

TEXAS

Chiropractic College



2020-22 Catalog and Handbook

www.txchiro.edu

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Texas Chiropractic College Academic Catalog & Student Handbook 2020-2022

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

Purpose of the Catalog & Handbook

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

Statement of Compliance and Liability

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

Please note that this publication may be revised prior to the printing of the 2018-19 edition. The online version will always be considered the most up-to-date and will over-ride any previous editions.

Equal Opportunity

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

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

Family Educational Rights and Privacy Act (FERPA)

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

Academic Calendar

TCC Academic Calendar 2020-2023			
	Fall 2020	Fall 2021	Fall 2022
Labor Day	Sept. 7*	Sept. 6*	Sept. 5*
Faculty In-Service	Sept. 8	Sept. 7	Sept. 6
Convocation	Sept. 9	Sept. 8	Sept. 7
New Student Orientation	Sept. 9	Sept. 9	Sept. 8
Classes Begin	Sept. 10	Sept. 9	Sept. 8
Late Registration	Sept. 11-14	Sept. 10-13	Sept. 9-12
NBCE Part II	Sept. 12-13	Sept. 18-19	Sept. 17-18
Recognition/White Coat Ceremony	Sept. 24	Sept. 23	Sept. 22
Last Day to Add/Drop	Sept. 18	Sept. 17	Sept. 16
Columbus Day	Oct. 12*	Oct. 11*	Oct. 10*
NBCE Part III & PT	Oct. 13-15	Oct. 16-17	Oct. 15-16
NBCE Part IV	Nov. 13-15	Nov. – TBA	Nov. – TBA
Last Day to Withdraw from a Course	Nov. 13	Nov. 12	Nov. 11
Continuing Student Registration Begins	Nov. 16	Nov. 15	Nov. 14
Thanksgiving Break	Nov. 26-27*	Nov. 25-26*	Nov. 24-25*
No Classes	Dec. 7*	Dec. 6*	Dec. 5*
Final Examinations	Dec. 8-16	Dec. 7-15	Dec. 6-14
Commencement	Dec. 12	Dec. 11	Dec. 10
Last Day of the Trimester	Dec. 16	Dec. 15	Dec. 14
	Spring 2021	Spring 2022	Spring 2023
Faculty In-Service	Jan. 11	Jan. 10	Jan. 9
Convocation	Jan. 12	Jan. 11	Jan. 10
New Student Orientation	Jan. 13	Jan. 12	Jan. 11

Classes Begin	Jan. 13	Jan. 12	Jan. 11
Late Registration	Jan. 14-15	Jan. 13-14	Jan. 12-13
NBCE Part I	Jan. 16-17	Jan. 15-16	Jan. – TBA
Recognition/White Coat Ceremony	Jan. 28	Jan. 27	Jan. 26
Martin Luther King, Jr. Day	Jan. 18*	Jan. 17*	Jan. 16*
Last Day to Add/Drop	Jan. 22	Jan. 21	Jan. 20
President's Day	Feb. 15*	Feb. 21*	Feb. 20*
NBCE Part II	Feb. 27-28	Feb. 19-20	Feb. – TBA
TCA Day	Feb. 11	N/A	Feb. - TBA
Last Day to Withdraw from a Course	March 19	March 18	March 17
Continuing Student Registration Begins	March 22	March 21	March 20
NBCE Part III & PT	March 27-28	March 19-20	March – TBA
Good Friday	April 2*	April 15*	April 7*
No Classes	April 12*	April 11*	April 10*
Financial Aid Application Priority Deadline	April 15	April 15	April 15
Final Examinations	April 13-21	April 12-21	April 11-19
Commencement	April 17	April 9	April 15
NBCE Part I	April 24-25	April 23-24	April – TBA
Last Day of the Trimester	April 21	April 21	April 19
	Summer 2021	Summer 2022	Summer 2023
Faculty In-Service	May 17	May 16	May 15
Convocation	May 18	May 17	May 16
New Student Orientation	May 19	May 18	May 17
Classes Begin	May 19	May 18	May 17
Late Registration	May 20-21	May 19-20	May 18-19
Recognition/White Coat Ceremony	June 3	June 2	June 1
Last Day to Add/Drop	May 28	May 27	May 26
NBCE Part IV	May – TBA	May – TBA	May – TBA
Memorial Day	May 31*	May 30*	May 29*
NBCE Part II	June 12-13	June 11-12	June – TBA
Independence Day	July 4 (July 5* observed)	July 4*	July 4*
TCC Convention	July 14-18*	July – TBA*	July – TBA*
Last Day to Withdraw from Course	July 23	July 22	July 21
NBCE Part III & PT	July 17-18	July 16-17	July – TBA
Continuing Student Registration Begins	July 26	July 25	July 24
No Classes	Aug. 16*	Aug. 15*	Aug. 14*
Final Examinations	Aug. 17-25	Aug. 16-24	Aug. 15-23
Commencement	Aug. 21	Aug. 20	Aug. 19
Last Day of Trimester	Aug. 25	Aug. 24	Aug. 23
NBCE Part I	Aug. 21-22	Aug. 20-21	Aug. – TBA

NOTE: * 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.**

About TCC

Mission Statement

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

-- Reaffirmed by Board of Regents, February 9, 2019

Vision Statement

To be recognized as the premier experience in chiropractic education.

Purpose Statement

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

Core Values

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

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

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

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

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

Accreditation & 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. The Doctor of Chiropractic Degree

Program at Texas Chiropractic College has maintained accreditation with the *Council on Chiropractic Education* since 1971. Complaints about the program complying with the CCE standards should be addressed to this organization.

