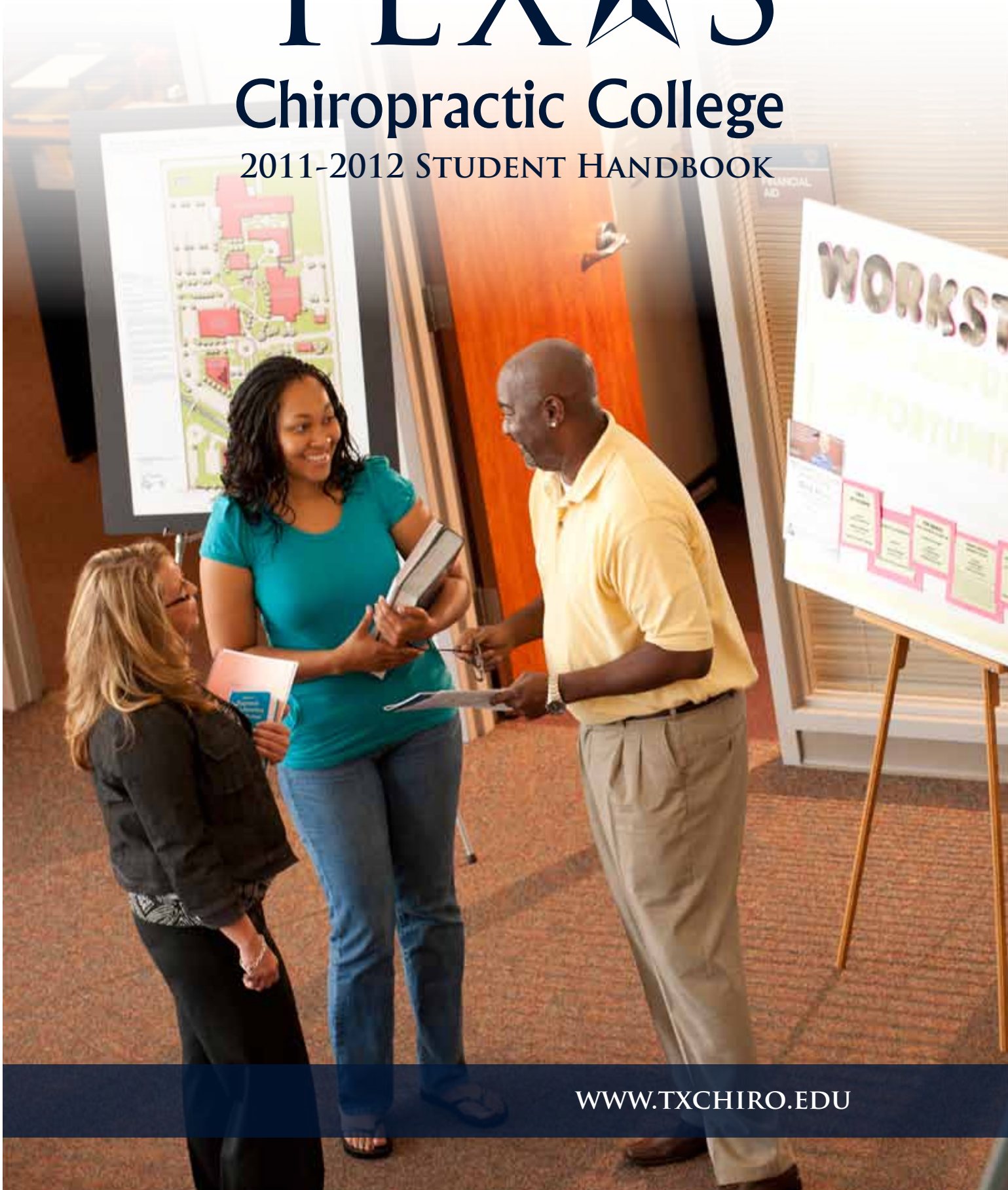


# TEXAS

## Chiropractic College

2011-2012 STUDENT HANDBOOK



[WWW.TXCHIRO.EDU](http://WWW.TXCHIRO.EDU)



# STUDENT HANDBOOK

2011-12

## RESERVATION OF RIGHTS

The 2011-2012 edition of the Texas Chiropractic College Student Handbook and related policies do not constitute a contract of any kind, expressed or implied, between any applicant, student, faculty, or staff member of Texas Chiropractic College. The College reserves the right to change or alter any statement contained in the handbook at any time without prior notice.

Please note that this publication may be revised prior to the printing of the 2012-2013 edition. Notifications of changes to the Student Handbook will be announced via Scholar360 and the Backpage, and posted online at [http://www.txchiro.edu/student\\_life/student\\_handbook.aspx](http://www.txchiro.edu/student_life/student_handbook.aspx). The online version will always be considered the most up-to-date and will over-ride any previous editions.

**Additionally, in the event of a discrepancy between the Student Handbook and the Academic Catalog, the Catalog will supersede anything printed in the Handbook.**

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# WELCOME

The Texas Chiropractic College welcomes you as you begin a new and important phase in your life. We are certainly pleased that you are joining our student body.

The College has prepared this handbook for you so that you may become acquainted with the benefits and services, as well as some of the rules and regulations, relating to student life at TCC. You are requested to familiarize yourself with the contents of this handbook, as well as those of the College catalog, so you may avail yourself of all the services available to you while becoming a responsible and contributing member of the College community.

## MISSION STATEMENT

The mission of Texas Chiropractic College is to provide qualified students a patient-centered educational program leading to the Doctor of Chiropractic Degree. The curriculum promotes the development of the student's attitudes, knowledge, and skills required of a chiropractor serving the public as a primary care physician. Operating within the highest levels of professionalism, the college is also committed to serving the needs of the students, the profession, and the public through leadership, scholarship, research, patient care, and service activities in the field of chiropractic. *(Board of Regents, October 2007)*

### Vision Statement

To be recognized for excellence in education, patient-centered chiropractic care and scholarly activity that produces ethical and successful graduates who are prepared to improve the health of society.

### Core Values

- Integrity
- Collegiality
- Stewardship
- Diversity
- Quality

### Strategic Guiding Principles

- An emphasis on patient-centered care
- A balanced curriculum of chiropractic principles and evidence-based approaches to health care
- A value of the importance of scholarly activity
- Inter-professional collaboration
- Responsibility to the profession

# 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

Texas Chiropractic College is accredited by the [Commission on Colleges of the Southern Association of Colleges and Schools](#) to award degrees at the baccalaureate and doctorate levels. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call 404-679-4500 for questions about the accreditation of Texas Chiropractic College. 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](#).

## Texas Education Agency

The Texas Education Agency has approved Texas Chiropractic College for veteran training.

# 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, the College relocated to Pasadena, Texas, and currently sits on 16 acres of land. In 1974, the W. D. Harper Chiropractic Clinic and Research Center opened providing larger facilities for patient consultation, examination, and treatment. Completion of the James M. Russell Education Center in 1978 provided more classrooms, a library, cafeteria, bookstore, and auditorium. Further advancement allotted for the construction of the Turley Anatomical Building in 1979. In 1982, the Learning Resource Center was opened with more than 35,000 square feet of space housing a multimedia library, bookstore, classrooms and laboratories to meet the future needs of the College's increased enrollment. A Student Clinic annex was constructed in 1996. Construction of the Guy and Esther Ligon Laboratory Building was completed in 1997, and a dual-purpose administration and student services complex, the William M. Harris Administration Building, was opened in November 1998. The 18,000-square foot, state-of-the-art Moody Health Center outpatient clinic opened its doors in June 2000, and our newest facility, the Dr. Yasunori Iwama Education Center, completed in April 2006, includes 45 faculty offices, the S.M. and Connie Elliott 750-seat auditorium and the profession's most innovative assessment center.

# TEXAS CHIROPRACTIC COLLEGE EMBLEM

*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 of the 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.



# ORGANIZATION OF THE COLLEGE

Texas Chiropractic College is committed to sound academic management principles. Ultimate responsibility for education and management policies, the expansion and acquisition of property, and the fiscal solvency lies with the Board of Regents. The president of the College is the chief executive officer and primary authority for the Doctor of Chiropractic Degree Program (DCP). Daily governance of the institution rests with the president, who delegates specific responsibilities to the provost, vice presidents and deans. Administratively, department heads are accountable for the management of their respective departments.

The College endorses and practices a participatory management philosophy. There are policies and procedures established for every aspect of management as well as those pertaining to students upon enrollment.

## CAMPUS INFORMATION

Texas Chiropractic College is a private, nonprofit, professional institution of higher education located in Pasadena, Texas, a city of 145,000 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 student support 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.

