and Embryology II Lecture |
| Palpation II                                | Palpation I                                                                                | Must be concurrently enrolled in, or previously passed, Spinal Biomechanics.                         |
| Spinal Biomechanics                         | Spinal Anatomy                                                                             |                                                                                                      |
| Introduction to Chiropractic Research       |                                                                                            |                                                                                                      |

| Course                                           | Prerequisites                                                                                                                                    | Corequisites                                                                                       |
|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| <b>Trimester 3</b>                               |                                                                                                                                                  |                                                                                                    |
| Physiology II                                    | Physiology I                                                                                                                                     |                                                                                                    |
| Human Neuroanatomy Lecture                       | Gross Anatomy and Embryology II Lab; Gross Anatomy and Embryology II Lecture; Spinal Anatomy                                                     | Must be concurrently enrolled in, or have previously passed, Human Neuroanatomy Lab                |
| Human Neuroanatomy Lab                           | Gross Anatomy and Embryology II Lab; Gross Anatomy and Embryology II Lecture; Spinal Anatomy                                                     | Must be concurrently enrolled in, or have previously passed, Human Neuroanatomy Lecture            |
| Lower Extremity Biomechanics                     | Gross Anatomy and Embryology I Lab; Gross Anatomy and Embryology I Lecture                                                                       |                                                                                                    |
| Principles of Microbiology                       |                                                                                                                                                  |                                                                                                    |
| Physics Principles of Diagnostic Imaging         | Completion of all Tri 1-2 courses                                                                                                                |                                                                                                    |
| Chiropractic Manipulative Therapy I Lecture      | Palpation II Lecture; Palpation II Lab; Spinal Biomechanics                                                                                      | Must be concurrently enrolled in, or previously passed Chiropractic Manipulative Therapy I Lab     |
| Chiropractic Manipulative Therapy I Lab          | Palpation II Lecture; Palpation II Lab; Spinal Biomechanics                                                                                      | Must be concurrently enrolled in, or previously passed Chiropractic Manipulative Therapy I Lecture |
| Systems Pathology I                              | General Pathology                                                                                                                                | Physiology II                                                                                      |
| <b>Trimester 4</b>                               |                                                                                                                                                  |                                                                                                    |
| Advanced Communication and History Taking Skills | Basic Communication & History Taking Skills                                                                                                      |                                                                                                    |
| Dermatology                                      | Principles of Microbiology                                                                                                                       |                                                                                                    |
| Introduction to Imaging Interpretation           | Physics Principles of Diagnostic Imaging                                                                                                         |                                                                                                    |
| Nutrition I                                      | Physiology II; Fundamentals of Metabolism                                                                                                        |                                                                                                    |
| Physical Examination and Diagnosis               | Physiology II                                                                                                                                    | Systems Pathology II                                                                               |
| Chiropractic Manipulative Therapy II             | Lower Extremity Biomechanics; Chiropractic Manipulative Therapy I Lecture; Chiropractic Manipulative Therapy I Lab                               |                                                                                                    |
| Systems Pathology II                             | Physiology I; General Pathology; Systems Pathology I                                                                                             |                                                                                                    |
| Upper Extremity Biomechanics                     | Gross Anatomy and Embryology I Lab; Gross Anatomy and Embryology I Lecture                                                                       |                                                                                                    |
| Physiology III                                   | Physiology I; Physiology II                                                                                                                      |                                                                                                    |
| <b>Trimester 5</b>                               |                                                                                                                                                  |                                                                                                    |
| Clinical Psychology                              | Advanced Communication and History Taking Skills                                                                                                 |                                                                                                    |
| Health Promotion in Clinical Practice            | Principles of Microbiology                                                                                                                       |                                                                                                    |
| Imaging Interpretation I                         | Introduction to Imaging Interpretation                                                                                                           |                                                                                                    |
| Orthopedics I                                    | Advanced Communication and History Taking Skills; Lower Extremity Biomechanics; Physical Examination and Diagnosis; Upper Extremity Biomechanics |                                                                                                    |
| Chiropractic Manipulative Therapy III            | Chiropractic Manipulative Therapy II; Upper Extremity Biomechanics                                                                               |                                                                                                    |
| Toxicology/Pharmacology                          | Physiology III                                                                                                                                   |                                                                                                    |
| Fundamentals of Clinical Reasoning               | Physical Examination and Diagnosis                                                                                                               | Orthopedics I                                                                                      |
| Women's and Children's Health                    | Physical Examination and Diagnosis                                                                                                               |                                                                                                    |
| <b>Trimester 6</b>                               |                                                                                                                                                  |                                                                                                    |
| Clinical Neurology                               | Human Neuroanatomy Lab; Human Neuroanatomy Lecture                                                                                               |                                                                                                    |
| Chiropractic Principles II                       | Completion of all Tri 1-5 courses                                                                                                                |                                                                                                    |
| Introduction to Chiropractic Business Practices  |                                                                                                                                                  | Passive Modalities & Therapeutics                                                                  |
| Nutrition II                                     | Nutrition I; Toxicology/Pharmacology                                                                                                             |                                                                                                    |
| Orthopedics II                                   | Orthopedics I                                                                                                                                    |                                                                                                    |

| Course                                                                  | Prerequisites                                                                                                             | Corequisites                                                                                          |
|-------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| Passive Modalities & Therapeutics                                       | Orthopedics I                                                                                                             |                                                                                                       |
| Chiropractic Manipulative Therapy IV                                    | Chiropractic Manipulative Therapy III                                                                                     |                                                                                                       |
| Soft Tissue Mobilization                                                | Completion of all Tri 1-4 courses                                                                                         |                                                                                                       |
| Emergency Procedures                                                    | Physical Examination and Diagnosis; Toxicology/Pharmacology                                                               |                                                                                                       |
| <b>Trimester 7</b>                                                      |                                                                                                                           |                                                                                                       |
| X-Ray Positioning                                                       | Completion of all Tri 1-4 courses                                                                                         |                                                                                                       |
| Internal Diagnosis                                                      | Physical Examination & Diagnosis; Systems Pathology II                                                                    | Clinical Lab Diagnosis                                                                                |
| Case Management                                                         | Orthopedics II; Passive Modalities & Therapeutics                                                                         | Rehabilitation and Active Care                                                                        |
| Chiropractic Clinical Clerkship I*                                      | Completion of all Tri 1-6 courses; Statutory Required Immunizations; Must have taken or be registered to take NBCE Part I |                                                                                                       |
| Clinical Lab Diagnosis                                                  | Nutrition II                                                                                                              |                                                                                                       |
| Imaging Interpretation II                                               | Imaging Interpretation I                                                                                                  |                                                                                                       |
| Chiropractic Business Practices                                         | Introduction to Chiropractic Business Practices                                                                           | Chiropractic Clinical Clerkship I                                                                     |
| Rehabilitation and Active Care                                          | Orthopedics II; Passive Modalities & Therapeutics                                                                         |                                                                                                       |
| Senior Adult Health & Wellness                                          | Completion of all Tri 1-6 courses                                                                                         |                                                                                                       |
| <b>Trimester 8</b>                                                      |                                                                                                                           |                                                                                                       |
| Advanced Chiropractic Business Practices                                | Chiropractic Business Practices                                                                                           | Chiropractic Clinical Clerkship II                                                                    |
| Chiropractic Clinical Clerkship II *                                    | Completion of all Tri 1-7 courses; Entry immediately following completion of Clinic I                                     |                                                                                                       |
| Differential Diagnosis and Management                                   |                                                                                                                           | Chiropractic Clinical Clerkship II                                                                    |
| Health Care Ethics                                                      | Completion of all Tri 1-4 courses                                                                                         |                                                                                                       |
| Principles of Evidence-Based Practice                                   | Completion of all Tri 1-7 courses                                                                                         |                                                                                                       |
| <b>Trimester 9</b>                                                      |                                                                                                                           |                                                                                                       |
| Chiropractic Clinical Clerkship III *                                   | Completion of all Tri 1-8 courses; Chiropractic Clinical Clerkship II                                                     |                                                                                                       |
| <b>Trimester 10</b>                                                     |                                                                                                                           |                                                                                                       |
| Chiropractic Clinical Clerkship IV                                      | Completion of all Tri 1-9 courses; Chiropractic Clinical Clerkship III                                                    |                                                                                                       |
| <b>Electives</b>                                                        |                                                                                                                           |                                                                                                       |
| Activator                                                               | Successful completion of Chiropractic Manipulative Therapy I                                                              |                                                                                                       |
| Introduction to Spanish Conversations for the Chiropractic Practitioner |                                                                                                                           | Must be concurrently enrolled in, or previously passed Chiropractic Clinical Clerkship II, III, or IV |

\*All students must sit for the NBCE Part II examination as a requirement to earn the Doctor of Chiropractic degree.

