



Campus Security Report

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Introduction

This information is provided to you as part of Texas Chiropractic College's commitment to Safety and Security on campus and in compliance with the Crime Awareness and Campus Security Act of 1990.

This report is published annually in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The report is distributed by October 1 each year to all enrolled students and employees by electronic notification with a direct link to the full report. Prospective students and employees are also notified of its availability. A paper copy may be requested at no cost by contacting the Office of Financial Aid 281-998-6022.

To report a crime or emergency contact, Arthur Goudeau, Director of Financial Aid at 281-998-6022 or the Pasadena Police Department at 713-477-1221.

Campus Security and Access

Texas Chiropractic College campus is open to the public; its facilities are limited to academic and administrative activities and programs sponsored by college groups. Academic and administrative buildings are open during normal business hours, Monday through Friday, to allow access for classes, programs, and college operations. After-hours access to facilities is restricted and requires prior authorization from appropriate college officials.

College facilities and landscaping are maintained to minimize hazardous conditions. Malfunctioning lights and unsafe conditions should be reported immediately to the maintenance department at 281-998-6047.

TCC employs a security firm to provide campus security during the day. The Marshall Security Firm has two security officers on duty; Richard is on campus Monday and Fridays and Naomi is on campus Tuesday, Wednesday and Thursday. They can be reached at 281-998-6116 in case of an emergency. After 9:00 p.m. on weekdays or on weekends, contact the Pasadena Police Department at 713-477-1221.

Timely Warnings and Emergency Notifications

TCC Alert Notification System is used to provide prompt notification to the students, faculty, and staff if there is a safety threat on campus. To increase awareness of campus security, safety measures and campus events, TCC utilized a text messaging service to get key messages out to all students and employees. A copy of the opt-in form is given to the registrar to put in the students' file.

TCC Alert Notification System utilizes

- E-Mail
- Text Message

Preventing Sexual Assaults

College Commitment to Safety

TCC is committed to creating and maintaining a community in which students, faculty, and staff can work together in an atmosphere free of threat of sexual assault. Every member of the college community should be aware that the college considers personal physical safety of the students and employees to be a minimal prerequisite for the establishment of a learning environment.

TCC views any form of sexual assault (defined below) as a serious offense, and such behavior is prohibited by state law and by institutional policy. It is the intent of the college to take whatever action is needed to prevent, correct, and if necessary, discipline any behavior that violates these laws and policies. Prosecution of students for crimes they commit, whether by state or federal prosecutors, is independent of and in addition to the charges or disciplinary proceedings instituted by the college.

All employees and students receive training through Vetor Solutions, such as:

- Title IX Sexual Harassment Prevention
- Title IX Assessment

What Constitutes Sexual Assaults

TCC defines sexual assault (including but not limited to rape) as any kind of sexual physical contact that involves force, any form of coercion, or intimidation. Also prohibited is contact with a person who is unable to consent.

Sexual physical contact includes the intentional touching of another person on an area of the body generally recognized as a private part of the body or touching any part of another person's body with a private part on one's own body. An unwarranted touch may be considered sexual physical contact no matter how slight it is.

A person who is unable to consent includes but is not limited to any unmarried person under age 17, anyone who is mentally incapacitated, or anyone who is physically helpless. A physically helpless person is one who is unconscious, or for any other reason unable to communicate unwillingness to engage in any act. A mentally incapacitated person may be one who is under the influence of alcohol or a drug, or who is mentally incapable of understanding the implications and consequences of any act.

Reporting Sexual Assaults and Sexual Assault Response Team

The Sexual Assault Response Team Coordinator and other team members are available to help anyone who reports a violation of the sexual misconduct policy. The Sexual Assault Response Team can provide crisis intervention, assessment, direct support, and referral for the complainant and the respondent. The Sexual Assault Response Team is also responsible for coordinating prevention education efforts on campus.

Any institutional employee receiving a report of sexual assault should refer the matter to the Coordinator of the Sexual Response Team. In the absence of the coordinator, referral to any team member is appropriate. The coordinator will discuss options and resources with the person reporting the sexual assault. A student may choose to use the institutional grievance process in cases involving another student.