Southern Association of Colleges and Schools Commission on Colleges

Texas Chiropractic College is accredited by the *Southern Association of Colleges and Schools Commission on Colleges* 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.

Federation of Chiropractic Licensing Boards

Texas Chiropractic College is recognized by the *Federation of Chiropractic Licensing Boards*. The purpose of the [FCLB](http://www.fclb.org) is to protect the public and to promote chiropractic regulation.

General TCC Information

TCC History

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

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

Campus Information

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

Campus Facilities

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

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

TCC Academic Shield

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

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



Admissions

General Admission Requirements

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

A student entering Texas Chiropractic College must have completed a minimum of 90 semester hours (120 quarter hours) at an institution(s) accredited by an agency recognized by the U.S. Department of Education, Council for Higher Education Accreditation (CHEA) or an equivalent foreign agency with a minimum cumulative grade point average (GPA) of 3.0 on a 4.0 scale of those 90 hours. The 90 hours must include a minimum of 24 hours of life and physical sciences courses, of which half of the courses must have a substantive laboratory component.

Students not meeting the above science requirements may be eligible for admission through an alternative admission track plan. Please contact an admission counselor for more information. However, no student shall be admitted to Texas Chiropractic College with fewer than 90 semester hours or less than a 2.75 grade point average on a 4.0 scale for those 90 hours.

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

Academic Prerequisites

All applicants must have completed by the term of enrollment the following courses

- A minimum of 90 semester credit hours with a 3.0 GPA or higher
- Within the 90 minimum credit hours, students must have at least 24 hours of life/physical sciences (See suggested courses below)
- Half of the life/physical sciences must have corresponding laboratory work
- Students must have a well-rounded education in the social sciences and humanities

Students with a GPA between 2.75-2.99 or with less than 24 hours of life/physical sciences may still be eligible for an alternative admission track plan and should speak to an admission counselor for details. Alternative admission applications will be reviewed by the Admission Review Committee to determine acceptance.

Suggested Life and Physical Sciences

General Biology, Anatomy, Physiology, Zoology, General or Inorganic Chemistry, Organic Chemistry, Biochemistry, Physics, Biomechanics, Exercise Physiology.

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

Of the 24 hours of life and physical sciences, half must have a substantive laboratory component.

International prospective students have additional requirements and may be required to demonstrate a proficiency in oral and written English by scores on the test of English as a Foreign Language (TOEFL). Contact the Admissions Office for more information.

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

as:

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

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

Application & Instructions

Please complete all sections of *the application*. List N/A for those areas that are not applicable to you.

Special instructions for Disciplinary History

1. If you answered yes to the question "Have you ever been found responsible for a disciplinary violation at any educational institution you have attended, whether related to academic or behavioral misconduct, that resulted in your probation, suspension, removal, dismissal, or expulsion from the institution?", please provide an explanation of the disciplinary action.
2. If you answered yes to the question "Have you ever been convicted of, or pled guilty to, a misdemeanor, felony, or other crime?", please provide the following documents:
 - a. Personal explanation of the incident
 - b. Certified background check

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

1. Application for admission
2. Personal essay
3. Doctor of Chiropractic Letter of Recommendation
4. Official transcripts from all colleges and universities attended
5. Appropriate Application Fee(s)
6. Additional documentation for International Student

The Office of Admission may require that an interview be conducted during the term immediately preceding the date of matriculation.

Immunization Requirements for Admission

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

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

New Incoming Students – Splitting First Trimester Course Load

The transition from an undergraduate program to the Doctor of Chiropractic degree program is extremely challenging. Therefore, some students may wish to split the first trimester and complete the Doctor of Chiropractic program in eleven trimesters. The College has provided alternative tuition tracks that allow the student to pay the same amount in total tuition for eleven trimesters, rather than the traditional ten trimesters. Students who are granted admittance to the Doctor of Chiropractic degree program under the Alternative Admission Track Program (AATP) may be mandated to split trimester one. Information about tuition for mandatory or voluntary splitting of trimester one will be provided by the Office of Admissions. The current tuition rates can be found under “Schedule of Tuition and Fees for BS/DC”.

New Student Scholarships

Texas Chiropractic College recognizes students for their dedication to excellence in their pre-DC coursework. Cumulative GPAs are used to calculate student’s eligibility for many of the scholarships. Students wishing to learn more are encouraged to contact the Office of Admission, 1-800-468-6839 (locally 281-998-6007) or admissions@txchiro.edu. Additional scholarships are available for continuing students. For additional information about continuing student scholarships please contact the Office of Financial Aid at 281-998-6022 or financialaid@txchiro.edu.

Transfer Applicants

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

To be considered as a transfer applicant, the student must have earned an overall cumulative GPA of 2.00 on a 4.00 scale while attending the current chiropractic program.

Credits considered for transfer must have been awarded by a CCE accredited college/program or a college/program accredited as a first professional degree in one of the health science disciplines and is accredited by a nationally recognized agency.

Only credits earned with a grade of ‘C’ (2.00 or better on a 4.00 scale) may be considered for transfer and must have been awarded within five years of the date of admission to the original college/program. Texas Chiropractic College’s Registrar’s office is the final authority on matters concerning transfer credit. Applicants must submit a Texas Chiropractic College Transfer Form to the institution from which they are transferring for completion and submission by that institution’s Registrar.

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

All transfer applicants will be subject to a reviewal process prior to an admission decision.

Advanced Standing

Students seeking advanced standing must have successfully completed courses in a health care professional masters/doctoral program (i.e., medical, dental, veterinary, osteopathic) at an accredited

facility for higher education. Credit for courses to be considered for advanced standing must be documented by official transcripts. Forms for application are available through the Registrar's Office and must be completed prior to or during the first trimester of study. Only courses with grades of 2.00 on a 4.00 scale or better can be considered for advanced standing credit. Courses used to meet admission requirements cannot be used to meet graduation requirements. Requests for advanced standing must be accompanied by payment of the appropriate fees.