## EQUAL OPPORTUNITY

The Texas Chiropractic College offers equal educational opportunity to all persons without regard to race, sex, creed, color, national origin 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

## CAMPUS MAP

The campus map is available online at: [www.txchiro.edu/documents/en-US/TCCMap.pdf](http://www.txchiro.edu/documents/en-US/TCCMap.pdf)

# ACADEMIC CALENDAR

|                                      |  |                    |                    |
|--------------------------------------|--|--------------------|--------------------|
| New Student Orientation              |  | <b>Spring 2012</b> | <b>Spring 2013</b> |
| Faculty In-Service                   |  | Jan. 9-10          | Jan. 7-8           |
| Classes Begin                        |  | Jan. 9             | Jan. 7             |
| Late Registration                    |  | Jan. 10            | Jan. 8             |
| Last Day to Drop/Add                 |  | Jan. 11-12         | Jan. 9-10          |
| Martin Luther King, Jr. Day          |  | Jan. 20            | Jan. 18            |
| President's Day                      |  | Jan. 16*           | Jan. 21*           |
| Last Day to Withdraw from a Course   |  | Feb. 20*           | Feb. 18*           |
| Student Spring Break (No Classes)    |  | Mar. 2             | Mar. 1             |
| NBCE Parts I,II,III, PT              |  | Mar. 12-16*        | Mar. 11-15*        |
| Registration for Continuing Students |  | Mar. 16-18         | Mar. 15-17         |
| Good Friday                          |  | Mar. 26-29         | Mar. 25-28         |
| Final Examinations                   |  | Apr. 6*            | Mar. 29*           |
| Commencement                         |  | Apr. 17-25         | Apr. 16-24         |
| Financial Aid Priority Deadline      |  | Apr. 21            | Apr. 20            |
| Last Day of Trimester                |  | Apr. 15            | Apr. 15            |
|                                      |  | Apr. 25            | Apr. 24            |
|                                      |  | <b>Summer 2012</b> | <b>Summer 2013</b> |
| New Student Orientation              |  | May 14-15          | May 13-14          |
| Faculty In-Service                   |  | May 14             | May 13             |
| Classes Begin                        |  | May 15             | May 14             |
| Late Registration                    |  | May 16-17          | May 15-16          |
| Last Day to Drop/Add                 |  | May 25             | May 24             |
| NBCE Part IV                         |  | May 11-13          | May - TBA          |
| Memorial Day                         |  | May 28*            | May 27*            |
| Last Day to Withdraw from a Course   |  | July 6             | July 5             |
| Independence Day                     |  | July 4*            | July 4*            |
| Homecoming                           |  | July 19-21*        | July - TBA*        |
| Registration for Continuing Students |  | July 23-26         | July 22-25         |
| Final Examinations                   |  | Aug. 14-22         | Aug. 13-21         |
| Commencement                         |  | Aug. 18            | Aug. 17            |
| Last Day of Trimester                |  | Aug. 22            | Aug. 21            |
|                                      |  | <b>Fall 2011</b>   | <b>Fall 2012</b>   |
| New Student Orientation              |  | Sept. 6-7          | Sept. 10-11        |
| Faculty In-Service                   |  | Sept. 16           | Sept. 10           |
| Labor Day                            |  | Sept. 5*           | Sept. 3*           |
| Classes Begin                        |  | Sept. 6            | Sept. 11           |
| Late Registration                    |  | Sept. 7-8          | Sept. 12-13        |
| Classes Cancelled for NBCE Exams     |  | Sept. 16*          | Sept. 14*          |
| NBCE Parts I,II,III, PT              |  | Sept. 16-18        | Sept. 14-16        |
| Last Day to Drop/Add                 |  | Sept. 19           | Sept. 21           |
| Columbus Day                         |  | Oct. 10*           | Oct. 8*            |
| Last Day to Withdraw from a Course   |  | Oct. 28            | Nov. 2             |
| NBCE Part IV                         |  | Nov. 11-13         | Nov. 9-11          |
| Registration for Continuing Students |  | Nov. 14-17         | Nov. 19-21         |
| Thanksgiving                         |  | Nov. 24-25*        | Nov. 22-23*        |
| Final Examinations                   |  | Dec. 6-14          | Dec. 11-19         |
| Commencement                         |  | Dec. 10            | Dec. 15            |
| Last Day of Trimester                |  | Dec. 14            | Dec. 19            |
|                                      |  |                    | <b>Fall 2013</b>   |
|                                      |  |                    | Sept. 9-10         |
|                                      |  |                    | Sept. 9            |
|                                      |  |                    | Sept. 2*           |
|                                      |  |                    | Sept. 10           |
|                                      |  |                    | Sept. 11-12        |
|                                      |  |                    | Not Applicable     |
|                                      |  |                    | Sept. 6-8          |
|                                      |  |                    | Sept. 20           |
|                                      |  |                    | Oct. 14*           |
|                                      |  |                    | Nov. 1             |
|                                      |  |                    | Nov. - TBA         |
|                                      |  |                    | Nov. 18-20         |
|                                      |  |                    | Nov. 28-29*        |
|                                      |  |                    | Dec. 10-18         |
|                                      |  |                    | Dec. 14            |
|                                      |  |                    | Dec. 18            |

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

# GENERAL INFORMATION

## 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 Haslund Hall in the Russell Education Center. Food service is available Monday–Friday, 7:30 am–2:00 pm.

## Cellular Phones

Electronic communication devices are to be turned off or placed in silent mode when in academic classrooms. This will benefit the learning environment for you, your fellow classmates and faculty members.

## 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 Discipline 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 the Vice President of Administrative Affairs.

## Emergency Closing

In the event the College needs to be closed for any reason, such as inclement weather, students and employees should check the College website at [www.txchiro.edu](http://www.txchiro.edu), or call the campus switchboard at (281) 487-1170. In addition, KTRH 740AM and local television stations will broadcast bulletins announcing campus closings in emergencies.

## 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, an [apartment locator service](#) assists students in finding suitable housing. Please contact the Enrollment Management Office for housing assistance.

## Pets on Campus

Pets are not allowed on campus at any time. The only animals allowed on campus are those which are registered as “licensed companions” to assist the physically challenged. Complaints regarding pets should be directed to the Office of Student Affairs.

## Selling on Campus

Any individual, corporation, or co-partnership, shall not sell merchandise on institutional premises. If a student organization wants to sponsor a fund-raising project, approval must be given through the Office of Student Affairs.

## **Student Health Services**

Chiropractic health care services are provided for all students in the Campus Health Center.

Entering students are required to take a complete physical and laboratory examination prior to entering Trimester 2 (at no cost to the student.) Should the need arise for additional x-rays and laboratory services, a reduced fee is charged. Members of student families receive chiropractic care through the Campus Health Center at no charge (with the exception of x-rays and laboratory fees).

The College is not responsible for medical expenses incurred by students while on the campus or at College sponsored activities. Student accident and sickness medical expense insurance is available for purchase through private companies. Students are urged to carefully study the specific terms of the policy before purchasing coverage. For further information, contact the Office of Student Affairs.

## **Weapons on Campus**

TCC policy prohibits **ALL** firearms, fireworks, explosives and other dangerous weapons on campus at any time. A weapon found on students or their guests constitutes a major violation of the student code and will subject the student to immediate suspension.

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

If you are unsure about whom to contact regarding any procedure or problem, the Office of Student Affairs is ready and willing to provide the information you need. Please stop by the Harris Administration Building or the Director of Student Affairs' office in the Learning Resource Center 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.

## **CAMPUS SAFETY**

Victims of theft or any other criminal offense on the College campus should make an immediate report to the Office of Administrative 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 the Vice President of Administrative Affairs.

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.

## **Laboratory Safety, Health and Hygiene**

1. Wear a lab coat/apron in the lab.
2. Wear safety goggles/glasses in the lab.
3. No eating or drinking allowed in labs.
4. Closed toe shoes and long pants must be worn in the lab at all times.
5. Hands must be washed thoroughly with soap and water before leaving the lab.
6. Work areas must be disinfected both before and after each session.
7. Used glassware must be washed and returned to storage at the end of lab.
8. Cracked or broken glassware is not to be used. Broken glassware is to be placed in the sharps container.
9. Familiarize yourself with the location and instructions for proper use of the eye-wash, shower, first aid kit, and fire extinguisher.
10. Accidents involving spills, cuts, abrasions, or burns must be reported immediately to the faculty member, and an Accident/Incident Form must be filled out.
11. Inform the faculty member of any condition that may prevent you from performing the lab assignment (pregnancy, cardiovascular disorders, pulmonary problems, etc.).
12. No mouth pipetting is allowed.
13. No body fluids (blood, urine, saliva, etc.) are to be emptied into the sink or trash. Urine specimens are to be flushed down the toilet.
14. CONTAMINATED SLIDES, LANCETS, PIPETTES, SWABS, TOWELS, ETC., ARE TO BE PLACED IN THE PROPER HAZARDOUS WASTE CONTAINER. This includes anything that contained or came into contact with human secretions.
15. Handle all human blood, body fluids and other potentially infectious materials as if known to be infectious for blood borne pathogens.

## **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.

# **STUDENT AFFAIRS**

## **Academic Advising**

The Director of Student Support Service is responsible for administering the Open Study Sessions (OSS) and individual tutoring. 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 Director of Student Affairs.