## Graduation Requirements for the Doctor of Chiropractic Degree

It is the student's responsibility to keep informed about courses and credits earned and those still needed for completion of the degree program. The Doctor of Chiropractic degree is conferred upon those who have fulfilled each of the following requirements:

1. Satisfactory completion of all courses and clinic requirements within seven consecutive calendar years from the time of matriculation to the DCP with a minimum cumulative GPA of 2.0.
2. Completion of all courses in the Texas Chiropractic College curriculum (or their equivalent) **with completion of over one-third of the total credits required for graduation, inclusive of Clinic Clerkship I, II, III, and IV MUST be completed in residence at TCC.**
3. Fulfillment of the clinical internship requirements.
4. Both quantitative and qualitative requirements reflect standards set forth by both the College and the Council on Chiropractic Education.
5. All students must sit for all six sections of NBCE II prior to graduation.
6. Submission of the Campus and Intern Clearance Forms to the Registrar's Office.



7. Freedom from all indebtedness and other obligations to the College.

### **Doctor of Chiropractic Program Instructional Organization**

There are four departments that contribute instruction to the Doctor of Chiropractic Program.

1. Department of Basic Sciences
2. Department of Chiropractic Sciences
3. Department of Clinical Sciences
4. Department of Clinics

### **Clinic Experiences**

Students begin their clinical training in trimester seven in the Clinical Chiropractic Clerkship I (CCC I) course located in Moody Health Center, where they are taught and evaluated in examination, diagnosis and treatment procedures appropriate to the practice of chiropractic. Students enter CCC II in the eighth trimester after completing all prerequisite courses in the first seven trimesters of the curriculum in Good Academic Standing and successfully completing CCC I and the clinic proficiency and entrance examination (CSCE I and CSCE II). The student is expected to continue the development of skills necessary for total patient management including consultation, neurological and orthopedic diagnosis, clinical laboratory diagnosis, diagnostic imaging, adjusting technique and application of adjunctive therapy as indicated. Student are given clinical competency assessment throughout their internship to determine areas of strength and weakness. Completion of a clinic exit examination (CSCE IV) with a passing score will be required for graduation. Requirements for the completion of clinic are described in the clinic manual and CCC syllabi.

### **Required Immunizations**

The Texas Department of Health (Rule 97.64) requires that all persons enrolled in health-related courses in institutions of higher education must have been immunized or submit an affidavit for exclusion, prior to direct patient contact, against:

- Tetanus-Diphtheria Vaccine
- Measles, Mumps, and Rubella Vaccines
- Hepatitis B Vaccine
- Varicella Vaccine

These immunization requirements must be satisfied before students are allowed in student, outpatient clinic or clinical rotations all of which include direct patient contact. **Full information on rule 97.64 is available from the Registrar's Office.**

### **Students Performing Manipulations**

Unsupervised application of any treatment including an HVLA (high velocity, low amplitude) thrust by a student is not allowed under any circumstance. Students may only deliver the application of any treatment including an HVLA thrust if supervised, in person, by a full time or adjunct DC faculty in settings specifically identified by the college for that purpose, or by a licensed DC who has been officially authorized to supervise students through the regular curriculum of TCC.

Any consultation with licensed TCC personnel outside of the MHC regarding a specific patient is only allowed with the direct consent of the Attending Clinician assigned to the case.

### **External Rotation Programs**

The External Rotations program offers interns an opportunity to spend time observing and/or working alongside licensed Doctors of Chiropractic who have been approved as an Adjunct Faculty-Preceptor (AFP). Interns receive personalized guidance and instruction in the various aspects of operating a private practice.

There are (4) external rotation program designations during the Clinical Chiropractic Clerkship II-IV courses which include Shadowing, Externship IX, Externship X, and Preceptorship.

### **Shadowing**

Shadowing is an observational only rotation available to TR8/9/10 students during supplemental shifts. The student may observe patient care with an AFP but may not participate in any manner.

### **Externship IX**

Externship IX is a TR9 rotation which allows the student to assist the AFP with limited tasks based on applicable jurisdictional licensing agency rules, TBCE RULE §78.3 in Texas, with consideration given to payor contracts but **excludes** performing manipulations.

### **Externship X**

Externship X is a TR10 rotation for states that prohibit the performance of the manipulation by students. The student may assist the AFP in limited tasks based on applicable jurisdictional licensing agency rules with consideration given to payor contracts but specifically **excludes** performing manipulations. Completion of all qualitative and quantitative requirements for graduation is required for approval of an Externship X.

### **Preceptorship**

Preceptorship is a TR10 rotation which allows the intern to assist the program doctor in all aspects of patient care, including manipulation under direct supervision. The student may assist in patient care based on applicable jurisdictional licensing agency rules including manipulation, TBCE RULE §78.3 and TBCE RULE §78.4 in Texas. However, this excludes covered care for all insurance patients including Medicare, Worker's Compensation and all Major Medical Plans based on your payor contracts. Completion of all qualitative and quantitative requirements for graduation is required for approval of a Preceptorship.

Please consult with the Clinic Chief of Staff for complete details and requirements of the External Rotation(s) Program.

**All students must sit for the NBCE Part II examination as a requirement to earn the Doctor of Chiropractic degree.**

# Courses

## Department of Basic Sciences

### AN 1330: Spinal Anatomy

This course is a study of the gross anatomy of the human spine focusing on the osseous, ligamentous and muscular structures of the cervical, thoracic, lumbar, sacral and coccygeal regions. It also introduces the student to the neuroanatomy of the spinal cord, spinal nerves, and the autonomic nervous system. Emphasis is placed on the important anatomical relations in the practice of chiropractic. Correlations will be made to various clinical presentations using a computer case-based program and instructor presentation of cases. The cases will emphasize clinical presentations related to spinal anatomy with contributions from other courses in trimester one when appropriate.

|         |    |
|---------|----|
| Credits | 3  |
| Hours   | 45 |
| Lab     | 0  |
| Lecture | 3  |

### AN 1440: Histology

This course is devoted to the study of the microscopic structure of cells, tissues, and organs of various systems of the human body. Emphasis will be placed on nervous, muscular, and skeletal tissues. Functions of cellular organelles will be introduced. Review of the material will be performed on a regular basis by examination of projected microscopic slides. The student will be expected to recognize cell type, internal and external structures, locations, and relationships to other cells and tissues. This course is the foundational course for many basic science and clinical courses. Relevant clinical correlations may be presented to enhance the discussion.

|         |    |
|---------|----|
| Credits | 4  |
| Hours   | 60 |
| Lab     | 0  |
| Lecture | 4  |

### AN 3101: Human Neuroanatomy Lab

This lab course will provide a comprehensive overview of human neuroanatomy. We will explore how the nervous system functions in health and disease. Learning will take place through laboratory dissection and use of the VH Dissector software. This course will explore the following: external brain features, internal brain features, midbrain, pons, medulla, cerebellum, cranial nerves, spinal cord, meninges, special sense pathways, localized central nervous system blood vessels, and cerebrospinal fluid flow.

|                                                                                                                                                                  |     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| Credits                                                                                                                                                          | 0.5 |
| Hours                                                                                                                                                            | 15  |
| Lab                                                                                                                                                              | 1   |
| Lecture                                                                                                                                                          | 0   |
| <b>Prerequisites</b>                                                                                                                                             |     |
| <a href="#">AN 1330</a> Spinal Anatomy; <a href="#">GA 2330</a> Gross Anatomy & Embryology II Lecture: <a href="#">GA 2306</a> Gross Anatomy & Embryology II Lab |     |
| <b>Corequisites</b>                                                                                                                                              |     |
| Must be concurrently enrolled in, or have previously passed <a href="#">AN 3440</a> Human Neuroanatomy Lecture                                                   |     |

### AN 3440: Human Neuroanatomy Lecture

This lecture course presents the detailed structure and function of the central and peripheral nervous system. Emphasis is given to neuroanatomic principles and pathways, along with functional correlations, lesions, cross-sectional neuroanatomy, and the anatomy of special senses.

|                                                                                                                                                                  |    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| Credits                                                                                                                                                          | 4  |
| Hours                                                                                                                                                            | 60 |
| Lab                                                                                                                                                              | 0  |
| Lecture                                                                                                                                                          | 4  |
| <b>Prerequisites</b>                                                                                                                                             |    |
| <a href="#">AN 1330</a> Spinal Anatomy; <a href="#">GA 2330</a> Gross Anatomy & Embryology II Lecture: <a href="#">GA 2306</a> Gross Anatomy & Embryology II Lab |    |
| <b>Corequisites</b>                                                                                                                                              |    |
| Must be concurrently enrolled in, or have previously passed <a href="#">AN 3101</a> Human Neuroanatomy Lab                                                       |    |

CH 2220: Spinal Biomechanics

This course presents a detailed analysis of the anatomy, normal biomechanics, and pathobiomechanics of the spine and pelvis and how they relate to common clinical problems. Correlations will be made to various clinical presentations using computer case-based program and instructor presentation of cases. The cases will emphasize clinical presentations related to Spinal Biomechanics with contributions from other courses in the curriculum when appropriate. The cases will emphasize clinical presentations related to Spinal Biomechanics with contributions from other courses in the curriculum when appropriate.

|                                        |    |
|----------------------------------------|----|
| Credits                                | 2  |
| Hours                                  | 30 |
| Lab                                    | 0  |
| Lecture                                | 2  |
| Prerequisites                          |    |
| <a href="#">AN 1330</a> Spinal Anatomy |    |