A Sexual Assault Response Team has been designed by the Office of Enrollment Services to handle sexual assault cases. The team includes a coordinator and designated individuals from the institution. For information or to report a sexual assault case, anyone, including students and any member of the institutional community, may contact the Sexual Assault Team Coordinator, Jill Stegall. Any member of the team may be contacted by calling the appropriate department and asking for the person designated to the Sexual Assault Response Team.

Sexual Assault Response Team:

Coordinator Jill Stegall, Director of Human Services, 281-998-6023

Team Member -Natosha Hubbard, Student Services 281-998-6018

Team Member -Dr. Kent Gray, Clinic Chief of Staff, 281-998-5702

Definitions

Grievance: an official statement of a complaint

Grievance Process: a formal way to raise a problem or complaint to the institution

The Complainant: the person who initiates a Formal Grievance/Complaint

The Respondent: the person against whom the Formal Grievance/Complaint is made

Grievance Process

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

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

1. The accused student will be notified of the report and may provide a written response to the DSA within five (5) days.
2. If, in the DSA's discretion, an informal resolution is appropriate, the DSA will offer the accused student the opportunity to resolve the report informally. If the informal resolution is successful, the report will be closed.
3. If the informal resolution is not successful, the DSA will investigate the allegations within the report by interviewing the accused student and others with relevant information. The DSA will interview individuals based on the specific information each witness has to contribute to the issues and whether such information is original or repetitive. The DSA will review all documents provided and obtained during the investigation and draft a Report of Investigation which will not include any conclusions. The accused student will be provided a copy of the Report and the opportunity to provide a written response within five (5) days.

4. The DSA will then form a Disciplinary Committee to hear the case. The Disciplinary Committee will be comprised of five (5) members and may include faculty, staff, and/or students in leadership positions on campus, with a faculty member designated as the Chair. The Chair's role is that of a nonvoting member, except in the event of a tie. All documentation received by the DSA and the Report will be submitted to the Committee Chair.
5. The accused student and/or reporting individual may request a meeting with the committee. If more than one (1) meeting is required to hear and deliberate the case, ALL meetings must be held within five (5) days of the initial hearing.
6. Following the hearing, the Disciplinary Committee will deliberate and determine whether or not the evidence supports finding that the accused student has committed a violation of the Code. The standard of proof is preponderance of the evidence. This means the Committee's determination shall be made based on whether it is "more likely than not" the accused student violated the Student Code of Conduct. If the Committee determines by a preponderance of the evidence that the accused student has violated one or more provisions of the Code, the Committee will impose appropriate sanction(s), in accordance with Section 3.3, below.
7. The Committee Chair will then submit the committee's written decision and disciplinary determination, if applicable, to the DSA within five (5) days. The DSA will forward the findings to the accused student and TCC administration (as appropriate).

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

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

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

Disciplinary Action

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

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

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

Appeal

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

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

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

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

Notes

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

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

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

Sanctions

The sanctions for students found responsible of sexual assault under this policy ranges from a minimum of suspension to a maximum of permanent expulsion. Any student suspended under this policy must, as a condition of re-entering the college, submit to the Chief Academic Officer proof of successful completion of counseling by a licensed mental health professional and the result of a psychological evaluation.