## **Campus & Security Report**

Each Fall trimester, the Office of Administrative Affairs 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 the Office of Administrative Affairs.

## **Counseling Services**

Texas Chiropractic College will refer students to off-campus providers for their counseling needs.

## 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 policies for emergency preparedness and response planning; plans, conducts and evaluates required drills; revises the emergency preparedness plan (EPP) at least annually and as necessary; conducts a review and critique of the college's response to disasters; and recommends improvements to the EPP.

Evacuation route maps are posted in each building. The following information is marked on evacuation maps:

1. All exist
2. Fire extinguishers
3. Fire alarms pull stations
4. Evacuation routes

Additional information is provided at the bottom of each map.

1. Location of AED units
2. Location of first aid kits
3. Outside assembly areas.

A report of the following types of emergencies should be reported to the Vice President of Administrative Affairs (Incident Commander) or the Human Resources Director and be reviewed by the Environmental Safety and Security Committee:

- Bomb Threat
- Campus Violence
- Chemical Spill
- Extended Power Loss
- Fire
- Medical
- Sever Weather
- Shelter in Place

*Please see next page for a comprehensive list of TCC emergency personnel and phone numbers, plus area emergency contact information.*

## Services for Students with Disabilities

The Director of Student Affairs assists students with disabilities to independently achieve their educational goals by providing reasonable and appropriate accommodations. In order to qualify for these accommodations, a student must provide the Director of Student Affairs with verification of disability. Students with learning disabilities must provide an evaluation that has been completed within the last three years. To ensure a timely review of documentation, students are requested to provide verification of disability at least 30 days prior to attendance at the school. Students also need to submit a request for accommodation each trimester they are enrolled at Texas Chiropractic College.

## Student Affairs

The Office of Student Affairs includes many areas of campus life. Included are, Director of Student Affairs, Student Life/Development, Food Service, student government, and officially recognized clubs/organizations.

## Tutoring

The Director of Student Affairs offers free peer tutoring in a variety of subjects. For more information, please contact the Director of Student Affairs.

# TCC Emergency Personnel & Telephone Numbers

## DESIGNATED RESPONSIBLE OFFICIALS

| <i>Name</i>  | <i>Office Location</i>     | <i>Phone</i>        |
|--|----------------------------|---------------------|
| <b>Steve Haslund, VP Administrative Affairs</b><br><i>(Incident Commander for all Emergencies/Actions)</i> | <b>1st Fl, Harris Bldg</b> | <b>281-998-6029</b> |
| Richard Brassard, President  | 2nd Fl, Harris Bldg        | 281-998-6010        |
| Clay McDonald, Provost   | 2nd Fl, Harris Bldg        | 281-998-6010        |
| Sue Arnold, Human Resources  | 1st Fl, Harris Bldg        | 281-998-6003        |

## BUILDING EMERGENCY COORDINATORS:

| <i>Name</i>            | <i>Building</i>              | <i>Phone</i> |
|------------------------|------------------------------|--------------|
| Sue Arnold             | Harris                       | 281-998-6003 |
| Gabrielle Greenwade    |                              | 281-998-6070 |
| Carol Webb             | Learning Resource            | 281-998-6095 |
| Sharon Lazowitz        |                              | 281-998-6049 |
| Victor Benavides, D.C. | Ligon                        | 281-998-6045 |
| Adraine Mosely, D.C.   |                              | 281-998-6081 |
| Kristi Bailey          | Moody Health Center          | 281-998-6037 |
| Margarita Ramirez      |                              | 281-998-5741 |
| Stephen Dyess, D.C.    |                              | 281-998-5706 |
| Michelle Sanders       | Russell                      |              |
| Perry Latiolais        |                              | 281-998-6047 |
| Pam Vise               | Smith                        | 281-998-6056 |
| Jeff Thompson, D.C.    |                              | 281-998-6071 |
| Robert Routh, Ph.D.    | Turley                       | 281-998-6025 |
| Glynda Boehm           | Iwama Education Center       | 281-998-6059 |
| Jason Flanagan, D.C.   |                              | 281-998-6058 |
| Perry Latiolais        | Maintenance                  | 281-998-6047 |
| Saul Gloria            |                              | 281-998-6047 |
| Jeanie Jordan          | Information Technology (IT)/ | 281-998-5754 |
| Robert McKay           | Purchasing                   | 281-998-5755 |

## DESIGNATED FIRST RESPONDERS (First Aid / CPR / AED):

| <i>Name</i>              | <i>Building</i>     | <i>Phone</i> |
|--------------------------|---------------------|--------------|
| All Attending Clinicians | Moody Health Center | 281-487-1501 |

## CITY AND NATIONAL EMERGENCY CONTACTS

| <i>COMPANY / CITY NAME</i>              | <i>PHONE</i> |
|---|--------------|
| <b>Fire Department:</b>                 |              |
| Pasadena                                | 713-477-1122 |
| <b>Hospital:</b>                        |              |
| Bay Shore Medical Center                | 713-359-2000 |
| Bay Shore Emergency Services Department | 713-359-1440 |
| <b>Ambulance:</b>                       |              |
| Bay Star Ambulance Services             | 281-422-7200 |
| ETMC-EMS Pasadena                       | 713-473-7375 |
| <b>Police:</b>                          |              |
| Pasadena                                | 713-477-1221 |

**Poison Control**

1-800-222-1222

**Community Awareness Emergency (CAER): 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.

**UTILITY COMPANIES***COMPANY NAME**PHONE*

Electric — Reliant Energy

713-207-2222

Water — City of Pasadena

713-477-1511

Gas — Center Point Energy

713-659-2111

## ALCOHOL AND DRUG ABUSE

A complete policy on alcohol and drug abuse is disseminated annually to all current students.

### Drugs

As stated elsewhere in the Student Handbook, “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. Note: Steroids are a prohibited drug.

### Alcohol

Alcohol is permitted on campus with the permission of the Vice President of Administrative Affairs. If alcohol is to be sold on campus, the Vice President of Administrative Affairs 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 the Student Handbook.

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.

## 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. Failure to comply with this rule will result in disciplinary action.

# DISCRIMINATION POLICY AND GRIEVANCE PROCEDURES

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, 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 grievance 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: bullying, discrimination based on religious or ethnic grounds, 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 Director of Student Affairs. 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 Director of Student Affairs.

If appropriate, the Director of Student Services will facilitate a process aimed at informal resolution. If the informal resolution of the problem is inappropriate or unsuccessful, then the Director of Student Services will refer the issue to the Grievance Committee for consideration.

## BULLETIN BOARD POSTING

1. The Director of Student Affairs must approve posting and distribution on campus of all posters, flyers, notices, banners, and other promotional material concerning student events, activities, and services, other than those provided by College offices or departments. All individuals, organizations and businesses, regardless of affiliation with the College, are expected to adhere to this policy.
2. Posters, flyers, notices, banners, etc., must be stamped or otherwise identified as approved for posting by the Director of Student Affairs and have the appropriate stamp as provided by that office.
3. All material not approved for posting will be removed from the bulletin boards.
4. Repeated violation of these rules will result in loss of posting privileges for the offending organization, business, or person.
5. Without prior notice of a student event, activity, or service, the Director of Student Affairs may refuse permission to post promotional material on campus. (One week's prior notice is recommended.)
6. Posters, flyers, notices, etc., promoting campus events and services may be any shape and size, up to a maximum size of 11 x 17. All other posters, flyers, notices, etc., may be any shape and size, up to a maximum size of 8-1/2 x 11. (Banners are exempt from this requirement.)

7. Language and graphics used on posters, flyers, notices, banners, etc., are expected to conform to commonly accepted standards of good taste and morality and should not contain any libelous statements.
8. All promotional materials other than banners are to be posted on the boards designated for the use of posting. Posting on windows, doors, walls, benches, or other furniture, or car windows is expressly prohibited under penalty of disciplinary action.
9. All promotional materials must be removed from bulletin boards by the date on the stamp. The sponsoring organization is responsible for removing all items.
10. Portable signs must be approved by the Vice President of Administrative Affairs.
11. All promotional materials may only be posted for two weeks.

## **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. Transcripts may be obtained at a charge of \$5.00. 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, in order to establish the need for this release or to clarify the information contained in said record.

## **ACADEMIC ETHICS, PROFESSIONAL ATTITUDE AND APPEARANCE, PERSONAL HYGIENE**

Students are expected to maintain themselves at all times in a manner befitting a professional institution. Unprofessional conduct at the College will not be tolerated. A student may be dismissed for unsatisfactory conduct, scholarship, attendance, or for any other cause in the interest of the College or the profession of chiropractic. Students are expected to present themselves as student doctors of chiropractic in attitude, appearance, and personal hygiene. The education process at TCC is designed not only to teach the technical skills necessary for successful practice, but also to develop the professional image and attitude of a primary health care clinician. To this end, students are expected to comply with standards of dress, appearance, and personal hygiene established by the College, and, as interns, in the College's health centers. Registration at the College requires that each student obey all of its regulations. Any action that is professionally unacceptable will be grounds for disciplinary action by the College. Disciplinary procedures are explained in the Student Handbook.