CH 3220: Lower Extremity Biomechanics

This course provides a detailed analysis of the anatomy, normal biomechanics and pathobiomechanics of the lower extremity and how they relate to common clinical problems.

|                                                                                                                        |    |
|------------------------------------------------------------------------------------------------------------------------|----|
| Credits                                                                                                                | 2  |
| Hours                                                                                                                  | 30 |
| Lab                                                                                                                    | 0  |
| Lecture                                                                                                                | 2  |
| Prerequisites                                                                                                          |    |
| <a href="#">GA 1440</a> Gross Anatomy & Embryology I Lecture; <a href="#">GA 1306</a> Gross Anatomy & Embryology I Lab |    |

CH 4220: Upper Extremity Biomechanics

This course provides a detailed analysis of the anatomy, normal biomechanics, and pathobiomechanics of the upper extremity and how they relate to common clinical neuromusculoskeletal maladies. This course is designed to lay the foundation for the clinical mastery of orthopedics and rehabilitation.

|                                                                                                                        |    |
|------------------------------------------------------------------------------------------------------------------------|----|
| Credits                                                                                                                | 2  |
| Hours                                                                                                                  | 30 |
| Lab                                                                                                                    | 0  |
| Lecture                                                                                                                | 2  |
| Prerequisites                                                                                                          |    |
| <a href="#">GA 1440</a> Gross Anatomy & Embryology I Lecture; <a href="#">GA 1306</a> Gross Anatomy & Embryology I Lab |    |

CM 1330: Foundations of Biochemistry

This course provides an overview of biology and chemistry needed to understand the basic concepts of biochemistry as they relate to metabolism. Topics covered include basic cellular, chemical, physical, and genetic foundations; the importance of water; the role of enzymes; and energy use and production. Laboratory concepts are discussed during appropriate lectures.

|         |    |
|---------|----|
| Credits | 3  |
| Hours   | 45 |
| Lab     | 0  |
| Lecture | 3  |

CM 2330: Fundamentals of Metabolism

This course provides an overview of general fundamentals of metabolism, the role of enzymes and enzyme kinetics, and energy use and production within a cell. Carbohydrate, lipid, protein, nucleic acid, and vitamin metabolism are examined in detail. Laboratory concepts and clinical significance are discussed during appropriate lectures.

|                                      |    |
|--------------------------------------|----|
| Credits                              | 3  |
| Hours                                | 45 |
| Lab                                  | 0  |
| Lecture                              | 3  |
| Prerequisites                        |    |
| CM 1330 Foundations of Biochemistry. |    |

GA 1306: Gross Anatomy & Embryology I Lab

The laboratory section for Gross Anatomy will introduce the neuromusculoskeletal system of the axial skeleton, posterior back musculature, and the upper & lower extremities of the body. Material will be disseminated as hands-on dissection of whole-body cadaver specimens as well as study of prosected cadavers dissected by those matriculating in front of you. Emphasis will be placed on comprehension of general nomenclature of the body and respective systems, anatomy of individual osseous structures, articular anatomy and movement, the peripheral nervous system as it relates to motor and cutaneous innervation, and vascularity to include lymphatic drainage. At the end of this course, the learner will not only understand the individual components described but also appreciate their physical and functional relationship to adjacent anatomy.

|                                                                                                          |    |
|----------------------------------------------------------------------------------------------------------|----|
| Credits                                                                                                  | 3  |
| Hours                                                                                                    | 90 |
| Lab                                                                                                      | 6  |
| Lecture                                                                                                  | 0  |
| Corequisites                                                                                             |    |
| Must be concurrently enrolled in, or have previously passed GA 1440 Gross Anatomy & Embryology I Lecture |    |

GA 1440: Gross Anatomy & Embryology I Lecture

Gross Anatomy I will introduce the neuromusculoskeletal system of the axial skeleton, posterior back musculature, and the upper & lower extremities of the body. Material will be disseminated in a didactic setting. Emphasis will be placed on comprehension of general nomenclature of the body and respective systems, anatomy of individual osseous structures, articular anatomy and movement, the peripheral nervous system as it relates to motor and cutaneous innervation, and vascularity to include lymphatic drainage. At the end of this course, the learner will not only understand the individual components described but also appreciate their physical and functional relationship to adjacent anatomy. Additionally, the course will cover embryogenesis of the human body, development of the neuromusculoskeletal system and a discussion of clinically relevant congenital birth defects.

|                                                                                                      |    |
|------------------------------------------------------------------------------------------------------|----|
| Credits                                                                                              | 4  |
| Hours                                                                                                | 60 |
| Lab                                                                                                  | 0  |
| Lecture                                                                                              | 4  |
| Corequisites                                                                                         |    |
| Must be concurrently enrolled in, or have previously passed GA 1306 Gross Anatomy & Embryology I Lab |    |

**GA 2306: Gross Anatomy & Embryology II Lab**

This course covers cadaveric dissections, performed by students with the aid of the instructor and/or TA's in the anatomy laboratory, on gross anatomy of the human body, including the neck, face, head, and cranial nerves: the thoracic cavity and wall; heart; lungs; mediastinum; the abdomen, including the anterior abdominal wall: GI tract; accessory GI organs; blood and nerve supply; and pelvis, including the renal system and posterior abdominal wall; male and female reproductive anatomy. Embryogenesis of the human body of the different organ systems will be incorporated into the lab material. In addition occasionally, the VH Dissector Pro through on-line format and with the aid of the dissection tables in the library will be used for this course.

|                                                                                                                           |           |
|---------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>Credits</b>                                                                                                            | <b>3</b>  |
| <b>Hours</b>                                                                                                              | <b>90</b> |
| <b>Lab</b>                                                                                                                | <b>6</b>  |
| <b>Lecture</b>                                                                                                            | <b>0</b>  |
| <b>Prerequisites</b>                                                                                                      |           |
| <a href="#">GA 1440</a> Gross Anatomy & Embryology I Lecture: <a href="#">GA 1306</a> Gross Anatomy & Embryology I Lab    |           |
| <b>Corequisites</b>                                                                                                       |           |
| Must be concurrently enrolled in, or have previously passed <a href="#">GA 2330</a> Gross Anatomy & Embryology II Lecture |           |

**GA 2330: Gross Anatomy & Embryology II Lecture**

This course covers didactic lectures on gross anatomy of the human body, including the neck, face, head, and cranial nerves; the thoracic cavity and wall; heart; lungs; mediastinum; the abdomen, including the anterior abdominal wall; GI tract; accessory GI organs; blood and nerve supply; and pelvis, including the renal system and posterior abdominal wall; male and female reproductive anatomy. Also, the course will cover embryogenesis of the human body, development of head and neck, nervous system, respiratory system, cardiovascular system, gastrointestinal system, renal system, and reproductive systems and discussions of clinically relevant congenital birth defects.

|                                                                                                                        |           |
|------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>Credits</b>                                                                                                         | <b>3</b>  |
| <b>Hours</b>                                                                                                           | <b>45</b> |
| <b>Lab</b>                                                                                                             | <b>0</b>  |
| <b>Lecture</b>                                                                                                         | <b>3</b>  |
| <b>Prerequisites</b>                                                                                                   |           |
| <a href="#">GA 1440</a> Gross Anatomy & Embryology I Lecture: <a href="#">GA 2330</a> Gross Anatomy & Embryology I Lab |           |
| <b>Corequisites</b>                                                                                                    |           |
| Must be concurrently enrolled in, or have previously passed <a href="#">GA 2306</a> Gross Anatomy & Embryology II Lab  |           |

**MB 3550: Principles of Microbiology**

This course covers concepts of general microbiology, immunology, and the pathology of infectious diseases, stressing the important bacterial, viral, fungal, protozoan, and parasitic worm pathogens affecting man. It includes a discussion of the host parasite relationship, major virulence factors, modes of transmission, mechanisms of prevention, and the laboratory identification of microbial pathogens. Basic concepts in epidemiology will be presented, including health agencies, population health assessments, vaccination, and emerging diseases. Laboratory concepts are discussed during the appropriate lectures and with the presentation of clinical cases.

|                |           |
|----------------|-----------|
| <b>Credits</b> | <b>5</b>  |
| <b>Hours</b>   | <b>75</b> |
| <b>Lab</b>     | <b>0</b>  |
| <b>Lecture</b> | <b>5</b>  |

**MT1110: Medical Terminology**

This course covers basic medical terminology, including root words, important medical abbreviations, and semantics.

|                |           |
|----------------|-----------|
| <b>Credits</b> | <b>1</b>  |
| <b>Hours</b>   | <b>15</b> |
| <b>Lab</b>     | <b>0</b>  |
| <b>Lecture</b> | <b>1</b>  |

**PA 2330: General Pathology**

This course emphasizes the fundamental concepts of disease processes in the tissues with emphasis upon molecular and chemical substrates of tissue insult and trauma. The course examines cellular adaptation to injury, degeneration and necrosis, inflammatory mechanisms, healing and repair. Topics covered include fluid and hemodynamic derangement, nutritional disorders, genetic and developmental diseases, immunopathology and neoplasia. Particular focus is upon interactive effects of environment and genotype in the determination of pathologic predisposition and expressions.