Students' Code of Conduct

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

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

Prohibited Conduct

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

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

- a. Conviction of a criminal act (misdemeanor or otherwise) and/or failure to report a criminal conviction within 10 business days.
 - b. Theft of, or intentional damage to, College equipment or property or the property of any person on College premises or at any school functions.
 - c. The use, sale, or possession on College premises of substances that are prohibited by local or federal law.
 - d. Unauthorized entry into College buildings, rooms, or facilities.
- 3. Endangerment, Unwelcome Physical Contact, Abuse, and Assault
 - a. Intimidation, abuse, or threat of bodily harm toward any person on the College premises or at any College function
 - b. Conduct that threatens or is likely to endanger the health or safety of any person on College property or at College-sponsored and supervised functions, including physical abuse or assault, fighting, threats to use force, and acts of intimidation.
 - c. Action(s) that endanger the health, safety, or well-being of another person or group.
 - d. Interference with the freedom of another person to move about in a lawful manner or to participate in the activities and programs of the College.
 - e. Physical contact with another when the actor knows or reasonably should know that the other person will regard the contact as offensive or provocative.
 - f. Abusive or disrespectful conduct towards any person on the College premises or at any College function.
 - g. Inappropriate use of email including abusive or confrontational language and conversations.
- 4. Harassment, Discrimination, and Retaliation
 - a. Harassment of any person on the College premises or at any College function.
 - i. "Harassment" as used in this section refers to repetitive or persistent conduct that goes beyond annoyance, frustration, or offensiveness. The actions must be severe or pervasive, and the effect of the conduct must be to deny or impair a student's ability to participate in or benefit from the College's activities, programs, or services. The term "harassment" as used in this section generally excludes acts or decisions of College officials in the performance of their duties (e.g., assignment of a low grade, denial of financial aid), or an official's inquiries about the student's conduct.
 - ii. Harassment includes conduct that is physical, verbal, graphic/visual, written, or electronic such as persistent and unwelcome communications by telephone, in writing or by electronic device, including social media cyberbullying, in a manner that is reasonably likely to threaten, harass, annoy, alarm, abuse, torment, or embarrass.
 - iii. Harassment may be threatening or intimidating (e.g., physical assault or stalking) or it may be distracting and disruptive (e.g., persistent attempts to prevent someone from studying; flashing a light in someone's eyes; humiliating but non-threatening practical jokes).
 - b. Discrimination against any person on the College premises or at any College function.
 - i. "Discrimination" as used in this section means treating an individual or group adversely (for example, denying rights, benefits, equitable treatment, or access to facilities or groups open to all others) based on protected characteristics.
 - ii. For purposes of this Code protected characteristics include the following: race, color, religion, sex, gender, age, sexual orientation, pregnancy, national origin, physical or

mental disability, veteran status, genetic information, gender identity, gender expression or any other status protected under applicable federal, state, or local law.

- c. Retaliation against anyone who opposes or reports a perceived wrongdoing, inequity, or violation of law or College policy, files a complaint alleging illegal or prohibited discrimination or violation of law or College policy, participates in a College grievance or response procedure, or participates in a College dispute resolution process.

5. Hazing

- a. Hazing is defined as any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are/or include students at an educational institution.
 - i. The term includes but is not limited to: any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing a harmful substance on the body, or similar activity; any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk or harm or that adversely affects the mental or physical health or safety of the student; any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk or harm or which adversely affects the mental or physical health or safety of the student; any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection; any activity that induces, causes or requires the student to perform a duty or task which involves a violation of Texas Penal Code 51.936 and Texas Education Code 37.151.
- b. A person commits a hazing offense if they engage in hazing; solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing; intentionally, knowingly, or recklessly permits hazing to occur, or has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to the Dean of Student Affairs or other appropriate official of the institution.
- c. An organization commits a hazing offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commit or assist in the commission of hazing.
- d. It is not a defense from prosecution of an offense that a person against whom the hazing was directed, consented to or acquiesced in the hazing activity.
- e. In accordance with Texas' anti-hazing law found in Education **Code §§37.151–37.157**, with key provisions strengthened by **SB 37** (effective September 1, 2023), individuals who voluntarily report a specific hazing incident before being contacted by the institution or law enforcement, and who cooperate in good faith with any investigation, are granted immunity from civil and

criminal liability related to the reported incident. Individuals who are not acting in good faith, who report the incident only after being contacted by the institution or law enforcement, or who are found to have planned, initiated, or carried out the hazing, are not eligible for immunity. Additionally, any person subpoenaed to testify in a hazing prosecution who testifies truthfully is granted immunity from prosecution for the hazing offense.