## **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 at the reception desk in the Harris Administration Building. The registration form will be kept on file in the Office of Administrative Affairs.

It is the responsibility of the student to obtain one permit for each vehicle operated on campus. Additional vehicle parking permits must be obtained in the Office of Administrative Affairs. All vehicles must be registered. Permits are not transferable. Special permits for those having wheelchair, handicapped and motorcycle needs may be obtained during the trimester through the Office of Administrative Affairs. 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 Responsibility**

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 Vice President of Student/Administrative Affairs Office.

### **Parking Ticket**

Parking tickets are notices of violations of traffic and/or parking regulations as adopted by Texas Chiropractic College. The ticket is to be paid within 10 days of the date of issuance.

## Ticket Appeal

If a student feels that a ticket has been issued unjustly, a Ticket Appeal Form is available in the Office of Administrative Affairs. The Office of Administrative Affairs forwards this statement to the chairman of the Traffic Citation Committee, whose members vote to determine the final decision on appeals. The student must file the appeal within the 10 days allotted for making disposition of the charge; appeals will not be accepted after 10 days from issuance.

## 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 Administrative Affairs 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 Regulations

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

1. Parking in or along the street in areas not marked for official parking.
2. Failure to display a valid TCC parking permit.
3. Failure to properly display a parking permit in the designated place.
4. Parking in any area restricted by signs or a yellow or red border.
5. Parking in fire zones.
6. Parking in loading zones.
7. Parking in driveways.
8. Parking on the wrong side of the street.
9. Failure to park within the lines of individually marked spaces.
10. Parking in areas not designated for parking (on grass, drives, sidewalks, etc.).
11. Failure to make disposition of a ticket in the required time (10 days).
12. Parking in a reserved (visitor, staff, handicap, etc.) parking space.
13. Displaying fictitious or defaced parking permits.

## Traffic & Parking Penalties and Violations

|   |   |
|---|---|
| Displaying a lost or stolen permit .....  | \$10.00 per charge  |
| Failure to display permit.....  | \$10.00 per charge  |
| Traffic Boot.....   | \$20.00 removal charge ( <i>Removed from 8:00 am–4:00 pm, Mon–Fri</i> ) |
| Parking violation fee .....   | \$10  |
| 2nd violation.....  | \$12  |
| 3rd violation .....   | \$15  |
| 4th violation (and or disciplinary action).....                                       | \$15  |
| Altering, damaging or moving College<br>traffic signs, markers or other devices ..... | \$10.00 + damage  |

## Accidents

All accidents occurring on the College campus roadway or parking lot should be reported immediately to the Vice President of Administrative Affairs Office. 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 through the Vice President of Administrative Affairs Office.

## 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.

## 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, periodicals, audiovisuals, and multimedia materials in the areas of chiropractic, basic science, medicine, and clinical techniques. The library also provides facilities for group and individual study, computer use, and photocopying.

The library houses over 10,000 volumes of chiropractic, basic science and medical books, videotapes, and DVDs, and maintains current subscriptions to almost 200 journals. Library books and software may be accessed by author, title, or subject via the [\*EOS online catalog\*](#) available through [\*Scholar360\*](#) and the TCC website. Online indexes such as PubMed, the Index to Chiropractic Literature, Dynamed, and the Cochrane Library provide access to periodical articles. The library staff is always available to assist students and faculty with reference and research questions.

Circulation of library materials is provided to students with a valid I.D. card. Current course textbooks are available for in-house or overnight use. General Collection books can be checked out for up to two weeks. Most audiovisual software must remain in the library due to copyright agreements. Study rooms and some individual carrels are equipped with VCR/DVD players and headphones.

Four digital photocopy machines are located in the library. Reprogrammable copy cards can be purchased at the circulation desk. A computer lab housing 46 fully loaded workstations is also available for word processing, Internet access, Scholar360, and a variety of other study and research applications. The library also has wireless internet capability to accommodate individual laptops throughout the facility.

As a member of the National Library of Medicine Regional Network System, the library has at its disposal the collections of major health science libraries throughout the nation. Contact the library staff for information concerning the interlibrary loan service.

## Circulation Policies and Fines

All materials that leave the library must be checked out and returned to the attendant at the circulation desk.

Check-out periods are as follows:

|                           |                               |
|---------------------------|-------------------------------|
| 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 .....           | Library use only              |
| Special Collections ..... | Library use only              |

Fines will be charged for items returned after the due date indicated or for items that have been lost or damaged. Overdue fines are assessed as follows:

1. \$.10 per day per general book
2. \$.50 per hour per reserve item after 9:00 am, then \$10.00 per day up to the cost of the book
3. \$10.00 per day for all AV materials

Library hours are from 7:00 am to 10:00 pm Monday through Thursday, 7:00 am to 4:00 pm on Friday, and 12:00 pm to 8:00 pm on Sunday. Evening hours are extended during final exams until 11:00 pm Monday through Thursday.

For additional information, please contact the library staff at [tcclibrary@txchiro.edu](mailto:tcclibrary@txchiro.edu) or (281) 998-6049.

## STUDENT COMPUTER LABS AND CLASSROOM TECHNOLOGY

The College houses three computer labs, one in the library and two in the Moody Health Center. 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.

It is the intention of the Texas Chiropractic College Information Technology Department to provide a safe and comfortable environment for students to utilize campus technology.

Texas Chiropractic College maintains a zero tolerance policy for any inappropriate use of campus resources. This includes, but is not limited to, the following:

- Copy any copyrighted software provided by TCC.
- Download of any intellectual property from the internet without the copyright holder's permission. It is a criminal offense to copy any software that is protected by copyright.
- Use licensed software in a manner inconsistent with the licensing arrangement.
- Create, disseminate, or run a self-replicating program ("virus"), whether destructive in nature or not.
- Tamper with switch settings, moving, reconfiguring, or disabling security settings or doing anything that could damage computers, printers, or other equipment.
- Collect, read, or destroy production or output of others without their expressed consent.
- Access or attempting to access a host computer, either at TCC or through the network, without the owner's permission, and/or through use of login information belonging to another person.
- The unauthorized capturing of computer network data directly from network backbone or local area networking media and/or masking the identity of an account or computer.
- Using electronic mail to harass others.

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 a personal e-mail account during their enrollment at Texas Chiropractic College. This e-mail account is considered to be the institution's official means of communication with students, and we request that you check your mail daily.

The web address for student email is <http://mail1.tccstudent.net>. You will login FirstName.LastName and will use the default password contained in your student orientation packet. On your initial login, you will create your personal password.

## **Edvance 360 (formerly Scholar360)**

Edvance360 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 Edvance360 is <http://www.edvance360.com/txchiro>. When you initially register for classes at Texas Chiropractic College, your Edvance360 account will be created and you will receive a welcome e-mail in your TCC student email. You will be responsible for creating your profile and establishing a personal password.

# **FINANCIAL AID**

## **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**

In order 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.

## **Federal Work Study**

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.

## Student Borrowers

In order 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 subsidized and the unsubsidized student loans. To receive the subsidized loan students must demonstrate need.

## Promissory Note

All new students are required to sign a Master Promissory Note prior to funds being disbursed. Master Promissory Notes can be completed online by accessing the Texas Chiropractic College website at [http://www.txchiro.edu/financial\\_aid/direct.aspx](http://www.txchiro.edu/financial_aid/direct.aspx). Students must apply through the Direct Lending Program at <https://studentloans.gov/myDirectLoan/index.action>. Students who are borrowing for the first time will need to complete Entrance Counseling. That feature is also on <https://studentloans.gov/myDirectLoan/index.action> website. For further information, please contact the Financial Aid Department.

## Application

Financial aid applicants must complete the Free Application for Federal Student Aid (FAFSA) form on the internet by accessing [www.fafsa.ed.gov](http://www.fafsa.ed.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.

## 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.

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:

### *Estimated Cost of Attendance*

|           |                          |
|-----------|--------------------------|
| \$ 19,150 | Tuition and Fees         |
| \$ 2,748  | Books and Supplies       |
| \$ 10,158 | Room and Board           |
| \$ 2,038  | Personal Expenses        |
| \$ 4,016  | Transportation           |
| \$ 960    | Loan Fees                |
| \$ 39,220 | Total Cost of Attendance |

### ***Example of a Financial Aid Package***

|           |  |
|-----------|--|
| \$ 39,220 | Cost of Attendance                                     |
| -400      | Total Family Contribution (as determined by the FAFSA) |
| \$ 38,820 | Need (eligibility for aid)                             |
|           |  |
| \$ 38,820 | Need   |
| -3,200    | TEG  |
| -2,620    | Work Study   |
| -8,500    | Subsidized loan  |
| -24,500   | Unsubsidized loan                                      |
| \$ 38,820 | Total Aid  |

## **Satisfactory Academic Progress (Financial Aid Standard)**

To qualify for most aid, students must demonstrate satisfactory academic progress toward their educational goals. At Texas Chiropractic College, satisfactory academic progress for financial aid purposes consists of three measurement components: qualitative, quantitative, and cumulative progress. Students' financial aid cannot be released each trimester until their academic progress has been evaluated. This means aid will not be released to students with outstanding incompletes or whose grades have not been submitted and calculated. Specific details on satisfactory academic progress requirements are available in the Financial Aid Office.