International Applicants

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

1. A minimum score of 79 on the Test of English as Foreign Language (TOEFL) Internet Based. We are not accepting TOFEL Paper Based or Computer Based. Minimum scores for specific sections: reading, 21; writing, 18; speaking, 19; listening, 21.
2. A minimum score of 8 on the International English Language Testing System (IELTS).

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

Technical Standards

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

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

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

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

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

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

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

Physical Examination

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

ADA Compliance

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

Notification of Acceptance

Notification of acceptance to the D.C. program is given year-round. With the offer of admission, a nonrefundable advance tuition deposit of \$300.00 will be required to reserve a place in the class. This deposit will be in force for one calendar year should the student need to delay enrollment. The responsibility for knowing and meeting the requirements for admission rests with the student. If at any time it is discovered that a student did not meet the entrance requirements in effect at the time of enrollment, the student will be withdrawn from the College. Tuition refunds will be made according to the rules in effect at the time the student is withdrawn.

New Student Orientation

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

Health Insurance

Texas Chiropractic College does not require health insurance; however, health insurance is encouraged. Information can be obtained through the Office of Enrollment Services.

Housing

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

Financial Information

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

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

1. To be eligible for Title IV program assistance, the student must be enrolled at Texas Chiropractic College.
2. To be eligible for the William D. Ford Direct Lending Program, the student must be enrolled for no longer than a one 12-month period in a course of study necessary for enrollment in an eligible program.
3. The student must be enrolled at least half-time (six hours) in order to receive Direct Loans and Federal Work Study (FWS) assistance.
4. TCC does not offer a post-baccalaureate teacher certification program.
5. TCC does not provide Title IV program assistance to individuals incarcerated in federal or state penal institutions.
6. To receive Title IV program assistance, the student must:
 - a. Be a U.S. citizen or an eligible non-citizen.
 - b. Have a high school diploma or its recognized equivalent.
 - c. Maintain Satisfactory Academic Progress (SAP) as determined by the school according to federal regulations and the school's policy.
 - d. Must not be in default.
 - e. Has not obtained loan amounts that exceed annual or aggregate loan limits made under any Title IV or HEA loan program.

- f. Must not have property subject to a judgment lien for a debt owed to the United States.
- g. Is not liable for a grant or Perkins Loan overpayment.
7. TCC students must have a valid social security number.
8. TCC male students must be registered with the Selective Service if they were born on or after January 1, 1960.

Student Borrowers

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

Application

Financial aid applicants must complete the Free Application for Federal Student Aid (FAFSA) form on the internet by accessing 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.

Promissory Note

All new students are required to complete a Master Promissory Note prior to funds being disbursed. Master Promissory Notes can be completed online by accessing the Texas Chiropractic College website at <http://www.txchiro.edu/student-services/financial-aid/new-student-application-process.html> or going directly to <http://student.loans.gov>. Students who are borrowing for the first time will need to complete Entrance Counseling, which is also available through <http://student.loans.gov>.

Eligibility for Financial Aid

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

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

Example of Estimated Cost of Attendance

\$ 23,582 Tuition
\$ 484 Fees
\$ 1,500 Books and Supplies

\$ 352 Loan Fees
\$ 9,864 Room and Board
\$ 4,762 Personal Expenses
\$ 3,120 Transportation
\$ 43,666 Total Cost of Attendance

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. There are scholarships specifically for incoming students and returning students. For further information contact the Office of Admission for incoming student scholarships. Announcements and applications are also available in the Financial Aid Office and *online*.

Federal Work Study/ Student Employment

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

Loans

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

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

Grad PLUS Loan: Credit based; non-need based. This loan will be deferred while attending school.

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

Other Forms of Financial Assistance

Veterans and Vocational Rehabilitation Benefits

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

Family Discounts

A tuition credit is available to married couples (legal marriage as defined by the state of Texas) and to immediate family (children, parents, brothers, and sisters) when both individuals are concurrently enrolled full-time (12 or more credits) in the Doctor of Chiropractic Program. When spouses are concurrently enrolled they may each apply for tuition a discount. New DC students will receive the tuition credit without a GPA requirement for the first trimester if they present the application and marriage certificate. The tuition credit will be 50% for the spouse that maintains a 3.0 GPA, is enrolled full-time, and have maintained marital status for a minimum of six months prior to enrolling. Members of the immediate family are eligible to receive a 10% discount. New DC students will receive the tuition credit without a GPA requirement for the first trimester if they present the application and birth certificate. Eligibility for the scholarship will remain if they both are meeting Satisfactory Academic Progress as defined by Financial aid.

International Student Discounts

International students are eligible to receive a 25% tuition discount for a max of 10 trimesters.

DC Tuition and Fees

Tuition and fees are determined prior to the fall trimester and maintained throughout the academic year (September through August). The College operates on a basis of three trimesters per year. Each term is measured as 15 weeks. Tuition and fees must be paid no later than the day before the first day of classes of the trimester. If the first day of classes is a Monday then the due date will be the Friday before. If a student anticipates a problem with making a full payment by the due date then a payment deferment or arrangements needs to be requested prior to the first day of class.

If arrangements are not made with the Business Office for payment of tuition and fees by the end of the day before the first day of classes of the trimester, the student's enrollment is subject to cancellation and their account is subject to the late payment fees. A signed financial aid award letter is considered an appropriate arrangement for payment of tuition and fees as long as the financial aid, not including Federal Work Study, is more than the tuition and fees. Tuition and fees become due when aid is received, regardless of its source.