|                                   |           |
|-----------------------------------|-----------|
| <b>Credits</b>                    | <b>3</b>  |
| <b>Hours</b>                      | <b>45</b> |
| <b>Lab</b>                        | <b>0</b>  |
| <b>Lecture</b>                    | <b>3</b>  |
| <b>Prerequisites</b>              |           |
| <a href="#">AN 1440</a> Histology |           |

**PA 3330: Systems Pathology I**

This course introduces the students to the pathological basis of systemic diseases including the nervous, musculoskeletal, digestive, urinary, reproductive, and endocrine systems. It provides an understanding of the etiology, pathogenesis, morphological changes (both gross and microscopic), and clinical picture (signs and symptoms) that occur in the disease process. This information will provide the rationale for diagnosis, management, prevention, and health promotion.

|                                           |           |
|-------------------------------------------|-----------|
| <b>Credits</b>                            | <b>3</b>  |
| <b>Hours</b>                              | <b>45</b> |
| <b>Lab</b>                                | <b>0</b>  |
| <b>Lecture</b>                            | <b>3</b>  |
| <b>Prerequisites</b>                      |           |
| <a href="#">PA 2330</a> General Pathology |           |
| <b>Corequisites</b>                       |           |
| <a href="#">PH 3440</a> Physiology II     |           |

**PA 4330: Systems Pathology II**

This course presents the pathologies of the hematopoietic, vascular, cardiac, respiratory and genital systems. It provides an understanding of the etiology, pathogenesis, and morphological changes (both gross and microscopic), and clinical picture (signs and symptoms) that occur in the disease processes. This information will provide the rationale for diagnosis, management, prevention, and health promotion.

|                                                                                                                              |           |
|------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>Credits</b>                                                                                                               | <b>3</b>  |
| <b>Hours</b>                                                                                                                 | <b>45</b> |
| <b>Lab</b>                                                                                                                   | <b>0</b>  |
| <b>Lecture</b>                                                                                                               | <b>3</b>  |
| <b>Prerequisites</b>                                                                                                         |           |
| <a href="#">PH 2440</a> Physiology I; <a href="#">PA 2330</a> General Pathology; <a href="#">PA 3330</a> Systems Pathology I |           |

PH 2440: Physiology I

This course discusses the principles of cellular, neural, muscular, exercise, cardiovascular, and respiratory physiology. An overview of the structural and functional aspects of central and peripheral nervous system are covered. The structure, function and regulation of the heart and circulatory system are described. The mechanisms behind breathing and gas exchange will be reviewed.

|                                   |    |
|-----------------------------------|----|
| Credits                           | 4  |
| Hours                             | 60 |
| Lab                               | 0  |
| Lecture                           | 4  |
| Prerequisites                     |    |
| <a href="#">AN 1440</a> Histology |    |

PH 3440: Physiology II

This course will review the physiology of the reproductive, special senses, endocrine, gastrointestinal and genitourinary systems. Lecture periods will include a presentation of physiological concepts followed by a critical analysis of current understanding and research regarding the physiological mechanisms underlying health and disease. Practical application exercises will correlate clinical presentations and physiological metrics with underlying physiological processes and pathologies.

|                                      |    |
|--------------------------------------|----|
| Credits                              | 4  |
| Hours                                | 60 |
| Lab                                  | 0  |
| Lecture                              | 4  |
| Prerequisites                        |    |
| <a href="#">PH 2440</a> Physiology I |    |

PH 4330: Physiology III

This course will review concepts discussed in Physiology I and II. Topics will include neurophysiology, muscular physiology, cardiovascular physiology, respiratory physiology, body fluids and renal physiology, gastrointestinal physiology, reproductive physiology, endocrine physiology, and exercise and sports physiology.

|                                                                             |    |
|-----------------------------------------------------------------------------|----|
| Credits                                                                     | 3  |
| Hours                                                                       | 45 |
| Lab                                                                         | 0  |
| Lecture                                                                     | 3  |
| Prerequisites                                                               |    |
| <a href="#">PH 2440</a> Physiology I; <a href="#">PH 3440</a> Physiology II |    |

Department of Chiropractic Sciences

CH 1103: Palpation I

This course concentrates on the development of tactile perception in the static evaluation of the patient's spine and extremities. Surface anatomy and anatomical landmarks are learned. Basic concepts of postural and soft tissue analysis, table usage, and nomenclature are introduced.

|         |     |
|---------|-----|
| Credits | 1.5 |
| Hours   | 45  |
| Lab     | 3   |
| Lecture | 0   |

CH 1110: Chiropractic Principles I

The course will introduce the student to the science, philosophy, art, and history of chiropractic as well as the modern Chiropractic paradigm.

|         |    |
|---------|----|
| Credits | 1  |
| Hours   | 15 |
| Lab     | 0  |
| Lecture | 1  |



**CH 2204: Palpation II**

This course is designed to provide a detailed and practical exploration of the assessment of motion of the spine through palpation. With the integration of static and motion findings, the student is expected to begin to formulate diagnostic impressions.

|                                                                                                         |           |
|---------------------------------------------------------------------------------------------------------|-----------|
| <b>Credits</b>                                                                                          | <b>2</b>  |
| <b>Hours</b>                                                                                            | <b>45</b> |
| <b>Lab</b>                                                                                              | <b>4</b>  |
| <b>Lecture</b>                                                                                          | <b>0</b>  |
| <b>Prerequisites</b>                                                                                    |           |
| <a href="#">CH 1103</a> Palpation I                                                                     |           |
| <b>Corequisites</b>                                                                                     |           |
| Must be concurrently enrolled in, or have previously passed <a href="#">CH 2220</a> Spinal Biomechanics |           |

**CH 3110: Chiropractic Manipulative Therapy I Lecture**

This course provides the student with a review and a deeper understanding into the biomechanical and pathophysiological theories of subluxation / joint dysfunction complex. Indications and contraindications for chiropractic adjustments are analyzed, with a focus on basic musculoskeletal conditions.

|                                                                                                                                     |           |
|-------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>Credits</b>                                                                                                                      | <b>1</b>  |
| <b>Hours</b>                                                                                                                        | <b>15</b> |
| <b>Lab</b>                                                                                                                          | <b>0</b>  |
| <b>Lecture</b>                                                                                                                      | <b>1</b>  |
| <b>Prerequisites</b>                                                                                                                |           |
| <a href="#">CH 2110</a> Palpation II Lecture; <a href="#">CH 2203</a> Palpation II Lab; <a href="#">CH 2220</a> Spinal Biomechanics |           |
| <b>Corequisites</b>                                                                                                                 |           |
| Must be concurrently enrolled in, or previously passed <a href="#">CH 3203</a> Chiropractic Manipulative Therapy I Lab              |           |

**CH 3203: Chiropractic Manipulative Therapy I Lab**

This course provides an introduction into the principles, techniques, and psychomotor skills of the chiropractic manipulation (diversified technique). Emphasis is placed on biomechanics, assessment, positioning, and safety protocols. Students will develop foundational skills in spinal and pelvic manipulation through extensive hands-on practice and supervised application.

|                                                                                                                                     |            |
|-------------------------------------------------------------------------------------------------------------------------------------|------------|
| <b>Credits</b>                                                                                                                      | <b>1.5</b> |
| <b>Hours</b>                                                                                                                        | <b>45</b>  |
| <b>Lab</b>                                                                                                                          | <b>3</b>   |
| <b>Lecture</b>                                                                                                                      | <b>0</b>   |
| <b>Prerequisites</b>                                                                                                                |            |
| <a href="#">CH 2110</a> Palpation II Lecture; <a href="#">CH 2203</a> Palpation II Lab; <a href="#">CH 2220</a> Spinal Biomechanics |            |
| <b>Corequisites</b>                                                                                                                 |            |
| Must be concurrently enrolled in, or previously passed, <a href="#">CH 3110</a> Chiropractic Manipulative Therapy I Lecture.        |            |

**CH 4314: Chiropractic Manipulative Therapy II**

Detailed examination of diversified adjusting/manipulation and mobilization techniques, applicable to the entire spine with special emphasis placed on thoracolumbar, lumbopelvic, and the lower extremity. This course is a hybrid format with 1 hour of recorded, asynchronous lecture and 4 hours of in-person, hands-on lab instruction per week.

|                                                                                                                                                                                            |           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>Credits</b>                                                                                                                                                                             | <b>3</b>  |
| <b>Hours</b>                                                                                                                                                                               | <b>75</b> |
| <b>Lab</b>                                                                                                                                                                                 | <b>4</b>  |
| <b>Lecture</b>                                                                                                                                                                             | <b>1</b>  |
| <b>Prerequisites</b>                                                                                                                                                                       |           |
| <a href="#">CH 3110</a> Chiropractic Manipulative Therapy I Lecture; <a href="#">CH 3203</a> Chiropractic Manipulative Therapy I Lab; <a href="#">CH 3220</a> Lower Extremity Biomechanics |           |

**CH 5314: Chiropractic Manipulative Therapy III**

Detailed examination of diversified adjusting/manipulation and mobilization techniques, applicable to the entire spine with special emphasis placed on the cervical, cervicothoracic, thoracic spine, rib articulations, and the upper extremity. This course is a hybrid format with 1 hour of recorded, asynchronous lecture and 4 hours of in-person, hands-on lab instruction per week.