## **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. Announcements and applications are available in the Office of Institutional Advancement.

### **Loans**

*(Have to be repaid)*

Texas Chiropractic College offers the William D. Ford Federal Direct Loan. Interest rates are low, and some deferment options exist. Need based as well as non-need based loans are available. Loan entrance and exit counseling is required for all student borrowers.

**Federal Subsidized Direct Loan:** Interest and repayment are deferred during enrollment. Need based. Minimum of half-time enrollment required. There is a six month grace period after half-time enrollment ceases. Annual and aggregate limits apply. The government pays interest during enrollment with a six-month grace period after graduation.

**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.

**Grad PLUS Loan:** Credit based; non-need based. Interest rate is 7.9% fixed. This loan will be deferred while attending school.

**Alternative 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.

**Emergency Student Loans (ESL):** These loans are funded by TCC and are for dealing with short-term emergencies. Amounts up to \$500.00 may be borrowed if approved by the Business Office. For more details, please contact the Business Office.

## **Student Employment**

**Federal Work Study:** 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. Eligibility is need based. Students must be enrolled at least half-time to participate in the Federal Work Study program.

## **Veterans and Vocational Rehabilitation Benefits**

The Texas Chiropractic College is approved for participation in the Veterans Administration educational benefits programs. Various state agencies also provide vocational training and rehabilitation funding for eligible students. Contact those agencies directly for more information.

# **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 is socially unacceptable or which violates the rules of the College will be grounds for disciplinary action as described in this Code of Conduct and Grievance Procedures.

## **Examples of Infractions**

The following offenses by a student or student organization are representative of those subject to this code and may result in consequences ranging from suspension or expulsion to reprimand and/or disciplinary probation:

1. All forms of dishonesty, including cheating, fraud and misrepresentation;
2. Theft of, or intentional damage to, College equipment or property or that of any person on College premises or at any school function;
3. The use, sale or possession of substances on College premises that are prohibited by local or federal law;
4. Unauthorized entry into College buildings, rooms, facilities;
5. Violation of any criminal law with conviction;
6. Malicious harassment or abuse of, or threat of, bodily harm toward any person on the College premises or at any College function;
7. Representing oneself as a doctor prior to graduation, except in clinic setting;
8. The administration of chiropractic adjustments or other chiropractic services outside the classroom or clinic setting (practicing without a license);
9. Any action unbecoming a doctor and which is socially unacceptable;

10. Intentional disruption of classroom activities or any other College function;
11. Failure to comply with directions of College officials acting in performance of their duties and within the scope of their authority;
12. Eating and drinking in classrooms and other designated areas;
13. Tobacco use anywhere on campus;
14. Non-compliance to rules pertaining to dress code.
15. Infractions of clinic policy.
16. Cheating
17. Plagiarism
18. Repeated infractions.

## Student Disciplinary Procedures

All student disciplinary issues are handled through the Office of Student Affairs. Formal complaints are made to the Office of Student Affairs regarding student violations of the student handbook, clinic handbook, or college catalog. If the student is deemed to be a threat to himself or others, the student will be suspended pending a formal hearing.

The Office of Student Affairs will convene the Disciplinary Committee within five working days of the filing of the complaint. The Disciplinary Committee will be filled from a standing pool of eligible faculty, staff members, and students. The Committee makeup will consist of three faculty members, one staff member, and one student member. If the complaint is related to clinic infractions, two of the three faculty members will be drawn from clinic faculty. If the complaint is related to classroom infractions, two of the three faculty members will be drawn from the teaching faculty.

The Disciplinary Committee will hear the case within five working days of receiving the complaint. The committee will hear all relevant facts of the case and will render a decision. If the student is found to have committed the infraction, the committee will determine the punishment based upon the seriousness of the violation and any past disciplinary history of the student.

The student will have five working days to present a written appeal of the committee's decision to the Office of the Provost. The Provost will review and render a final written decision within five working days of the receipt of the student's appeal.

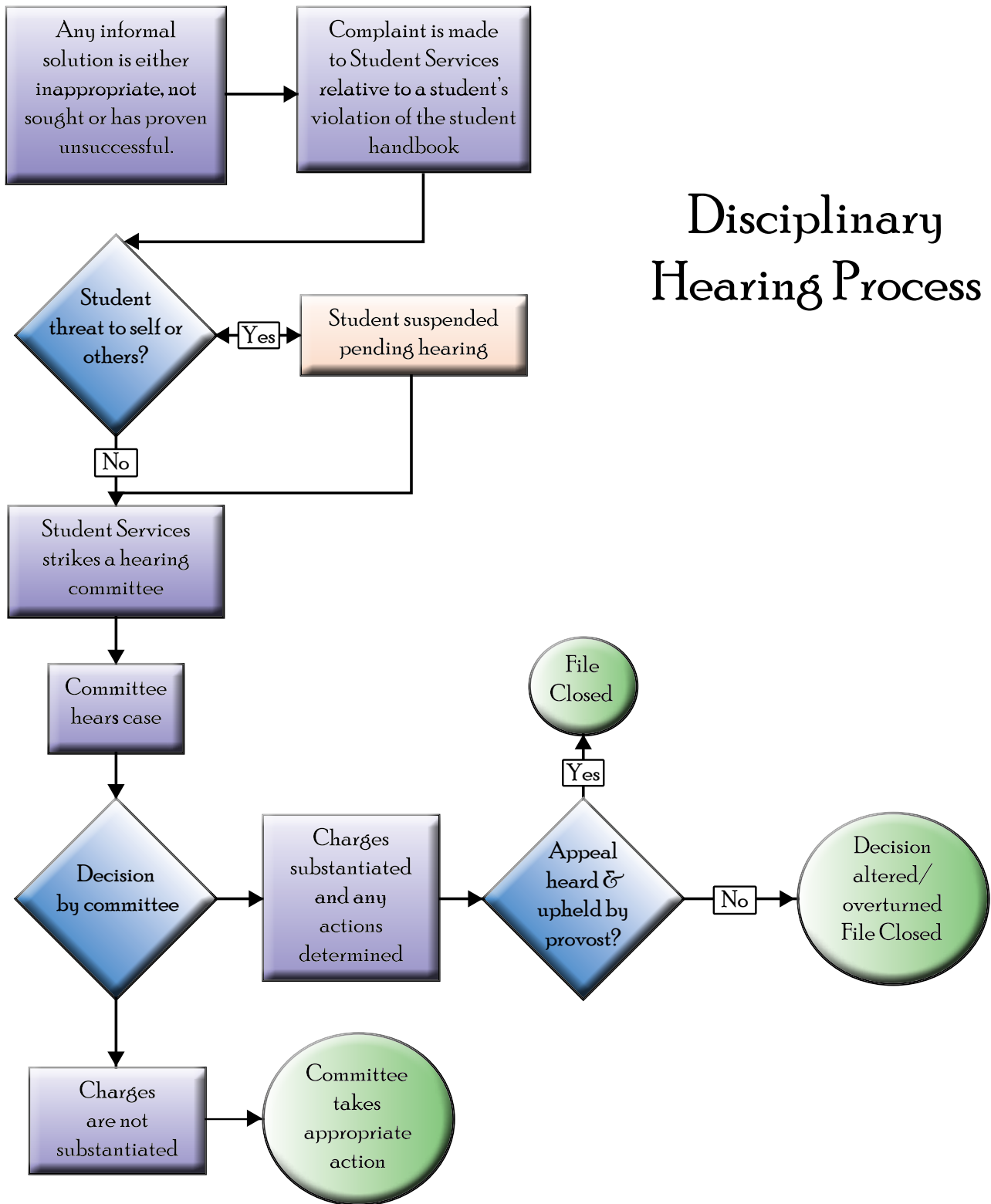
If the Disciplinary Committee finds that the charges against the student are not substantiated, the committee will then determine if the charges filed were frivolous. If the committee determines that the charges were frivolous, the party initiating the complaint has five working days to present a written appeal to the Office of the Provost. The Provost will review and render a final written decision within five working days of the receipt of the appeal. If the Provost upholds the committee's decision that the charges filed were frivolous, a letter of reprimand will be placed in the complainant's file.

## Disciplinary Action

**Section 1.** Penalties for student misconduct range from Reprimand to Disciplinary Probation, Suspension or Permanent Dismissal.