Tuition and fees are assessed when a student registers. Students request a printed statement of tuition and fee charges and balances at the Business Office. Tuition and lab fees are subject to the refund policy. Student activity, equipment and technology fees are mandatory and nonrefundable fees.

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

Advance Tuition Deposit

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

Full and Part-Time Tuition

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

Payment Policies

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

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

Payment Deferments

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

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

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

Payment Arrangement Plans

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

Delinquent Accounts

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

allowed to:

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

Refund Policy for Complete Withdrawal

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

The refund schedule based on the complete withdrawal date for tuition and lab fees only is as follows:

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

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

- Federal Direct Unsubsidized Loans

- Federal Direct Grad PLUS Loans
- Other federal, state, or institutional sources of aid.

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

Student Tax Identification

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

Emergency Loans

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

Schedule of Tuition and Fees for DC/BS

In addition to tuition and fees listed below, 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.

Tuition

Total Cost for Degree

Enrolled prior to Sept. 1, 2019	\$111,255
Enrolled after Sept. 1, 2019	\$113,435
Enrolled after Sept. 1, 2020	\$119,125
Enrolled after Sept. 1, 2021	\$125,020

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

	Tri 1-10
Enrolled prior to Sept. 1, 2019	\$843/credit hour
Enrolled after Sept. 1, 2019	\$908/credit hour
Enrolled after Sept. 1, 2020	\$983/credit hour
Enrolled after Sept. 1, 2021	\$1032/credit hour

Alternative Admission Schedule – Mandated (TR1 Split Schedule only)	\$6190.50
Alternative Admission Schedule – Voluntary (for each term over 11 trimesters)	\$11365
Course Audit Fee	\$100/course
Elective course tuition (per credit hour)	TBD per course
Technology fee (mandatory, nonrefundable) enrolled prior to Sept.1, 2019	\$575
Emergency Loan Fee	\$15 (eft) \$25 (check)
D.C. degree program application fee	\$50
NSF/returned check fee	\$25

Transcript copy fee (not issued if delinquent/hold)	\$5
Replacement ID card fee	\$5
Make-up examination fee	\$40/75*
Replacement diploma fee	\$75
Diploma copy fee	\$5
Replacement award certificate fee	\$25
Advance tuition deposit (nonrefundable if not enrolled)	\$100
B.S. degree processing fee (nonrefundable)	\$150**
Advance standing fee – minimum (one course)	\$50
Advance standing fee – maximum (two or more courses)	\$100
Lab fee if enrolled prior to Sept. 1, 2020	\$45/contact hour
Equipment fee (Tri 1-5)	\$242
Student activity fee if enrolled prior to Sept. 1, 2020	\$25
Graduation fee if enrolled prior to Sept.1, 2020	\$100

**Make-up exams requiring the use of a standardized patient will require the \$75 fee.*

***There will be a \$50 refund if diploma is not awarded.*

Academic Affairs

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.

Assessment of New Students

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

Registration of New 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 deferral in effect, will be placed on Business Office hold and will not be eligible to register until cleared by the Business Office.

Students who have registered for an upcoming trimester will be assessed the appropriate tuition and fees. *Tuition is subject to the refund policy.* Student activity and technology fees are mandatory and are nonrefundable fees. Late registration is conducted subsequent to regular registration up to and including the late registration deadline (third class day of trimester) for students who fail to qualify for the regular registration schedule or who, for any reason, do not register at the normal time. After the close of the late

registration, no additional registration is possible for the trimester in question. Late registration entails an additional fee.

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 Academic Progress

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

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

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

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

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

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

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

Academic Warning

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

Academic Suspension and Probation

A student is placed on academic suspension if he/she has not met the standards of academic progress within one trimester immediately following a term of academic warning status. Any student placed on academic suspension must meet with the Academic Affairs Committee (AAC) before continued

enrollment can be considered. If continued enrollment is approved, the student will be placed on a status of academic probation. The student will remain on probation until they meet all academic progress criteria required in their academic plan.

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

Academic Plan

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

Academic Dismissal

A student is subject to academic dismissal when:

1. A student fails a course for the third time;
2. On the third occasion that a student's trimester GPA falls below 2.0;
3. On the third occasion that a student withdraws from a course; or,
4. When, in the judgment of the Academic Affairs Committee, a student's academic performance strongly suggests an inability to successfully complete the program within 150% of the program length.

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

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

Failures

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

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.

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

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

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

The following outlines the final course grade appeal steps:

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

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 Enrollment Services. Currently enrolled students who have completed two

consecutive trimesters with a minimum term GPA of 3.5 and maintain a cumulative GPA of 3.25 or higher during their tenure at Texas Chiropractic College will be recognized with a membership in the Omega Psi Honor Society.

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 required. Absences exceeding 15% subject a student to dismissal from a course. Three incidences of tardiness constitute an absence. ***There are no excused absences except for exemptions below.*** Students who provide documentation to support missing a class session may be granted the opportunity to make up assignments, laboratory activities, quizzes, or exams. This consideration is at the discretion of the course instructor. The documentation does not eliminate the absence. Interns are limited to 20 hours unexcused absences from Clinic II, III, IV combined.

Attendance Policy Exemptions

Exemptions to the guidelines include administratively approved scholarly, professional development, service and/or academic activities. Students participating in these administratively approved activities must have a minimum trimester and cumulative GPA of 2.0. (If a GPA has not been established, the student will have to be passing all courses in which they are enrolled.) Interns seeking exemption for professional development require approval from their attending clinician or their supervisor and do not need to meet requirements 1 and 2 above. Students who meet the criteria will be exempted from TCC's attendance policy for the relevant event a make-up test fees will be waived. It is understood that the student is held responsible for any missed course material and/or assignments.