|                                                                                                                    |           |
|--------------------------------------------------------------------------------------------------------------------|-----------|
| <b>Credits</b>                                                                                                     | <b>3</b>  |
| <b>Hours</b>                                                                                                       | <b>75</b> |
| <b>Lab</b>                                                                                                         | <b>4</b>  |
| <b>Lecture</b>                                                                                                     | <b>1</b>  |
| <b>Prerequisites</b>                                                                                               |           |
| <a href="#">CH 4314</a> Chiropractic Manipulative Therapy II; <a href="#">CH 4220</a> Upper Extremity Biomechanics |           |

**CH 6102: Soft Tissue Mobilization**

This course introduces students to the assessment and management of soft tissue dysfunction using a regional + technique approach in the laboratory. Students will explore anatomy, biomechanics, and the application of evidence-informed manual and instrument-assisted soft tissue techniques. Emphasis is placed on clinical reasoning, tissue handling, and integrating soft tissue work with chiropractic care.

|                                          |           |
|------------------------------------------|-----------|
| <b>Credits</b>                           | <b>1</b>  |
| <b>Hours</b>                             | <b>30</b> |
| <b>Lab</b>                               | <b>2</b>  |
| <b>Lecture</b>                           | <b>0</b>  |
| <b>Prerequisites</b>                     |           |
| <b>Completion of all Tri 1-4 courses</b> |           |

**CH 6213: Chiropractic Manipulative Therapy IV**

The lecture portion of this course utilizes lectures, discussions, and multimedia presentations to survey the most commonly used chiropractic technique systems. These technique systems include Diversified technique, Instrument assisted technique, Gonstead technique, Sacro-occipital technique, Cox Flexion/Distracton technique, Thompson technique and Leander technique. The lab portion of this course consists of instructor demonstrations with student participation in the practical application of the most commonly used chiropractic techniques and some of its modifications. This course is 1 hour lecture and 3 hours of in-person, hands-on lab instruction per week

|                                                               |            |
|---------------------------------------------------------------|------------|
| <b>Credits</b>                                                | <b>2.5</b> |
| <b>Hours</b>                                                  | <b>60</b>  |
| <b>Lab</b>                                                    | <b>3</b>   |
| <b>Lecture</b>                                                | <b>1</b>   |
| <b>Prerequisites</b>                                          |            |
| <a href="#">CH 5314</a> Chiropractic Manipulative Therapy III |            |

**CH 6220: Chiropractic Principles II**

This course will be a study focused on the hypotheses and basic science concepts associated with the chiropractic profession. This course will explore the historical and the current hypotheses along with basic science concepts of chiropractic. **This course is delivered in an asynchronous format.**

|                                          |           |
|------------------------------------------|-----------|
| <b>Credits</b>                           | <b>2</b>  |
| <b>Hours</b>                             | <b>30</b> |
| <b>Lab</b>                               | <b>0</b>  |
| <b>Lecture</b>                           | <b>2</b>  |
| <b>Corequisites</b>                      |           |
| <b>Completion of all Tri 1-5 courses</b> |           |

**CH 7220: Case Management**

This course includes the development of and appropriate recording of management plans, including CPT and ICD-10 coding, based upon the patient's clinical presentation of common neuromusculoskeletal disorders. The course will also address when referral and/or collaborative care may be warranted and how the management plan may be altered based upon outcome measures.

|                                                                                                     |           |
|-----------------------------------------------------------------------------------------------------|-----------|
| <b>Credits</b>                                                                                      | <b>2</b>  |
| <b>Hours</b>                                                                                        | <b>30</b> |
| <b>Lab</b>                                                                                          | <b>0</b>  |
| <b>Lecture</b>                                                                                      | <b>2</b>  |
| <b>Prerequisites</b>                                                                                |           |
| <a href="#">CP 6212</a> Passive Modalities and Therapeutics; <a href="#">CH 6323</a> Orthopedics II |           |
| <b>Corequisites</b>                                                                                 |           |
| <a href="#">CP 7323</a> Rehabilitation & Active Care                                                |           |

**CH 8110: Health Care Ethics**

**This hybrid course** provides the student with an opportunity to learn both the basic principles of health care ethics and the application of the ethics of care. The principles of professionalism, professional responsibilities, patient communication, boundary setting and optimal behaviors are featured. In class ethical dilemmas, that may occur in clinical practice, will be presented with discussion of possible solutions and outcomes. Emphases are placed on the doctor-patient relationship, prevention of sexual misconduct and fraud in the chiropractic profession.

|                                   |           |
|-----------------------------------|-----------|
| <b>Credits</b>                    | <b>1</b>  |
| <b>Hours</b>                      | <b>15</b> |
| <b>Lab</b>                        | <b>0</b>  |
| <b>Lecture</b>                    | <b>1</b>  |
| <b>Prerequisites</b>              |           |
| Completion of all Tri 1-4 courses |           |

**CP.FR 5220: Fundamentals of Clinical Reasoning**

This course introduces the foundational principles and cognitive processes of clinical reasoning that underpin effective decision-making. Students will explore how clinicians gather and interpret patient information, generate differential diagnoses, and select diagnostic and therapeutic strategies while integrating scientific evidence, clinical expertise, and patient values.

Key topics include frameworks of clinical reasoning, common sources of diagnostic error, and strategies to reduce them. Through case-based learning, guided practice, and reflective exercises, students will develop skills in clinical judgment, critical thinking, and evidence-informed decision-making. Learners will also gain proficiency in searching for and evaluating evidence-based methods and management strategies to ensure safe, effective, and patient-centered care.

|                                                          |           |
|----------------------------------------------------------|-----------|
| <b>Credits</b>                                           | <b>2</b>  |
| <b>Hours</b>                                             | <b>30</b> |
| <b>Lab</b>                                               | <b>0</b>  |
| <b>Lecture</b>                                           | <b>2</b>  |
| <b>Prerequisites</b>                                     |           |
| <a href="#">CP 4543</a> Physical Examination & Diagnosis |           |
| <b>Corequisites</b>                                      |           |
| <a href="#">CH 5433</a> Orthopedics I                    |           |

**CP 4330.NT: Nutrition I**

This course focuses on the study of normal nutrition; including the mechanisms of the various vitamins, minerals, and macronutrients and their roles in normal growth, maintenance and preventative health care.

|                                                                                           |           |
|-------------------------------------------------------------------------------------------|-----------|
| <b>Credits</b>                                                                            | <b>3</b>  |
| <b>Hours</b>                                                                              | <b>45</b> |
| <b>Lab</b>                                                                                | <b>0</b>  |
| <b>Lecture</b>                                                                            | <b>3</b>  |
| <b>Prerequisites</b>                                                                      |           |
| <a href="#">PH 3440</a> Physiology II; <a href="#">CM 2330</a> Fundamentals of Metabolism |           |

**CP 6212: Passive Modalities and Therapeutics**

This course is designed to teach the student how to effectively and safely use passive modalities in the clinical setting. These therapies include various electrical stimulation devices, ultrasound, traction (decompression therapy), ultraviolet, low-level laser therapies, extracorporeal shockwave therapy and thermal therapies. In addition, the student will learn to transition a patient from passive to active care.

|                                       |           |
|---------------------------------------|-----------|
| <b>Credits</b>                        | <b>2</b>  |
| <b>Hours</b>                          | <b>45</b> |
| <b>Lab</b>                            | <b>2</b>  |
| <b>Lecture</b>                        | <b>1</b>  |
| <b>Prerequisites</b>                  |           |
| <a href="#">CH 5433</a> Orthopedics I |           |

**CP 6330.NT: Nutrition II**

This course covers the application of sound nutritional intervention in the maintenance, prevention and treatment of various conditions and pathologies. Weekly on-line references and readings accompanied by in-class quizzes and written assignments develop course content. Diet planning and nutritional supplementation are discussed from biochemical and physiological perspectives. **This course is a hybrid format with 2 hours of recorded, asynchronous lectures and 1 hour of in-person instruction per week.**

|                                                                              |           |
|------------------------------------------------------------------------------|-----------|
| <b>Credits</b>                                                               | <b>3</b>  |
| <b>Hours</b>                                                                 | <b>45</b> |
| <b>Lab</b>                                                                   | <b>0</b>  |
| <b>Lecture</b>                                                               | <b>3</b>  |
| <b>Prerequisites</b>                                                         |           |
| CP4330.NT Nutrition I; CP. <a href="#">TP 5220</a> Toxicology & Pharmacology |           |

**CP 7323: Rehabilitation and Active Care**

This course is primarily conducted in a hands-on workshop format and emphasizes the creation and implementation of low-tech therapeutic exercise/rehabilitation protocols that are patient, region and condition specific. In addition to specific conditions, the student will be exposed to different aspects of the patient presentation and manner that may impact the therapy protocols. The course emphasizes stabilization and mobilization techniques for all classes of patients.