1. **Reprimand:** the mildest penalty, which serves as a warning that further similar behavior may subject the student to a more severe penalty.
2. **Disciplinary Probation:** a more severe penalty indicating:
  - a. That the offense, if repeated, or any other offense may lead to a more severe penalty; or
  - b. That the penalty is noted by letter in the student's file as an indication that further unacceptable behavior will lead to one of the next two levels of disciplinary action.
3. **Disciplinary Suspension:** the student is suspended from all College activities for a minimum of one trimester, and suspension is noted on the student's transcript.
4. **Disciplinary Expulsion:** the student is permanently dismissed from the school with the penalty being noted on the student's transcript.

# Disciplinary Hearing Process



**Section 2.** With the assessment of any of the penalties defined in Section 1, the Vice President of Student/Administrative Affairs shall:

1. Notify the student of the penalty by letter;
2. Place a copy of this letter in the student's file;
3. Notify the Registrar if the penalty is to be noted on the student's transcript.

# HAZING POLICY

Texas Chiropractic College believes that true human development can best occur in an atmosphere of social and ethical responsibility.

TCC views hazing activities as not contributing 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.

## 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 Vice President of Enrollment Management or other appropriate official of the institution.

*Penalties (as published in the Texas School Law Bulletin 4.51, Texas Education Agency, 1990)*

1. Failure to report hazing: Fine up to \$1000.00; jail up to 180 days, or both
2. Hazing without injury: Fine not less than \$500.00 nor more than \$1000.00; jail not less than 90 days nor more than 180 days, or both
3. Hazing with injury: Fine not less than \$1000.00 nor more than \$5,000.00; jail not less than 180 days nor more than one year, or both
4. Hazing resulting in death: Fine not less than \$5,000.00 nor more than \$10,000.00; jail not less than one year nor more than two years, or both

In cases that do not result in death, community service may be imposed in lieu of a jail sentence.

### **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.

*Penalties*

1. Hazing, which does not result in personal injury, property damage or loss: Fine of not less than \$5,000.00 nor more than \$10,000.00
2. Hazing which results in personal injury, property damage or loss: Fine of not less than \$5,000.00 nor more than double the amount lost or expenses incurred because of such injury, damage, or loss

### **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.

### **F. 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 Vice President of Enrollment Management 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.

# CAREER DEVELOPMENT

## Professional Placement

One of the primary objectives of Texas Chiropractic College is to assist each graduating student in locating a practice opportunity that is compatible with his or her needs. Even before the graduate takes a licensing examination, it is important that contacts be made with field doctors who may need associates or who may be retiring from practice. Visits should be made to areas in which the doctor may wish to practice. In 2010, the Office of Institutional Advancement launched a new Career Development Center providing a variety of tools and resources to students and alumni. Another helpful placement service is the classified page on the TCC web site which includes job listings. All information received about practice opportunities is posted and made available to interested students and graduates.

## Licensure Requirements

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 as well as the Office of Institutional Advancement's Career Development Center. 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.

# ACADEMIC STANDARDS & 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.

## Testing of New Students

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

## Registration of New Students

Registration of new students is part of the orientation program and is held on the first day of the new trimester. Under special circumstances, new students may register through the late registration period. Registration for courses that overlap in time is prohibited.

## 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 found on page 36.* 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.

## **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.

## **Satisfactory Progress and Academic Standing**

For individuals matriculated prior to Fall 2010, a student making satisfactory progress is one who:

1. Has earned an average of 12 credits or more per trimester during attendance at TCC to allow graduation in a timely fashion, and
2. Maintains a good academic standing and is currently enrolled. Good academic standing is defined as having maintained a cumulative and trimester grade point average of at least 2.0 (on a scale of 4.0).\*\*

\*\*Note: For the only exception to these criteria, see the description of academic warning.

For students who have matriculated since Fall 2010:

1. Prior to enrollment in Clinic II, students must enroll in and pass (2.0 grade point or above) no less than 16 credit hours per trimester unless on academic probation and on a contractual schedule requiring fewer total credit hours. All students must successfully complete an average of 16 credit hours in any 3 consecutive trimesters (48 total credit hours).
2. Students in Clinic II, III or IV must enroll in and pass no less than 12 credit hours per trimester.

*Please be aware that the Financial Aid Office also has an academic progress policy. The two systems are separate from each other so that a student can be making progress in the Financial Aid Office but not in the Registrar's Office.*

## **Academic Warning, Probation, Suspension and Permanent Dismissal**

### ***(for students matriculating since September 2010)***

Students matriculating to TCC in September 2010 and ALL entering students that follow will be monitored for satisfactory academic progress and support systems will be available for those students experiencing academic difficulty. Students with failing mid-term grades will be advised of the various academic support systems available to them and will be counseled on the impact of a course failure.

Students who have failed more than one course or who have failed a single course and have a GPA for the term below 2.50 will be subject to the following conditions:

- The student will be placed on academic probation, will be limited to a maximum of 12-15 credit hours (as scheduling permits) and will receive mandatory academic support.
- If the student subsequently passes the assigned 12-15 credit hours of course work with a GPA of 2.50 or higher, the student remains on academic probation, is limited to 18-20 credit hours of course work (as scheduling permits), and continues to receive mandatory academic support. If the student does not meet the standards set forth or withdraws from any assigned course work, including total withdrawal for the trimester, the student is academically dismissed and may reapply for admission.
- If the student passes the assigned 18-20 credit hours of course work with a GPA of 2.50 or higher, the student remains on academic probation, takes a full trimester course load (as scheduling permits), and continues to receive mandatory academic support. If the student does not meet the standards set forth or withdraws from any assigned course work, including total withdrawal for the trimester, the student is academically dismissed and may reapply for admission.

- If the student passes the full trimester course load with a GPA of 2.50 or higher, the student is removed from probation and progresses on full trimester course loads. If the student does not meet the standards set forth or withdraws from any courses, including total withdrawal for the trimester, the student is academically dismissed and may reapply for admission.

## **Academic Warning, Probation, Suspension and Permanent Dismissal**

*(for students continuously enrolled prior to September 2010)*

### ***New Definitions Effective January 1, 2012***

Students who matriculated prior to September 2010 are subject to the following definitions and procedures for academic warning, probation, suspension, or permanent dismissal when satisfactory progress is not maintained.

**Academic Warning** is given:

- On the first occasion that a student's trimester grade point average falls below 2.50 but is no lower than 2.0. The student will remain on warning until their cumulative grade point average rises to 2.50 or falls below 2.0. *The student is considered to be in good academic standing. The student is simply on warning that he/she is at risk.*

**Academic Probation** is:

- First assigned when a trimester or cumulative grade point average falls below 2.0, but no lower than 1.75.
- The student may remain on academic probation for a second trimester if his/her trimester grade point average is 2.5 or cumulative grade point average remains below 2.0 but no lower than 1.75.

Once a student is placed on academic probation, the student will be required to repeat the failed classes, enroll in and successfully complete the Principles of Educational Development course, be limited to a total of 12 – 18 credits his/her following trimester and prerequisite/co-requisite course requirements will not be waived.

During a trimester, a student on academic probation cannot drop any course work, including total withdrawal for the trimester, and must meet or exceed a trimester grade point average of 2.5. Students who fail to achieve a 2.5 for a second trimester in a row while on probation will be placed on academic suspension.

Following successful completion of a reduced load probationary trimester, the student may return to a full credit load.

**Academic Suspension** applies when:

- A student's trimester or cumulative grade point average falls below 1.75;
- On the third occasion that his/her trimester or cumulative grade point average falls below 2.0;
- If while on probation he/she withdraws from a course or totally withdraws for the trimester;
- If a student fails a course for the second time.

Students seeking permission to re-enter after academic suspension must send a written request to the Registrar's Office to be reviewed and brought before the Academic Affairs Committee. Students readmitted after suspension will continue on probation for the remainder of their time at Texas Chiropractic College.

**Permanent dismissal** occurs:

- When an evaluation of academic difficulty strongly suggest an inability to successfully complete the program.
- Failure of the same course three times may be subject to academic dismissal.

Students facing difficulties with course instruction or course content should consult with the faculty member. The faculty member may refer students to the appropriate department chair, faculty advisor, or academic dean for consultation about learning styles and strategies. Faculty members, department chairs, faculty advisors, or academic dean may refer students to the Director of Student Affairs for assistance in personal matters. If it is determine 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 advised to withdraw from the College.

## **Failures**

Failure of a required subject necessitates that the course be repeated during the next trimester. 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 will be subject to academic dismissal.

## Grading System

|    |                    |                |     |
|----|--------------------|----------------|-----|
| 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. Grades will be mailed to students or they may pick up the grades in the Registrar's Office by presenting their TCC ID card. Grade reports will not be released to students who are on Business Office or Admissions holds.

## Grade Appeals/Changes

Students wishing to appeal a course grade must do so in writing. Students will be given the opportunity to meet with faculty members and administrators involved in the appeal process. After each meeting, the student will receive a written response. The appeal process will proceed through a maximum of three levels: 1) Instructor; 2) Department Head; then, 3) Assistant Dean or Dean. In the event that the course instructor is also the department head and/or the assistant dean, there will be a minimum of two levels of appeal: 1) Instructor and 2) Dean.