Examinations

Examination Environment

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

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

Missed Intra-term Exams

Notification

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

Fee

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

Review of Intra-term Exams

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

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

Incomplete Intra-term Exams & Assignments

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

Final Exams

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

Supplemental Examinations

A Supplemental Examination opportunity is extended to students who fail a course and receive a final course grade of 65% to 69.9%. A student may take a maximum of two Supplemental Examinations per trimester and a maximum of six Supplemental Examinations across the TCC curriculum. The

Supplemental Examination policy does not apply to pass/fail courses such as Clinical Chiropractic Clerkships I-IV. Clinic clerkship progress is addressed in the Clinic Clerkship Progression Policy (CCPP).

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

Drop and Add Procedures

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

Withdrawal from Individual Courses

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

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

Policy on Complete Withdrawal from TCC

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

The Registrar's Office will e-mail affected departments advising them of the student's withdrawal and the attendant loss of privileges given to active students. The student will be provided with the Complete Withdrawal Form. The withdrawal form must be signed and dated by an authorized representative of each department listed and returned to the Registrar's Office within five working days of official notification of intent to withdraw. Failure to complete the withdrawal process within five days will result in the refund withdrawal date continuing until the form is completed. However, the unearned financial aid will be returned based upon the previously established date of withdrawal. Complete, approved withdrawals will result in a "W" being assigned to all courses in which the student was enrolled and for which no grade had been issued prior to written notification of complete withdrawal. Failure to follow established withdrawal procedures will result in the assignment of an "F" to all courses in which the student was enrolled. A portion of financial aid may have to be returned to the lender if a student withdraws before

60% of the trimester has passed. It is the student's responsibility to return funds to the lender. Consult with a financial aid counselor for more information.

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

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

Dismissal

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

Readmission

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

Confidentiality of/ and Access to Student Records

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

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

- The file will then be available within 48 hours of the receipt of written request. Students may only review their file with a Financial Aid staff person present.
- c. To review files such as financial, clinic or other data, please see that department for the appropriate procedure.
 - d. Official transcripts may be obtained at a charge of \$5.00. Official transcripts will not be provided to students with unresolved financial obligations to the College, including certain student loans in default.
 - e. A copy of a student's file may be reviewed at any time by the Registrar's Office, and records no longer pertinent to the student or the College may be destroyed. However, when a student requests a review of his or her file, no record in that file may be changed or removed until the student has reviewed the file.
 - f. If a student feels a record is incorrect or misleading, he or she may request in writing that a correction be made and shall explain the reason(s) that the record is inaccurate. If the matter is not satisfactorily resolved, the student may appeal the decision through the academic appeal process described elsewhere in the Student Handbook.
3. The release of information contained in student records shall require written consent of the student, except to those individuals and organizations listed below:
- a. Officials, faculty and staff who have legitimate educational interest in the student's record.
 - b. Government or accrediting agencies to which educational data must be reported.
 - c. Legitimate organizations developing, validating, or administering predictive tests. Such data shall not be released in any personally identifiable form.
 - d. A legitimate organization of officials associated with the College developing a student or college directory. A student may prevent this release by written objection to the Registrar's Office within the first ten (10) days of the trimester.
 - e. Before release of said information, the Registrar's Office may require a conference with any of the above listed individuals and organizations, or the student requesting this information, to establish the need for this release or to clarify the information contained in said record.

Licensure Information

General 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. In addition, information is available in the library of the College. Texas Chiropractic College offers a core curriculum and elective courses that are acceptable to each of the 50 states for meeting their licensure requirements. Should any change in this status occur, students would be notified.

National Board of Chiropractic Examiners

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

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

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

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

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

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

Physiotherapy – A student is eligible to apply for the Physiotherapy examination after successfully completing, prior to the late cutoff application date, 120 hours in physiotherapy. 120 hours is successful completion (grade of C or higher) of the two courses (1) 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.

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

Chiropractic Licensing Boards at www.fclb.org.

Academic Programs

Doctor of Chiropractic Degree Curriculum

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

Course Numbering

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

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

Gross Anatomy and Embryology I – AN 1746

AN Department designator (AN)

1 Trimester level (1)

7 Number of credits (7)

4 Number of lecture hours each week (4)

6 Number of laboratory hours each week (6)

Clinical Chiropractic Clerkship II – CC 812221

CL Department designator (CL)

8 Trimester level (8)

12 Number of credits (12)

2 Number of lecture hours each week (2)

21 Number of laboratory hours each week (21)

20 Number of laboratory hours each week (20)

Doctor of Chiropractic Degree Program Schedule of Classes

Trimester 1:

COURSE #	COURSE NAME	LEC	LAB	HRS	CR
AN1330	Spinal Anatomy	3	0	45	3
AN1440	Histology	4	0	60	4
AN1746	Gross Anatomy & Embryology I	4	6	150	7
CH1110	Chiropractic Principles I	1	0	15	1
CH1213	Palpation I	1	3	60	2.5
CM1330	Foundations of Biochemistry	3	0	45	3
TOTAL		16	9	375	20.5

Trimester 2:

COURSE #	COURSE NAME	LEC	LAB	HRS	CR
AN2746	Gross Anatomy & Embryology II	4	6	150	7
CH2213	Palpation II	1	3	60	2.5
CH2220	Spinal Biomechanics	2	0	30	2
CM2330	Fundamentals of Metabolism	3	0	45	3
CP2220	Basic Communication & History Taking	2	0	30	2

PA2330	General Pathology	3	0	45	3
PH2440	Physiology I	4	0	60	4
TOTAL		19	9	420	23.5

Trimester 3:

COURSE #	COURSE NAME	LEC	LAB	HRS	CR
AN3441	Human Neuroanatomy	4	1	75	4.5
CH3213	Chiropractic Manipulative Therapy I	1	3	60	2.5
CH3221	Lower Extremity Biomechanics	1	1	30	1.5
DI3220	Physics Principles of Diagnostic Imaging	2	0	30	2
MB3550	Principles of Microbiology	5	0	75	5
PA3330	Systems Pathology I	3	0	45	3
PH3440	Physiology II	4	0	60	4
TOTAL		20	5	375	22.5

Trimester 4:

COURSE #	COURSE NAME	LEC	LAB	HRS	CR
CH4220	Upper Extremity Biomechanics	2	0	30	2
CH4314	Chiropractic Manipulative Therapy II	1	4	75	3
CP4110	Dermatology	1	0	15	1
CP4220	Advanced Communication & History Taking Skills	2	0	30	2
CP.NT4330	Nutrition I	3	0	45	3
CP4543	Physical Examination & Diagnosis	4	3	105	5.5
DI4322	Introduction to Imaging Interpretation	2	2	60	3
PH4330	Physiology III	3	0	45	3
PA4330	Systems Pathology II	3	0	45	3
TOTAL		21	9	450	25.5

Trimester 5:

COURSE #	COURSE NAME	LEC	LAB	HRS	CR
CH5314	Chiropractic Manipulative Therapy III	1	4	75	3
CH5433	Orthopedics I	3	3	90	4.5
CP5220.CP	Clinical Psychology	2	0	30	2
CP5220.FR	Fundamentals of Clinical Reasoning	2	0	30	2
CP5220.HP	Health Promotion in Clinical Practice	2	0	30	2
CP5220.TP	Toxicology & Pharmacology	2	0	30	2
CP5440	Women & Children's Health	4	0	60	4
DI5660	Imaging Interpretation I	6	0	90	6

TOTAL		22	7	435	25.5
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Trimester 6:

COURSE #	COURSE NAME	LEC	LAB	HRS	CR
CH6102	Soft Tissue Mobilization	0	2	30	1
CH6213	Chiropractic Manipulative Therapy IV	1	3	60	2.5
CH6220	Chiropractic Principles II	2	0	30	2
CH6323	Orthopedics II	2	3	75	3.5
CL.IP6110	Introduction to Business Practices	1	0	15	1
CP6212	Physical Medicine & Rehabilitation	1	2	45	2
CP.NT6330	Nutrition II	3	0	45	3
CP6542	Clinical Neurology	4	2	90	5
CP8220	Emergency Procedures	2	0	30	2
TOTAL		16	12	420	22

Trimester 7:

COURSE #	COURSE NAME	LEC	LAB	HRS	CR
CH7110	Chiropractic Principles III	1	0	15	1
CH7220	Case Management	2	0	30	2
CL.BP7110	Chiropractic Business Practices	1	0	15	1
CC7518	Clinical Chiropractic Clerkship I	1	8	135	5
CP7323	Rehabilitation & Active Care	2	3	75	3.5
CP7330	Clinical Lab Diagnosis	3	0	45	3
CP.SA7331	Senior Adult Health & Wellness	3	1	60	3.5
CP7440	Internal Diagnosis	4	0	60	4
DI6103	X-Ray Positioning	0	3	45	1.5
DI7440	Imaging Interpretation II	4	0	60	4
TOTAL		21	15	540	28.5

Trimester 8:

COURSE #	COURSE NAME	LEC	LAB	HRS	CR
CH8110	Health Care Ethics	1	0	15	1
CH8440	Differential Diagnosis & Management	4	0	60	4
CL.AP8220	Advanced Chiropractic Business Practices	2	0	30	2
CC812221	Clinical Chiropractic Clerkship II (17 weeks)	2	21	391	12.5
EP8220	Principles of Evidence Based Practice	2	0	30	2
TOTAL		11	21	526	21.5

Trimester 9:

COURSE #	COURSE NAME	LEC	LAB	HRS	CR
CC915324	Clinical Chiropractic Clerkship III (17 weeks)	3	24	459	15
TOTAL		3	24	459	15

Trimester 10:

COURSE #	COURSE NAME	LEC	LAB	HRS	CR
CC1017328	Clinical Chiropractic Clerkship IV (17 weeks)	3	28	465	17
TOTAL		3	28	465	17

GRAND TOTAL		LEC	LAB	HRS	CR
		152	139	4465	221.5

Graduation Requirements for the Doctor of Chiropractic Degree

It is the student's responsibility to keep informed about courses and credits earned and those still needed for completion of the degree program.

The Doctor of Chiropractic degree is conferred upon those who have fulfilled each of the following requirements:

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

Doctor of Chiropractic Program Instructional Organization

There are four divisions, which include multiple departments, that contribute instruction to the Doctor of Chiropractic Program.

1. The **Division of Sciences Basic to Chiropractic** has the Department of Anatomy and the Department of Foundational Sciences.
2. The **Division of Chiropractic Sciences** has the Department of Evidence-based Principles and Practice and the Department of Clinical Reasoning and Therapeutics.
3. The **Division of Clinical Sciences** has the Department of Diagnosis and the Department of Clinical Specialties.
4. The **Division of Clinic** includes educational programs such as the Clinical Internships, Clinical Visitation Program I and II, Preceptorship Program, Interprofessional Education Rotations Program and Clinic Grand Rounds.

Course Descriptions

Division of Sciences Basic to Chiropractic Department of Anatomy

AN-1330 Spinal Anatomy 3 credits, 45 hours

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

AN-1440 Histology 4 credits, 60 hours

This course is devoted to the study of the microscopic structure of cells, tissues and organs of various systems of the human body with emphasis on the nervous, muscular and skeletal tissues. The functional correlations are also presented clearly throughout the course. Laboratory exercises complement and supplement lecture topics.