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

- i. Compelling individuals to consume alcohol or drugs
- ii. Paddling in any form, shoving, or otherwise striking individuals
- iii. Compelling individuals to engage in sexual behaviors, sexual or racial harassment or slurs, or exhibitionism
- iv. Compelling individuals to wear or carry unusual, uncomfortable, degrading, or physically burdensome articles or apparel
- v. Depriving individuals of the opportunity for sufficient sleep, decent edible meals, or access to means of maintaining bodily cleanliness
- vi. Activities which impair an individual's academic efforts by causing exhaustion, loss of sleep, or loss of reasonable study time, or by preventing an individual from attending class
- vii. The creation of excessive fatigue by participation in physically demanding activities (calisthenics, runs, etc.)
- viii. Compelling individuals to eat or drink unusual substances or compelling the consumption of undue amounts of odd preparations of food
- ix. Having substances thrown at, poured on, or otherwise applied to the bodies of individuals
- x. Morally degrading or humiliating games or any other activities that make an individual the object of amusement, ridicule, or intimidation
- xi. Transporting individuals against their will, abandoning individuals at a distant location, or conducting any "kidnap," "ditch," or "road trip" that might in any way endanger or compromise the health, safety, or comfort of any individual
- xii. Causing an individual to be indecently exposed or exposed to the elements
- xiii. Causing an individual to remain in a fixed position for a long period of time
- xiv. Compelling an individual to be branded or tattooed
- xv. "Line-up" involving intense, demeaning intimidation or interrogation, such as shouting obscenities or insults
- xvi. Compelling individuals to participate in activities (pranks, scavenger hunts, etc.), which encourage the defacement of property, engage in theft, harass other individuals, groups of individuals, or organizations, or disrupt the normal activities of the College
- xvii. Tests of courage, bravery, stamina, or sexuality
- xviii. Intentionally deceiving new members, prior to initiation, to make them believe that they will not be initiated
- xix. Intentionally deceiving members (pledges, associates, etc.) to make them believe that they will be struck or hurt
- xx. Excluding an individual from social contact for prolonged periods of time
- xxi. Compelling an individual to engage in acts of personal servitude

6. To comply with the Campus Stop Hazing Act, Texas Chiropractic College provides annual, mandatory online hazing prevention training for all students as part of our Hazing Prevention and Awareness Program. The training covers how to recognize, prevent, and report hazing. Additional educational

resources from HazingPreventionNetwork.Org and StopHazing.Org are available on the College website. Training participation is tracked by the Office of Student Services.

7. Primary Prevention Strategies to prevent Hazing.
 - a. Students
 - i. The College shall provide all students with a mandatory educational program on hazing (educational program), which may be offered online. The educational program shall include information regarding hazing awareness, prevention, intervention, and anti-hazing policy.
 - ii. The College shall offer at least one opportunity for new students to complete the educational program within the first couple of weeks of the start of the trimester.
 - iii. Each student's participation and completion of the program shall be verified.
 - b. Faculty and staff
 - i. The College shall provide from the time of hire, annually at least one program on hazing prevention education to all employees and staff.
8. Conduct Not In Accordance with the Generally Accepted Standards of the Chiropractic Profession
 - a. Representation of oneself as a doctor prior to licensure.
 - b. The administration of chiropractic adjustments or other chiropractic services outside the classroom or clinic setting prior to licensure (practicing without a license).
 - c. Any action unbecoming a doctor OR that violates rules of the College.
 - d. Performance of adjustments (high velocity low amplitude thrusts) when not supervised, in person, by a faculty member with a DC license as part of the regular school curriculum.
 - e. Violation of Alcohol and Drug Use Policy.
 - f. Violation of the Clinic Code of Conduct (see Division of Clinics Handbook and Manual)
9. Disruptive Behavior
 - a. Intentional disruption of College activities or any other College function. This includes conduct that impairs, interferes with, or obstructs the orderly educational processes and functions of the College, including teaching, studying, research, College administration, public-service functions, and extracurricular activities.
 - b. Failure to comply with directions of College officials acting in the performance of their duties and within the scope of their authority.
 - c. Eating and drinking in classrooms and other prohibited areas as designated by policy or signage.
 - d. Smoking anywhere on campus (any form of tobacco to include smoking or e-cigarettes, vaping, and chew).
 - e. Parking in reserved parking spots.
10. The Unauthorized Possession or Use of Fireworks, Firearms, Explosives, Weapons
 - a. Possession, use, or storage of weapons, fireworks, or explosives on the College premises or college-sponsored events.
 - b. The possession or use of non-operational or model weapons having the appearance of an actual weapon, firearm, firework, or explosive is also prohibited.
11. Using the College word mark or name on posters, stationary, clothing, etc. without written permission.
12. The use of any device to take photographs, record audio, or record video of any activity, person, or physical material on college premises or college-sponsored events on or off-campus without prior approval of the person being recorded or Office of Student Services. Photographs and audio/video

recordings of campus social events and ceremonies, such as graduation, alumni events, and receptions, are permitted as long as the photographs or recordings are for personal use.