The following procedures will be used to implement this policy:

1. The student submits the grade appeal in writing to the registrar's office. The written appeal must be dated, signed and submitted no later than the third day of classes of the following trimester.
2. The registrar's office date stamps the appeal, places the original letter in the student's records and e-mails the appeal to the faculty member on the same day on which the student's appeal letter is received.
3. The faculty member has three school days (class in session) after receipt of the appeal to meet with the student. The faculty member is responsible for initiating contact with the student. This contact will be made through Edvance 360 (<http://www.edvance360.com/txchiro>).
4. Once the faculty member has made contact with the student through Edvance 360, it is the student's responsibility to respond promptly to the faculty member. If the student fails to respond within two school days, the appeal process is terminated.
5. After meeting with the student, the faculty member has two school days to provide a written response to the student. The faculty member will deliver the written response to the registrar's office where it will be date stamped and placed in the student's records.
6. The registrar's office will notify the student on the day of receipt that the response is available for pick-up.
7. If the appeal to the faculty member is unsuccessful, the student has the right to follow the appeals process. The line of appeal is as follows:
  - a) Faculty Member
  - b) Department Head
  - c) Assistant Dean or Dean
8. After notification that the response is available for pickup, the student has three school days to appeal in writing to the next level. Each level of appeal should be submitted to the registrar's office for date stamping, filing in the student's record, and forwarding to the next appeal entity.

9. The procedure continues as outlined in 1 through 8 until the appeal is granted, the student drops the appeal, or the student has exhausted all levels of the appeals process.

## Academic Honors

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 3.50 are placed on the dean's list. Nomination for institutional, chiropractic and national association programs are coordinated through the Office of Student Affairs. Types of awards include "Who's Who Among American Colleges and Universities" and Omega Psi Honor Society.

Currently enrolled students who have completed two consecutive trimesters with a minimum 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.

## National Board of Chiropractic Examiners

The National Board of Chiropractic Examiners (NBCE) holds its written examinations in March and September of each 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 was implemented in the fall of 1996. Part IV is a practical examination in an OSCE format that is held in May and November of each year. 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** – All first-time NBCE 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. Additionally, all applicants, with the exception of applicants with a cumulative GPA of 2.50 or higher, must take and pass BS-4020 (Core Concepts in Basic Sciences) prior to applying for the NBCE Part I examination.

*Note: Beginning with the Spring 2012 trimester, all entering students (new and transfer) must pass all six sections of NBCE I prior to entering outpatient clinic.*

**Part II** – All first-time NBCE 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. Additionally, all applicants, with the exception of applicants with a cumulative GPA of 2.50 or higher, must take and pass CS-7020 (Core Concepts in Clinical Sciences) prior to applying for the NBCE Part II examination.

*Note: Beginning with the Spring 2012 trimester, all entering students (new and transfer) must pass 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) Physical Medicine & Rehabilitation 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.

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

Most states require NBCE certification in order to be eligible for licensure. 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).

## **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 calendar years with a minimum cumulative GPA of 2.0.
2. No more than 12 credits of "D" grades can be accumulated toward graduation in basic science coursework for those students who accumulated "D" credits prior to the change to the grading system in the summer 2005 trimester. "D" credits are not allowed in clinical science coursework.
3. Completion of all courses in the Texas Chiropractic College curriculum (or their equivalent) with over 50% of the total credits required for graduation earned from TCC and last four trimesters completed in residence.
4. Fulfillment of the clinical internship requirements as detailed in the health center's handbook includes (but is not limited to):
  - a. Successful completion of all quantitative clinical requirements
  - b. Successful completion of all qualitative measures of proficiency in all clinical competencies
  - c. Successful completion of all required contact hours

*Both quantitative and qualitative requirements reflect standards set forth by both the College and the Council on Chiropractic Education.*
5. Submission of the Campus Clearance Form to the Registrar's Office
6. Freedom from all indebtedness and other obligations to the College

## **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. Transfer students coming into 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 expected. A student is subject to academic penalty if absences exceed 10%. Absences exceeding 20% subject a student to dismissal from a course. Three incidences of tardiness may constitute an absence.

If justifiable cause can be shown for the absenteeism, the student may be permitted to make up missed assignments and maintain enrollment in the class.

During the course of their internship, students will be required to be in attendance at the clinic throughout the normal

trimester vacation periods unless the clinic is closed. The hours from these periods will be added to the student's clinic requirements.

## **Examinations**

STUDENTS MUST NOTIFY FACULTY BEFORE MISSING ANY EXAMINATION.

### **Examination Environment**

Students should arrive at the examination site on time and take a seat promptly. 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. Students may not wear dark or reflective glasses or hats that obscure the brow during an examination.

### **Intra-term Exams**

Students are expected to take intra-term examinations at their scheduled times. 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. All intra-term examinations must be made up prior to final examinations. A student may be allowed a maximum of two missed examination dates for good and sufficient reason per trimester. These two missed examination dates are for all enrolled courses in a trimester, not for each individual course. Any request for additional make-up examinations will require documentation substantiating the absence and must be approved by the Dean of Academic Affairs.

### **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 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 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. Missed final examinations must be made up within the first week of the next trimester. A student may be allowed a maximum of two missed examination dates for good and sufficient reason per trimester. These two missed examination dates are for all enrolled courses in a trimester, not for each individual course. Any request for additional make-up examinations will require documentation substantiating the absence and must be approved by the Dean of Academic Affairs.

### **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 within the first week of the next trimester. If not so corrected, this grade becomes a failure. Financial Aid may be withheld from a student until all incompletes are resolved.

### **Drop and Add Procedures**

Dropping and adding courses is allowed during the first nine school days 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 from Individual Courses

Withdrawal from one or more individual courses is allowed through Friday of the eighth 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 13 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 Vice President of Enrollment Management Office. If official notification cannot be completed in the Vice President of Enrollment Management Office, then the student should go to the Registrar’s Office and complete the form. 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 Vice President of Enrollment Management 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.***

## Dismissal

The administration reserves the right to dismiss any student at its own discretion. There will be no refund of tuition or fees for such dismissal.

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.

## 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.

## **Refund Policy/Schedule for Complete Withdrawals**

No refund will be given to a student who is administratively dismissed. The refund schedule based on the complete withdrawal date is as follows:

|   |      |
|---|------|
| Prior to the first day of classes of the trimester .....  | 100% |
| Including the first day of classes of the trimester<br>and up to the tenth weekday of the trimester ..... | 75%  |
| Beyond the tenth weekday of the trimester<br>and up to the twenty-fifth weekday of the trimester.....     | 50%  |
| Beyond the twenty-fifth weekday of the trimester .....  | 0%   |

## **Fees and Expenses**

The tuition and fees as outlined in the [College catalog](#) are subject to change without notice.

Students are responsible for the purchase of all texts, instruments, and materials required for all courses. In addition, students are required to purchase their own clinic jackets and provide for laundering.

## **Clinic Program**

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

## **Students Performing Manipulations**

Students may only perform manipulations while attending a regularly scheduled lecture, laboratory or clinic session or in the presence of a licensed D.C. faculty member of TCC.

## **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 Vice President of Administrative Affairs to report the incident.

# STUDENT LIFE

## Events with Alcohol

The following rules have been established to govern any student event where alcoholic beverages will be available.

1. All TCC student clubs and organizations are required to notify the Office of Student Affairs of any event where alcohol will be served.
2. Appropriate notification must be given at least 20 business days prior to the scheduled event, and a detailed outline of the event must be provided.
3. All persons shall be obligated to abide by the laws of the state of Texas regarding alcoholic beverages. Federal, state and local laws, as well as College procedures, guidelines and regulations, must be met at all events where alcoholic beverages are served.
4. Proper proof of age identification is required at all student-approved events where alcoholic beverages are served. At events held in the Russell Auditorium, persons eligible to consume alcoholic beverages must be identified as such by a hand stamp or other approved method of identification.
5. It is unlawful to consume alcoholic beverages if the legal age of 21 has not been attained.
6. It is unlawful to serve alcohol to an individual who has not attained the legal drinking age of 21.
7. No person will be served alcoholic beverages at any TCC event that bears the appearance of an intoxicated person.
8. Alcohol shall not be used in ways that harm either the individual or the community.
9. Alcohol is not to be used to demean or degrade any person.
10. Drinking activities that are potentially dangerous, such as “chugging” of alcoholic beverages or competitive drinking activities that employ peer pressure to force participants to consume alcohol are prohibited.
11. Alcohol shall not be used as an award or prize.
12. There will be no advertising that even suggests that alcoholic beverages will be served at any event.
13. Non-alcoholic beverages of equal quality shall be available at all functions serving alcoholic beverages.
14. Food must be served at all functions where alcoholic beverages are served. Such food service shall be free. At events where alcoholic beverages are served, a security professional or police officer must be employed by the sponsoring organization.