AN-1746 Gross Anatomy & Embryology I 7 credits, 150 hours

Gross anatomy of the human body emphasizing the back, walls of the thorax and abdomen, and the upper and lower extremities. The laboratory portion of the course covers cadaver dissection. Correlations will be made to various clinical presentations using a computer case-based program and instructor presentation of cases. The cases will emphasize clinical presentations related to Gross Anatomy & Embryology I with contributions from other courses in trimester one when appropriate. Additionally, this course will cover development of the musculoskeletal system and embryogenesis of the human body. This course will also emphasize congenital birth defects that the chiropractor may be presented with in a clinical setting.

AN-2746 Gross Anatomy & Embryology II 7 credits, 150 hours

Gross anatomy of the human body considering the thoracic cavity and wall; heart; lungs; mediastinum; the abdomen, including the abdominal wall; GI tract; accessory GI organs; blood and nerve supply; pelvis, including the renal system; male and female anatomy; and neck, face, head and cranial nerves. The laboratory portion of the course covers cadaver dissection. Correlations will be made to various clinical presentations using a computer case-based program and instructor presentation of cases. The cases will emphasize clinical presentations related to Gross Anatomy & Embryology II with contributions from other courses in trimester two when appropriate. Additionally, this course will cover embryologic development of the head & neck, nervous system, respiratory system, and bone marrow hematopoiesis of the human body. This course will also emphasize congenital birth defects that the chiropractor may be presented with in a clinical setting.

PREREQUISITE: AN-1746 Gross Anatomy & Embryology I

AN-3441 Human Neuroanatomy 4.5 credits, 75 hours

This course presents the detailed structure and function of the central and peripheral nervous system. Emphasis is given to neuroanatomic principles and pathways, along with functional correlations, lesions,

cross-sectional neuroanatomy, and the anatomy of special senses. Laboratory exercises complement and supplement lecture topics.

PREREQUISITE: AN-2746 Gross Anatomy & Embryology II; AN-1330 Spinal Anatomy

Division of Sciences Basic to Chiropractic Department of Foundational Sciences

CM-1330 Foundations of Biochemistry 3 credits, 45 hours

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

CH-2220 Spinal Biomechanics 2 credits, 30 hours

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

PREREQUISITES: AN-1330 Spinal Anatomy

CM 2330 Fundamentals of Metabolism 3 credits, 45 hours

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

PREREQUISITE: CM-1330 Foundations of Biochemistry.

PA-2330 General Pathology 3 credits, 45 hours

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

PREREQUISITES: AN-1440 Histology

PH-2440 Physiology I 4 credits, 60 hours

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

PREREQUISITES: AN-1440 Histology

CH-3221 Lower Extremity Biomechanics 1.5 credits, 30 hours

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

PREREQUISITES: CH-2220 Spinal Biomechanics

MB-3550 Principles of Microbiology 5 credits, 75 hours

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

PA-3330 Systems Pathology I 3 credits, 45 hours

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

PREREQUISITE: PA-2330 General Pathology

COREQUISITE: PH-3542 Physiology II

PH-3440 Physiology II 4 credits, 60 hours

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

PREREQUISITE: PH-2542 Physiology I

CH-4220 Upper Extremity Biomechanics 2 credits, 30 hours

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

PREREQUISITES: CH-2220 Spinal Biomechanics

PH-4330 Physiology III 3 credits, 45 hours

This course discusses the principles of reproductive physiology, exercise science, and how the special senses function. An overview of primary and secondary reproductive structures and hormones will be reviewed as well as female nursing. Students will gain an understanding of how all body systems are impacted by exercise. Ocular, auditory, vestibular, gustatory and olfactory physiology will be reviewed.

PREREQUISITES: PH-3440 Physiology II

PA-4330 Systems Pathology II 3 credits, 45 hours

This course presents the pathologies of the hematopoietic, vascular, cardiac, respiratory and genital systems. It provides an understanding of the etiology, pathogenesis, and morphological changes (both

gross and microscopic), and clinical picture (signs and symptoms) that occur in the disease processes. This information will provide the rationale for diagnosis, management, prevention, and health promotion.

PREREQUISITES: PH-2542 Physiology I; PA-2330 General Pathology

Division of Chiropractic Sciences Department of Clinical Evidence-Based Principles & Practice

CH-1110 Chiropractic Principles I 1 credit, 15 hours

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

CH-1213 Palpation I 2.5 credits, 60 hours

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

CH-2213 Palpation II 2.5 credits, 60 hours

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

PREREQUISITE: CH-1213 Palpation I

COREQUISITE: CH-2220 Spinal Biomechanics

CH-3213 Chiropractic Manipulative Therapy I 2.5 credits, 60 hours

This course provides an introduction to the psychomotor skills and fundamental aspects of diversified techniques of spinal and pelvic manipulation.

PREREQUISITES: CH-2213 Palpation II; CH-2220 Spinal Biomechanics

CH-4314 Chiropractic Manipulative Therapy II 3 credits, 75 hours

Detailed examination of diversified adjusting/manipulation and mobilization techniques, applicable to the entire spine with special emphasis placed on thoracolumbar, lumbopelvic, and the lower extremity.

PREREQUISITES: CH-3213 Chiropractic Manipulative Therapy I; CH-3221 Lower Extremity Biomechanics

CH-5314 Chiropractic Manipulative Therapy III 3 credits, 75 hours

Detailed examination of diversified adjusting/manipulation and mobilization techniques, applicable to the entire spine with special emphasis placed on the cervical, cervicothoracic, thoracic spine, rib articulations, and the upper extremity.