|                                                                                                     |            |
|-----------------------------------------------------------------------------------------------------|------------|
| <b>Credits</b>                                                                                      | <b>3.5</b> |
| <b>Hours</b>                                                                                        | <b>75</b>  |
| <b>Lab</b>                                                                                          | <b>3</b>   |
| <b>Lecture</b>                                                                                      | <b>2</b>   |
| <b>Prerequisites</b>                                                                                |            |
| <a href="#">CH 6323</a> Orthopedics II; <a href="#">CP 6212</a> Passive Modalities and Therapeutics |            |

**CR 2220: Introduction to Chiropractic Research**

Students will be introduced to the evidence base of chiropractic, including basics of acquiring and applying evidence. Topics will include summarizing the current status of chiropractic clinical research related to conditions commonly presented in chiropractic practice, defining terminology used in evidence-based practice, understanding how to search relevant databases, and discussing the relevance of published research to chiropractic practice. **This course is administered in a hybrid format.**

|                |           |
|----------------|-----------|
| <b>Credits</b> | <b>2</b>  |
| <b>Hours</b>   | <b>30</b> |
| <b>Lab</b>     | <b>0</b>  |
| <b>Lecture</b> | <b>2</b>  |

## EP 8220: Principles of Evidence-Based Practice

Evidence-based practice is a process by which clinical decisions are made using the best available research evidence with clinical expertise and integrating it with patient needs, preferences, circumstances and values. The purpose of the course is to guide the student in the conscientious, explicit and judicious use of current best evidences in making decisions about the care of individual patients using the principles of evidence-based practice. This course will cover various steps in evidence-based practice process including converting the need for information into an answerable question; finding the best answer available to that question and critically appraising the evidence for validity, importance and relevance. **This class will be presented in a recorded, asynchronous format with lecture material presented via electronic format for student self-completion.**

|                                   |    |
|-----------------------------------|----|
| Credits                           | 2  |
| Hours                             | 30 |
| Lab                               | 0  |
| Lecture                           | 2  |
| Prerequisites                     |    |
| Completion of all Tri 1-7 courses |    |

## Department of Clinical Sciences

### CH 5433: Orthopedics I

The lecture portion of this course presents the etiology, clinical presentation, orthopedic evaluation, and management of common musculoskeletal conditions of the spine, pelvis and extremities. The lab portion of this course emphasizes proper application and interpretation of orthopedic procedures to include inspection, palpation, ranges of motion, orthopedics tests, signs and maneuvers and the beginning aspects of recordkeeping.

|                                                                                                                                                                                                                                         |     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| Credits                                                                                                                                                                                                                                 | 4.5 |
| Hours                                                                                                                                                                                                                                   | 90  |
| Lab                                                                                                                                                                                                                                     | 3   |
| Lecture                                                                                                                                                                                                                                 | 3   |
| Prerequisites                                                                                                                                                                                                                           |     |
| <a href="#">CH 3220</a> Lower Extremity Biomechanics; <a href="#">CH 4220</a> Upper Extremity Biomechanics; <a href="#">CP 4543</a> Physical Examination and Diagnosis; <a href="#">CP 4220</a> Advanced Communication & History Taking |     |

### CH 6323: Orthopedics II

The lecture portion of this course presents the etiology, clinical presentation, orthopedic evaluation, and management of less common musculoskeletal conditions of the spine, pelvis, and extremities with additional emphasis being placed on differential diagnosis. The lab portion of this course emphasizes mastery of the procedures taught in Orthopedics I as well as learning new, less commonly utilized procedures, and placing an increased emphasis on record keeping skills. In addition, the lab emphasizes practical application of the student's diagnosis skills to the lecture topics through clinical cases. **This course is a hybrid format with 1 hour of live lecture in a traditional format and remaining hours as recorded, asynchronous lectures.**

|                                       |     |
|---------------------------------------|-----|
| Credits                               | 3.5 |
| Hours                                 | 75  |
| Lab                                   | 3   |
| Lecture                               | 2   |
| Prerequisites                         |     |
| <a href="#">CH 5433</a> Orthopedics I |     |

**CH 8440: Differential Diagnosis and Management**

This course provides the student with the opportunity to understand the process of differential diagnosing to determine the primary diagnosis for the most common pathologies treated in a general chiropractic healthcare setting. The student will utilize appropriate physical exam findings, pain referral patterns, diagnostic imaging, laboratory test and ancillary studies for diagnosis confirmation and care plan development. Additionally, the student will identify co-morbidities that may interfere with the chiropractic management of the patient and determine if a referral and/or collaborative care is warranted. Team-based learning activities are offered to enhance the student's ability to function in collaborative multidisciplinary care settings. **The course is presented in a recorded, asynchronous lecture format.**

|                                             |    |
|---------------------------------------------|----|
| Credits                                     | 4  |
| Hours                                       | 60 |
| Lab                                         | 0  |
| Lecture                                     | 4  |
| Corequisites                                |    |
| CC812221 Chiropractic Clinical Clerkship II |    |

**CH E111: Activator**

This in-person provides instruction of assessment and utilization of the Activator tool and principles of instrument-assisted manipulative technique. The course is held in a scheduled weekend during the trimester and enrollers provided a certificate upon successful completion of the course requirements.

|                                                              |
|--------------------------------------------------------------|
| Prerequisites                                                |
| Successful completion of Chiropractic Manipulative Therapy I |

**CP.CP 5220: Clinical Psychology**

The course emphasizes the psychological basis of human health and illness as relevant to encountering and treating patients in a chiropractic clinical environment. DSM (Diagnostic and Statistical Manual) categories of anxiety, mood, psychotic, somatoform, personality, and other disorders/conditions are presented in terms of clinical signs, symptoms, diagnoses and treatments. Emphasis will be placed on identifying and managing those types of psychological conditions chiropractors are most likely to encounter in practice.

|                                                                 |    |
|-----------------------------------------------------------------|----|
| Credits                                                         | 2  |
| Hours                                                           | 30 |
| Lab                                                             | 0  |
| Lecture                                                         | 2  |
| Prerequisites                                                   |    |
| <a href="#">CP 4220</a> Advanced Communication & History Taking |    |

**CP.EP 6220: Emergency Procedures**

This course provides the student doctor with the necessary clinical skills to recognize a health emergency and perform the appropriate procedures to manage the emergency in a clinical or community setting.

|                                                                                                                    |    |
|--------------------------------------------------------------------------------------------------------------------|----|
| Credits                                                                                                            | 2  |
| Hours                                                                                                              | 30 |
| Lab                                                                                                                | 0  |
| Lecture                                                                                                            | 2  |
| Prerequisites                                                                                                      |    |
| <a href="#">CP 4543</a> Physical Examination and Diagnosis; <a href="#">CP.TP 5220</a> Toxicology and Pharmacology |    |

**CP.HP 5220: Health Promotion in Clinical Practice**

This course uses basic principles of epidemiology to assist chiropractic students in evidence-based health promotion and needs-based advising of patients in the clinical setting. The course also provides an overview of public health principles and terminology and guides chiropractic students on identification and assessment of risk factors.

|                                                    |    |
|----------------------------------------------------|----|
| Credits                                            | 2  |
| Hours                                              | 30 |
| Lab                                                | 0  |
| Lecture                                            | 2  |
| Prerequisites                                      |    |
| <a href="#">MB 3550</a> Principles of Microbiology |    |

**CP.TP 5220: Toxicology and Pharmacology**

This course provides an introduction to the pharmacological principles of legend, over the counter, and herbal medicine with emphasis on those entities that affect neuromusculoskeletal mechanisms. Toxicology of the central nervous systems is integrated into the course material.

|                       |    |
|-----------------------|----|
| Credits               | 2  |
| Hours                 | 30 |
| Lab                   | 0  |
| Lecture               | 2  |
| Prerequisites         |    |
| PH4330 Physiology III |    |

**CP 2220: Basic Communication and History Taking Skills**

This course serves as an introduction to the verbal and non-verbal communication skills necessary for effective patient interaction. The students practice the skills needed to obtain a basic history based on the patient's chief complaint. They will also elicit basic information on past medical history, family history, review of systems, and current health status and effectively organize the gathered information to develop an initial problem list. Standardized patients will be used in both teaching and assessment to enhance the learning process.

|                                                                                                                                                                |    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| Credits                                                                                                                                                        | 2  |
| Hours                                                                                                                                                          | 30 |
| Lab                                                                                                                                                            | 0  |
| Lecture                                                                                                                                                        | 2  |
| Prerequisites                                                                                                                                                  |    |
| <a href="#">AN 1330</a> Spinal Anatomy; <a href="#">GA 1440</a> Gross Anatomy & Embryology I Lecture; <a href="#">GA 1306</a> Gross Anatomy & Embryology I Lab |    |

**CP 4110: Dermatology**

This course is a survey of the etiology, pathology, diagnosis, and management of common dermatologic disorders likely to present to the chiropractic office. **This course is an online format with 1 hour of recorded, asynchronous lectures.**

|                                                    |    |
|----------------------------------------------------|----|
| Credits                                            | 1  |
| Hours                                              | 15 |
| Lab                                                | 0  |
| Lecture                                            | 1  |
| Prerequisites                                      |    |
| <a href="#">MB 3550</a> Principles of Microbiology |    |