Security Tips for Office Personnel

- Lock your office whenever you leave, even if you will only be gone for a minute.
- Keep your purse, wallet, and other valuables in a secure location, a locked desk or file cabinet.
- Immediately report any suspicious person loitering in your area to the Director of Financial Aid.
- Report all crimes, no matter how minor they seem, to the Director of Financial Aid.
- If you receive any annoying or obscene phone calls, hang up. Write down the time of the call, what the caller said, and note any background noises you may have heard. Call the Director of Financial Aid.
- If you must work at night, avoid working alone. Keep all outside doors locked. Walk with other employees to and from your car or ask the night security personnel for an escort.
- If you are entrusted with a key to a specific area, never loan it to anyone. Keys can be easily lost, stolen or duplicated.
- Protect your property by marking your valuables with identifying numbers. To borrow an engraver, contact the Director of Financial Aid.

For more information call the Office of Financial Aid at 281-998-6022

For Emergencies, call 911.

For a list of registered sex offenders in the area, go to

<https://publicsite.dps.texas.gov/SexOffenderRegistry/Search>

For information or to report a sexual assault, contact one of the following people.

Sexual Assault Response Team:

Coordinator Jill Stegall, Director of Human Services, 281-998-6023

Team Member -Natosha Hubbard, Student Services 281-998-6018

Team Member -Dr. Kent Gray, Clinic Chief of Staff, 281-998-5702

Procedures for Reporting Campus Crime

Campus crime is a reality and preventing it is a responsibility shared by all members of the campus community. If you see or suspect criminal activity, you cannot assume that someone else has reported it. Whether you are a complainant or an observer, you should report any crime, suspicious activity, or emergency on campus to the campus security officers; 281-998-6116. In case of an emergency, simply dial 911.

Students, faculty, and staff should report all crimes to the Campus Security. Persons reporting medical or fire emergencies should call 911 first and then call Campus Security. When a report is received, the campus security will go to the caller's location and investigate. When necessary, a follow-up investigation will be conducted by the Financial Aid office and coordinated with the local police agencies.

General Reporting Procedures

When you call campus security, please provide the following information:

- Your name
- The location of the incident you are reporting
- A description of the scene and suspects
- A description of any vehicles involved in the accident, especially a license plate number
- The nature of the incident

If You Are Assaulted

If you are assaulted, call 911 soon as possible. Try to remember as much about the assailants as possible. Characteristics important in locating and identifying suspects include sex; race; hair color, length, and texture; body size; clothing; scars and other noticeable markings; mode of travel; vehicle color, type, and license plate number. In some instances, the complainant may already know the name of the person committing the assault. If you report an assault, the campus will be searched immediately for suspects and neighboring police will be notified.

If You See a Suspicious Person

If you see anyone acting suspiciously, call the Director of Financial Aid at once. Do not approach the person yourself. Report on the type of activity you observed and describe the person or persons involved. Provide as much information as you can such as the person's sex, race, location, type of clothing, and type of vehicle. The Director of Financial Aid will investigate your report immediately.

If You Receive a Bomb Threat

If you receive a bomb threat by telephone, obtain as much information from the caller as possible. Do not panic. Ask for (1) the location of the bomb (2) the expected time of explosion (3) the type of bomb. Listen carefully to the caller's voice and any background noises. Such information may assist identifying the caller. Call the Director of Financial Aid immediately. The area will be searched, and trained bomb squad personnel will be notified if a device is found. The Director of Financial Aid and other Administrators will determine whether evacuation is required.

The most important thing to remember in preventing crime is that you should call the Director of Financial Aid immediately whenever you suspect that a crime has been or may be committed. You do not need proof in order to call.

Monitoring and Recording Crime at Off-Campus Activities

TCC will respond to occurrences of crime at off-campus activities through preventative measures, educational efforts, and disciplinary action under existing college policies and procedures.

Policies Regarding the Use, Possession, and Sale of Alcoholic Beverages and Illegal Drugs

TCC prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol on College property or as part of a college activity. Any student or employee failing to observe the drug and alcohol policy will be subject to sanctions by the college in accordance with established disciplinary procedures. For students the sanctions may include suspension or expulsion. For employees, sanctions may include termination of employment. In addition to TCC sanctions any student or employee found in violation of the drug and alcohol policy may be referred to the appropriate authorities for prosecution (Student Handbook)

Unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace at TCC. Any TCC employee determined to have violated this policy will be subject to disciplinary action, up to and including dismissal.