## Student Activities

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

## Fundraising

Often time, student club and organization sponsor fund raising activities. All these type of events need to be approved and registered through the Office of Student Affairs.

## Identification Cards

All student are required to have a TCC student Identification Card. These I.D. Cards can be obtained through the Registrar’s Office by verifying the students enrollment.

## Solicitation

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

# STUDENT GOVERNMENT

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.

## Student Body Association (SBA)

The [Student Body Association](#) (SBA) is the major student government organization. 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 executive committee, representing the interests of their class.

Its responsibilities include representing the student body to the TCC administration, serving on various institutional committees and participation in the College self-evaluation process. In addition, the SBA supports various student organizations and activities.

The SBA constitution and a list of committees with student representation may be found in the Office of Student Affairs.

## Student American Chiropractic Association (SACA)

This organization is the student affiliate group of the [American Chiropractic Association](#). It gives each member a four-year start in becoming a part of the profession. It attempts to give each member a greater knowledge and understanding of what is occurring in the profession on local, state and national levels. The student receives the ACA journal monthly and is automatically insured for \$3,000.00 under the SACA life insurance plan. The SACA president is responsible for providing a current membership roster to the ACA headquarters each trimester.

## Student Texas Chiropractic Association (STCA)

The [Student Texas Chiropractic Association](#) was organized in 1971. Its purpose is to acquaint the student with the state association functions in its various committees, develop professional leadership and keep the student member informed of current events on the state level.

## Omega Psi Honor Society

Membership in this honor society is open to those who maintain a minimum academic standing of 3.5 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.

## Additional Organizations

Numerous clubs flourish on campus offering extracurricular experience in chiropractic technique, sports injury care, nutrition and other subjects of special interest to student doctors of chiropractic. For a current list of clubs, please come by the Office of Student Affairs or see the [TCC web page](#).

## Statement Regarding Student Activities

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.

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.

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

### **Rights**

1. The right of access to the services of the Office of Student/Administrative Affairs, including assistance in planning and carrying out activities
2. The right to use College rooms, facilities and equipment (subject to regulations, proper scheduling procedures and prior needs of the College itself)
3. The right to use campus news and publicity media is subject to editorial discretion
4. The right to hold profit-making activities in accordance with College regulations

### **Responsibilities**

1. The responsibility to manage itself and carry out its activities within its own constitution; all local, state, and federal laws; and all College regulations and policies
2. The responsibility to return College rooms, facilities and equipment in a safe, clean and workable condition
3. The responsibility to conduct its business and fiscal operations in accordance with normal standards of good business management and practice including, but not limited to, prompt discharge of all obligations
4. The responsibility to keep updated membership rosters, constitution and by-laws and to attend Career Days and Club Days as a condition for continued recognition of the organization
5. The responsibility to act in the best interests of its members and the College
6. The responsibility to take reasonable precautions for the safety and comfort of participants at organizational events
7. The responsibility to conform to all campus rules and regulations concerning on-campus events
8. The responsibility to provide liability insurance coverage when sponsoring on-campus events where the general public is invited

## **Campus Rules and Regulations**

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.

## **On-campus Meetings or Events**

When planning an event or meeting on campus, student clubs or organizations must complete a Facilities Use Form, available in the Office of Student Affairs. This form requires club information and the date and room or facility on campus that is being requested. The club's faculty advisor must sign the form. Final approval of events rests with the Director of Student Affairs 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 five working days 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 Affairs. The sale of items such as T-shirts, hats, equipment, etc., must also be cleared with the Office of Student Affairs.

No items may bear the emblem or the insignia of the College without first obtaining approval from the Office of Student Affairs. The food service manager must approve all functions requiring food.

## **Recreational Activities**

The Office of Student Affairs and the Student Body Association arrange for participation in city sponsored basketball, softball and volleyball programs. In addition, intramural competition is encouraged in a variety of activities utilizing the recreational facilities on campus.

## **Student Publications**

Texas Chiropractic College encourages the Student Body Association and other student organizations to prepare, for the benefit of its constituents, a periodic publication to disseminate news items that keep the students abreast of current events related, but not limited to, professional, social, and administrative activities on campus as well as off campus.

The administrative control of student publications shall be through the Office of Student Affairs.

TCC Yearbook: Students who have an interest and talent in writing or photography are invited to contribute toward the development and publication of the TCC Yearbook. Interested students should contact the Office of Student Affairs.

## **Calendar of Events**

A calendar of events is kept in the Purchasing Office. In order to prevent conflicting dates and hours, all meetings, activities and events, either academic or extracurricular, should be arranged and recorded. During the final four weeks of each trimester, College policy prohibits any interference with regular classes. This policy will be reflected on the calendar of events.

# Texas Chiropractic College Board of Regents

## Executive Committee

Donald Krippendorf, D.C., Chairman  
St. Petersburg, Fla.

Jack Christie, D.C., Vice Chairman  
Houston, Texas

John Felker, III, D.C., Secretary  
Stafford, Texas

Larry C. Johnson, B.S., Treasurer  
Deer Park, Texas

Bang Nguyen, D.C., Member At Large  
Houston, Texas

Armando Baños Alvarez, M.D., D.C.  
Mexico City, Mexico

Monte Blue, Ed.D.  
Pasadena, Texas

Alfred Cartman, Jr., D.C.  
Chicago, Ill.

Ken Cauthorn  
Houston, Texas

Jack Fulkman, III, D.C.  
League City, Texas

John Gentile, D.C.  
Miami, Fla.

Jim Gilbert, B.B.A.  
Baytown, Texas

Brian Hawkins, D.C.  
Houston, Texas

Ana Hernandez, J.D.  
Houston, Texas

M. Shaun Holt, M.D.  
Houston, Texas

Kurt Juergens, D.C.  
Houston, Texas

Shaun McCrae, D.C.  
The Woodlands, Texas

Brad McKechnie, D.C.  
Houston, Texas

Steve Minors, D.C.  
Austin, Texas

Robert Bob Mitchell  
Houston, Texas

Cheryl Dawn Schwab, D.C.  
The Woodlands, Texas

L. Bert Williams, D.C.  
Houston, Texas

Judge Holly Williamson, J.D.  
Pasadena, Texas

# Administrative Officers

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## Provost/Senior Vice President

Clay McDonald, D.C., M.B.A., J.D.

## Chief Fiscal Officer

William S. Quinn, B.B.A., C.P.A.

## Vice President, Academics & Program Development

Alan Adams, B.S., D.C., D.A.C.B.N.

## Vice President, Administrative Affairs

Stephen L. Haslund, B.Mus., M.Ed., Ph.D.

## Vice President, Enrollment Management

Fred Zuker, Ph.D.

## Dean of Academic Affairs

John Mrozek, B.A., M.Ed., D.C., F.C.C.S. (C)

## Dean of Clinics

Barry Wiese, D.C., M.S.H.A.

**Assistant Dean of Academic Affairs — Division of Technique, Principles, and Therapeutics**  
Michael Ramcharan, D.C., M.P.H.

**Assistant Dean of Academic Affairs — Division of Diagnosis**  
Dorrie Talmage, D.C., Diplomate Chiropractic Orthopedics

**Registrar**  
Karlene Denby, B.A., D.C.

**Director of Assessment and Development**  
Stephen A. Foster, D.C.

**Director of Development and Marketing**  
Jackie Medina, B.B.A.

**Director of Financial Aid**  
Arthur Goudeau, B.S.

**Director of Human Resources**  
Sue Arnold, B.A., M.A., M.A.

**Director of Institutional Effectiveness**  
Kuan Yang, Ph.D., M.Ed, M.A.

**Director of Library Services**  
Carol Webb, B.A., M.A., MLIS

**Director of Communications**  
Patty Barnes, M.Ed.

**Director of Student Affairs**  
Mary Suttle, M.S.

**Associate Director of Admissions**  
Kristina Hanson, M.Ed.

## Academic Department Chairs

**Dept. of Anatomy** - Dr. Robert Routh

**Dept. of Physiology/Chemistry** -  
Dr. Nancy Wills (interim)

**Dept. of Pathology/Microbiology** - Dr. Ezzat Mikhail

**Dept. of Technique** - Dr. Michael Ramcharan

**Dept. of Principles and Practices** - Dr. Brad Koby

**Dept. of Clinical Reasoning and Therapeutics** -  
Dr. Kimary Farrar

**Dept. of Diagnosis** - Dr. Dorrie Talmage

**Dept. of Clinical Specialties** - Dr. Jesse Coats

**Dept. of Diagnostic Imaging** - Dr. Jeff Thompson

**Dept. of Assessment** - Dr. Steve Foster

**Dept. of Evidence-Based Practice** - Dr. Will Evans

**Dept. of Clinical Instruction** - Dr. Victor Benadivdes

**Dept. of Clinical Services** - Dr. Barry Wiese

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