## CP 4220: Advanced Communication and History Taking Skills

This course will build upon the skills learned in the Basic Communication and History Taking Skills course. The students will practice the skills needed to address challenging patient communication issues such as handling the agitated patient, delivering bad news, and interacting with diverse patient populations. History taking and documentation skills will be honed to elicit sufficient secondary and tertiary information to obtain a more detailed history. The students will learn how to modify their patient history based upon the patient's age, gender or cultural differences. Standardized patients will be used in both teaching and assessment to enhance the learning process.

|                                                                       |           |
|-----------------------------------------------------------------------|-----------|
| <b>Credits</b>                                                        | <b>2</b>  |
| <b>Hours</b>                                                          | <b>30</b> |
| <b>Lab</b>                                                            | <b>0</b>  |
| <b>Lecture</b>                                                        | <b>2</b>  |
| <b>Prerequisites</b>                                                  |           |
| <a href="#">CP 2220</a> Basic Communication and History Taking Skills |           |

## CP 4543: Physical Examination and Diagnosis

This course covers the fundamental principles and procedures of the physical examination, incorporating the basic and clinical sciences. This requires the development of clinical interview, critical thinking skills, psychomotor skills, as well as evidence and sound clinical judgement necessary for a thorough and accurate assessment. Major systems covered include the cardiac, pulmonary, neurology, HEENT, and visceral organs of the abdomen

|                                              |            |
|----------------------------------------------|------------|
| <b>Credits</b>                               | <b>5.5</b> |
| <b>Hours</b>                                 | <b>105</b> |
| <b>Lab</b>                                   | <b>3</b>   |
| <b>Lecture</b>                               | <b>4</b>   |
| <b>Prerequisites</b>                         |            |
| <a href="#">PH 3440</a> Physiology II        |            |
| <b>Corequisites</b>                          |            |
| <a href="#">PA 4330</a> Systems Pathology II |            |

## CP 5440: Women & Children's Health

This course studies normal and abnormal gestation, labor and delivery, and diseases of the female reproductive system as it relates to the clinical management and co-management of the female patient throughout her life. Additionally, this course addresses the neuro-musculoskeletal and visceral evaluation of the developing child from birth through adolescence with emphasis on examination, growth and development patterns, abnormalities, diseases, emergencies and nutrition.

|                                                            |           |
|------------------------------------------------------------|-----------|
| <b>Credits</b>                                             | <b>4</b>  |
| <b>Hours</b>                                               | <b>60</b> |
| <b>Lab</b>                                                 | <b>0</b>  |
| <b>Lecture</b>                                             | <b>4</b>  |
| <b>Prerequisites</b>                                       |           |
| <a href="#">CP 4543</a> Physical Examination and Diagnosis |           |

## CP 6542: Clinical Neurology

This course offers a didactic and practical approach to the study of the central and peripheral nervous systems with emphasis on the applied anatomy, physiology and symptomatology of the various pathologic states. The students will need to recognize common neurological presentations, formulate differential diagnoses, a final diagnosis, and determine viable methods for management. Cases will be presented in the course as a way to make these correlations. Standardized patients will be used to assess the students' progress.

|                                                                                                    |           |
|----------------------------------------------------------------------------------------------------|-----------|
| <b>Credits</b>                                                                                     | <b>5</b>  |
| <b>Hours</b>                                                                                       | <b>90</b> |
| <b>Lab</b>                                                                                         | <b>2</b>  |
| <b>Lecture</b>                                                                                     | <b>4</b>  |
| <b>Prerequisites</b>                                                                               |           |
| <a href="#">AN 3440</a> Human Neuroanatomy Lecture; <a href="#">AN 3101</a> Human Neuroanatomy Lab |           |



CP 7330: Clinical Laboratory Diagnosis

The use of the clinical laboratory in the diagnostic process. This Hybrid course is focused on the ordering, interpretation, and clinical application of various studies of the urine, blood, and feces. Weekly on-line references and readings accompanied by in-class quizzes and written assignments develop course content. **This course is a hybrid format with 2 hours of recorded, asynchronous lectures and 1 hour of in-person instruction per week.**

|                        |    |
|------------------------|----|
| Credits                | 3  |
| Hours                  | 45 |
| Lab                    | 0  |
| Lecture                | 3  |
| Prerequisites          |    |
| CP6330.NT Nutrition II |    |

CP 7331.SA: Senior Adult Health and Wellness

This course introduces and reviews the biology of aging and associated physiological and pathological changes that may occur in older adults. It focuses on applying principles and practices related to concepts of successful aging, balance and mobility, older adult fitness, common medical and psychological conditions seen in the elderly, nutritional advice, health screenings, and goal setting in chiropractic practice. It also provides guidance on the delivery of safe manual therapy interventions. **This course is delivered in a hybrid format, with one lecture hour completed online asynchronously.**

|                                   |     |
|-----------------------------------|-----|
| Credits                           | 3.5 |
| Hours                             | 60  |
| Lab                               | 1   |
| Lecture                           | 3   |
| Prerequisites                     |     |
| Completion of all Tri 1-6 courses |     |

CP 7440.ID: Internal Diagnosis

The course provides the student with the opportunity to understand the process of diagnosis and best practices management of the most common pathologies found in the cardiovascular, respiratory, gastrointestinal, genitourinary and hepatobiliary systems. Appropriate diagnostic imaging, laboratory test and ancillary studies will be presented to enhance clinical understanding. Additionally, the course uses case study assignments to aid the development of pattern recognition skills necessary for effective clinical reasoning. Team-based learning activities are offered to enhance the student's ability to function in collaborative multidisciplinary care settings. **The course is presented in a recorded, asynchronous lecture format.**

|                                                                                                           |    |
|-----------------------------------------------------------------------------------------------------------|----|
| Credits                                                                                                   | 4  |
| Hours                                                                                                     | 60 |
| Lab                                                                                                       | 0  |
| Lecture                                                                                                   | 4  |
| Prerequisites                                                                                             |    |
| <a href="#">CP 4543 Physical Examination and Diagnosis</a> , <a href="#">PA 4330 Systems Pathology II</a> |    |
| Corequisites                                                                                              |    |
| <a href="#">CP 7330 Clinical Laboratory Diagnosis</a>                                                     |    |

DI 3220: Physics Principles of Diagnostic Imaging

This course is designed to give the chiropractic student a clinical working knowledge of the physics, radiobiology, technical principles, and issues of radiation safety/protections pertaining to the use of ionizing radiation in diagnostic imaging. Advanced diagnostic imaging modalities are also included for these topics but are not covered in depth. **This course is asynchronous, with 2 hours of recorded lectures provided each week. Exams will take place on campus.**

|                                      |    |
|--------------------------------------|----|
| Credits                              | 2  |
| Hours                                | 30 |
| Lab                                  | 0  |
| Lecture                              | 2  |
| Prerequisites                        |    |
| Completion of all courses in Tri 1-2 |    |

### DI 4440: Introduction to Imaging Interpretation

Following a brief discussion of basic physical principles of x-ray production and film exposure, the student learns to recognize/identify x-ray appearance of normal axial and appendicular musculoskeletal anatomy and common normal variants of the musculoskeletal system. Lectures center around presentation of projected images.

|                                                                  |           |
|------------------------------------------------------------------|-----------|
| <b>Credits</b>                                                   | <b>4</b>  |
| <b>Hours</b>                                                     | <b>60</b> |
| <b>Lab</b>                                                       | <b>0</b>  |
| <b>Lecture</b>                                                   | <b>4</b>  |
| <b>Prerequisites</b>                                             |           |
| <a href="#">DI 3220</a> Physics Principles of Diagnostic Imaging |           |

### DI 5660: Imaging Interpretation I

This course focuses on the diagnostic imaging findings associated with selected conditions in the categories of musculoskeletal trauma, arthritides, infectious diseases of the musculoskeletal system, and vascular diseases affecting bone. Pertinent clinical features are also discussed to stress the importance of correlating patient demographics, history, lab, and exam findings in developing differential diagnoses for conventional x-ray examinations. The complimentary application and findings of advanced imaging studies (primarily bone scan, MR and CT) are also included for these topics but are not covered in depth. **This course is a hybrid format with 5 hours of recorded, asynchronous lectures blended with 1 hour of in-person instruction focusing on case presentation and imaging interpretation.**

|                                                                |           |
|----------------------------------------------------------------|-----------|
| <b>Credits</b>                                                 | <b>6</b>  |
| <b>Hours</b>                                                   | <b>90</b> |
| <b>Lab</b>                                                     | <b>0</b>  |
| <b>Lecture</b>                                                 | <b>6</b>  |
| <b>Prerequisites</b>                                           |           |
| <a href="#">DI 4322</a> Introduction to Imaging Interpretation |           |

### DI 7212: X-Ray Positioning

This course is composed of both a didactic and laboratory component. Didactic sessions will employ a Socratic method of instruction, presenting baseline skills associated with proper patient positioning for the acquisition of conventional radiographic films commonly performed in a Chiropractor's office. Laboratory sessions provide a hands-on approach to learning. In the lab, each student will practice and demonstrate efficient patient positioning and employ proper radiation safety protocols through effective communication. By the end of the course, the learner should be able to demonstrate proficiency in the setup of conventional radiographs of the spine, upper extremity, and lower extremity.