An employee who reports to work while under the influence of illegal drugs is in violation of this policy.

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

Further prohibitions include:

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

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

A drug free awareness program is available through the college's Human Resource Director. The program is designed to inform each employee about the dangers of drug use and abuse, the policies regarding the maintenance of a drug free workplace, the availability of the drug counseling and referral program, and the penalties that may be imposed upon employees for workplace violations.

Report an Incident of Suspected Hazing

Victims or witnesses of hazing-related situations may report a situation regarding potential threats to the safety and well-being of our students and campus. A report may be submitted to the Dean of Student Services for review and follow-up. Each report shall include: the name of the subject of the report, the date when the subject of the report was charged with a violation of the anti-hazing policy or other state law regarding hazing, a general description of the violation, any investigation and findings by the College, and any penalties imposed on the subject of the report, and the date on which the matter was resolved.

Definitions of Reportable Crimes

Dating Violence: Violence committed by the actor against a person with whom the alleged offender is or has been in a social relationship of a romantic or intimate nature. The 2 existences of such a relationship shall be determined based on consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes but is not limited to sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of “domestic violence.”

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

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

- “Rape” is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the victim’s consent.

- “Fondling” is the touching of the private body parts of another person for sexual gratification, without the victim’s consent, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- “Incest” is sexual intercourse between persons related to each other within the degrees wherein marriage is prohibited by law.
- “Statutory Rape” is sexual intercourse with a person under the statutory age of consent.

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

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

Statistical Information

The College believes that an informed public is a safety conscious public. The following statistics, provided in compliance with the Crime Awareness and Campus Security Act of 1990, are for your information and awareness.

The following data represents the number of criminal offenses on or adjacent to campus reported to TCC for a 12-month period coinciding with the calendar year ending Dec. 31:

Criminal Offenses (On-Campus, 2023–2026)

Offense	2025	2024	2023
Murder/Non-Negligent Manslaughter	0	0	0
Rape (Forcible/Non-Forcible)	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0

Hate Crimes (On-Campus, 2022–2026)

No hate crimes were reported for the years listed.

Category	2025	2024	2023
Race	0	0	0
Gender	0	0	0
Religion	0	0	0
Sexual Orientation	0	0	0
Ethnicity/National Origin	0	0	0
Disability	0	0	0
Gender Identity	0	0	0

VAWA Offenses (On-Campus, 2023–2026)

Offense	2025	2024	2023
Dating Violence	0	0	0
Domestic Violence	0	0	0
Sexual Assault (VAWA-defined)	0	0	0
Stalking	0	0	0

Arrests and Referrals for Disciplinary Action

Offense	2025	2024	2023
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	1	0
Weapons Possessions	0	0	0

Hazing

Offense	2025	2024	2023
Hazing	0	0	0

Information Programs for Campus Community, Alcohol and Drug Abuse Education, Crime Prevention, Campus Security Policies

Information on crime prevention and campus security policies is presented to students and employees and updated annually.

Policies can be found on Canvas.

Important Numbers to Remember	
Richard Avedo Security Guard Monday & Friday	281-998-6116 On-Campus Phone
Naomi Perez Security Guard Tuesday, Wednesday & Thursday	281-998-6116 On-Campus Phone
Arthur Goudeau Director of Financial Aid	281-998-6022 On-Campus Phone
Dr. Sandra Hughes President	281-998-6009 On-Campus Phone
Dr. James Zuniga Associate Vice President	281-998-5733 On-Campus Phone
Monique Lewis Associate Vice President	281-998-5766 On-Campus Phone
Natosha Hubbard Dean of Student Affairs	281-998-6017 On-Campus Phone
Jill Stegall Director of Human Resources	281-998-6023 On-Campus Phone
Dr. Kent Gray Clinic Chief of Staff	281-998-5702 On-Campus Phone
David Oliva Senior Accountant	281-998-6020 On-Campus Phone

This report is provided in compliance with the **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act** and the **Crime Awareness and Campus Security Act of 1990**.

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Prepared by: Texas Chiropractic College

Contact: Office of Financial Aid | 281-998-6022