|                                          |           |
|------------------------------------------|-----------|
| <b>Credits</b>                           | <b>2</b>  |
| <b>Hours</b>                             | <b>45</b> |
| <b>Lab</b>                               | <b>2</b>  |
| <b>Lecture</b>                           | <b>1</b>  |
| <b>Prerequisites</b>                     |           |
| <b>Completion of all Tri 1-4 courses</b> |           |

### DI 7440: Imaging Interpretation II

This course is designed to give the student a practical, working knowledge of radiographic differential diagnosis, detailing the analysis of plain film x-ray for purposes of differential diagnosis and also highlighting the proper application of various advanced imaging modalities. Primary emphasis of advanced imaging topics will focus on computerized tomography (CT) and magnetic resonance imaging (MRI). This course involves 4 hours/week of in-person, hands on instruction focusing on case presentation and imaging interpretation.

|                                                  |           |
|--------------------------------------------------|-----------|
| <b>Credits</b>                                   | <b>4</b>  |
| <b>Hours</b>                                     | <b>60</b> |
| <b>Lab</b>                                       | <b>0</b>  |
| <b>Lecture</b>                                   | <b>4</b>  |
| <b>Prerequisites</b>                             |           |
| <a href="#">DI 5660</a> Imaging Interpretation I |           |

# Department of Clinics

## CC 7518: Chiropractic Clinical Clerkship I

The CCCI course introduces the student doctor to the clinical setting. It provides the student doctor with a forum for the application of history, examination, diagnosis and treatment. The course also fosters the application and integration of critical thinking and clinical reasoning skills obtained in the didactic portion of the Doctor of Chiropractic Program (DCP). The CCCI course also incorporates introductory elements needed to be Practice-Ready clinicians including basic insurance definitions, coding, and risk management.

|                                                                                                                                                                                                                                                 |     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| Credits                                                                                                                                                                                                                                         | 5   |
| Hours                                                                                                                                                                                                                                           | 135 |
| Lab                                                                                                                                                                                                                                             | 8   |
| Lecture                                                                                                                                                                                                                                         | 1   |
| Prerequisites                                                                                                                                                                                                                                   |     |
| Successful completion of all coursework in Tri 1-6; proof of compliance with Texas Administrative Code Rule # 97.64 (Required Vaccinations for Students Enrolled in Health-related and Veterinary Courses in Institutions of Higher Education). |     |
| Corequisites                                                                                                                                                                                                                                    |     |
| Must have taken or be registered to take NBCE Part I                                                                                                                                                                                            |     |

## CC812221: Chiropractic Clinical Clerkship II

The CCCII course builds on previous experience learned in CCCI. It provides the student doctor with a forum for the application of history, examination, diagnosis and treatment as they begin to provide service to the public. The course fosters the application and integration of critical thinking and clinical reasoning skills obtained in the didactic portion of the Doctor of Chiropractic Program (DCP). The CCCII course incorporates additional elements needed to be Practice-Ready clinicians including practice management/promotion procedures, and expansion on insurance fundamentals.

|                                                                                                                                    |      |
|------------------------------------------------------------------------------------------------------------------------------------|------|
| Credits                                                                                                                            | 12.5 |
| Hours                                                                                                                              | 345  |
| Lab                                                                                                                                | 21   |
| Lecture                                                                                                                            | 2    |
| Prerequisites                                                                                                                      |      |
| Completion of Tri 1-7 courses; Entry immediately following completion of <a href="#">CC 7518</a> Chiropractic Clinical Clerkship I |      |

## CC915324: Chiropractic Clinical Clerkship III

Building upon clinical skills learned in their initial trimester in Moody Health Center, interns continue to provide chiropractic care to patients under the mentoring and supervision of faculty attending clinicians. Interns are expected to refine their skills to meet the defined clinical competencies. The CCCIII course incorporates additional elements to further develop the students into Practice-Ready clinicians including practice management/promotion procedures, continued insurance fundamentals, and credentialing procedures.

|                                                                                                                                                                                                |     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| Credits                                                                                                                                                                                        | 15  |
| Hours                                                                                                                                                                                          | 459 |
| Lab                                                                                                                                                                                            | 24  |
| Lecture                                                                                                                                                                                        | 3   |
| Prerequisites                                                                                                                                                                                  |     |
| Completion of Tri 1-8 courses; CC812221 Chiropractic Clinical Clerkship II; All students must sit for the NBCE Part II examination as a requirement to earn the Doctor of Chiropractic degree. |     |

**CC1016130: Chiropractic Clinical Clerkship IV**

(15 weeks) This course comprises the final trimester in the clinical experience. Upon gaining a high level of clinical proficiency, the intern is afforded increased independence in treatment and case management while still working under the supervision of the faculty attending clinician. Upon completion of all qualitative and quantitative requirements for graduation, interns have the opportunity to participate in the rotations program and / or in community preceptorships throughout the United States (includes state restrictions/limitations). The Clinic IV course includes additional curriculum to further develop the students into Practice-Ready clinicians.

|                                                                                                                    |     |
|--------------------------------------------------------------------------------------------------------------------|-----|
| Credits                                                                                                            | 16  |
| Hours                                                                                                              | 465 |
| Lab                                                                                                                | 30  |
| Lecture                                                                                                            | 1   |
| Prerequisites                                                                                                      |     |
| Completion of all Tri 1-9 courses; CC915324 Chiropractic Clinical Clerkship III                                    |     |
| All students must sit for the NBCE Part II examination as a requirement to earn the Doctor of Chiropractic degree. |     |

**CL.AP 8220: Advanced Chiropractic Business Practices**

The Advanced Chiropractic Business Concepts continues expansion of the Practice Ready Curriculum. The focus of the course includes discussion on advanced insurance coding, practice statistical analysis, business models, marketing and risk management. This class will build on material covered in the Intro to Chiropractic Business Practices and Chiropractic Business Practices courses and it is expected the student has retained a functional knowledge of that material. Additionally, the concepts learned from the Advanced Chiropractic Business Concepts course will be implemented and practiced in the CCC III clinic rotations. **This course is administered in a remote, asynchronous format.**

|                                                             |    |
|-------------------------------------------------------------|----|
| Credits                                                     | 2  |
| Hours                                                       | 30 |
| Lab                                                         | 0  |
| Lecture                                                     | 2  |
| Prerequisites                                               |    |
| CL. <a href="#">BP 7110</a> Chiropractic Business Practices |    |
| Corequisites                                                |    |
| CC812221 Chiropractic Clinical Clerkship II                 |    |

**CL.BP 7110: Chiropractic Business Practices**

The Chiropractic Business Concepts expands on the elements of the Practice Ready Curriculum. Specifically, this course builds on the materials covered in Introduction to Chiropractic Business Practices and it is expected that the student maintains the knowledge of materials covered in that course. The focus of the course includes continued discussion on insurance coding, front desk procedures, back office practices, practice statistical analysis, internal and external marketing and risk management. Additionally, the concepts learned from the Chiropractic Business Practices course will be implemented and practiced in the CCC II clinic rotations.

|                                                                         |           |
|-------------------------------------------------------------------------|-----------|
| <b>Credits</b>                                                          | <b>1</b>  |
| <b>Hours</b>                                                            | <b>15</b> |
| <b>Lab</b>                                                              | <b>0</b>  |
| <b>Lecture</b>                                                          | <b>1</b>  |
| <b>Prerequisites</b>                                                    |           |
| <b>CL.BP 6110 Introduction to Chiropractic Business Practices</b>       |           |
| <b>Corequisites</b>                                                     |           |
| <a href="#"><u>CC 7518</u></a> <b>Clinical Chiropractic Clerkship I</b> |           |

**CL.IP 6110: Introduction to Chiropractic Business Practices**

The Introduction to Chiropractic Business Practices course introduces the initial elements of the Practice Ready Curriculum. The focus of the course includes basic insurance coding, definitions, and risk management. Additionally, the concepts learned from this course will be implemented and practiced in the CCC I clinic rotations.

|                                                                             |           |
|-----------------------------------------------------------------------------|-----------|
| <b>Credits</b>                                                              | <b>1</b>  |
| <b>Hours</b>                                                                | <b>15</b> |
| <b>Lab</b>                                                                  | <b>0</b>  |
| <b>Lecture</b>                                                              | <b>1</b>  |
| <b>Corequisites</b>                                                         |           |
| <a href="#"><u>CP 6212</u></a> <b>Passive Modalities &amp; Therapeutics</b> |           |

**CL E210: Intro to Spanish Conversations for the Chiropractic Practitioner**

Intro to Spanish Conversations for the Chiropractic Practitioner is an introductory level course exposing the well-established chiropractic student to conversational Spanish words, phrases, commands, questions, and answers in the clinical setting. The focus of the course includes 4 assignments assessing the knowledge and application of concepts both from a clinical, social, and procedural application. The intention is for the student to be able to complete a simple “yes/no” response history from a Spanish only speaking patient. The course is presented primarily via recorded, asynchronous format with scheduled on-campus, speaking group activities.

**Corequisites**

**Must be concurrently enrolled in, or previously passed  
Chiropractic Clinical Clerkship II, III, or IV**