PREREQUISITES: CH-4314 Chiropractic Manipulative Therapy II; CH-4220 Upper Extremity Biomechanics

CH-6213 Chiropractic Manipulative Therapy IV 2.5 credits, 60 hours

The lecture portion of this course utilizes lectures, discussions and multimedia presentations to survey the most commonly used chiropractic technique systems. These technique systems include Diversified technique, Instrument-Assisted technique, Gonstead technique, Sacro-occipital technique, Cox

Flexion/Distractio n technique, Thompson technique and Leander technique. The lab portion of this course consists of instructor demonstrations with student participation in the practical application of the most commonly used chiropractic techniques and some of its modifications.

PREREQUISITES: CH-5314 Chiropractic Manipulative Therapy III

CH-6220 Chiropractic Principles II 2 credit, 30 hours

This course will be a study focused on the hypotheses and basic science concepts associated with the chiropractic profession. This course will explore the historical and the current hypotheses along with basic science concepts of chiropractic.

COREQUISITE: CH-6213 Chiropractic Manipulative Therapy IV

CH-7110 Chiropractic Principles III 1 credit, 15 hours

This course will be a study focused on the models and basic science concepts associated with the chiropractic profession. This course will explore the different models of the subluxation along with the applied principles related with the basic science concepts and the clinical practice of chiropractic.

PREREQUISITE: CH-6220 Chiropractic Principles II

CH-8110 Health Care Ethics 1 credit, 15 hours

This hybrid course provides the student with an opportunity to learn both the basic principles of health care ethics and the application of the ethics of care. The principles of professionalism, professional responsibilities, patient communication, boundary setting and optimal behaviors are featured. Weekly on-line references and readings accompanied by in-class quizzes and written assignments develop course content which is then applied to several Standardized Patient encounters in the assessment center. Emphases are placed on the doctor-patient relationship, prevention of sexual misconduct and fraud in the chiropractic profession.

PREREQUISITE: Classification as Trimester 5 or higher

EP-8220 Principles of Evidence-Based Practice 2 credit, 30 hours

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

Division of Chiropractic Sciences

Department of Clinical Reasoning & Therapeutics

CP.NT-4330 Nutrition I 3 credits, 45 hours

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

PREREQUISITES: PA-3330 Systems Pathology I; PH-3440 Physiology II

CP-5220.FR Fundamentals of Clinical Reasoning 2 credits, 30 hours

This course serves as an introduction to the clinical reasoning process through the utilization of a case-based learning format and biostatistics. The student will apply their accumulated basic science knowledge to clinical cases, with particular emphasis on neuroanatomy and general pathology. They will learn to formulate differential diagnoses. The use of standardized patients in both teaching and assessment enhances the learning process.

COREQUISITES: CH-5433 Orthopedics I

CH-6102 Soft Tissue Mobilization 1 credit, 30 hours

This class will use a laboratory, hands-on approach to teach assessing myofascial structures, aberrant movement patterns and applying the proper myofascial (soft tissue) technique for treatment.

PREREQUISITE: CH-5433 Orthopedics I

CP-6212 Physical Medicine and Rehabilitation 2 credits, 45 hours

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

PREREQUISITE: CH5433 Orthopedics I

CP-6330.NT Nutrition II 3 credits, 45 hours

This course covers the application of sound nutritional intervention in the maintenance, prevention and treatment of various conditions and pathologies. Diet planning and nutritional supplementation are discussed from biochemical and physiological perspectives.

PREREQUISITES: CP.NT-4330 Nutrition I; CP-5220.TP Toxicology and Pharmacology

CH-7220 Case Management 2 credits, 30 hours

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

PREREQUISITES: CP-6212 Physical Medicine and Rehabilitation; CH-6322 Orthopedics II

COREQUISITE: CP-7323 Rehabilitation & Active Care

CP-7323 Rehabilitation and Active Care 3.5 credits, 75 hours

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

PREREQUISITE: CH-6322 Orthopedics II, CP-6212 Physical Medicine and Rehabilitation, CH-6102 Soft Tissue Mobilization

Division of Clinical Sciences

Department of Diagnosis

CP-2220 Basic Communication and History Taking Skills 2 credits, 30 hours

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

PREREQUISITES: AN-1330 Spinal Anatomy; AN-1746 Gross Anatomy & Embryology I

DI-3220 Physics Principles of Diagnostic Imaging 2 credits, 30 hours

This course is designed to give the chiropractic student a clinical working knowledge of the physics, radiobiology, technical principles, and issues of radiation safety/protections pertaining to the use of ionizing radiation in diagnostic imaging.

PREREQUISITE: Completion of all courses in Tri 1 & 2

CP-4220 Advanced Communication and History Taking Skills 2 credits, 30 hours

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

PREREQUISITE: CP-2220 Basic Communication and History Taking Skills

CP-4543 Physical Examination and Diagnosis 5.5 credits, 105 hours

This course incorporates didactic presentation and practical application of the cognitive and psychomotor skills necessary for the competent and thorough history and physical examination of a patient using standard instrumentation and procedures. This course focuses on utilization of anatomy, physiology and pathology to arrive at proper diagnosis based on appropriate evidence and sound clinical judgment. This course covers neurology, HEENT and visceral organs of the chest and abdomen.

PREREQUISITES: PH-3440 Physiology II; PA-3330 Systems Pathology I

COREQUISITES: PA-4330 Systems Pathology II; PH-4321 Physiology III

DI-4322 Introduction to Imaging Interpretation 3 credits, 60 hours

This course is online. Following a brief discussion of basic physical principles of x-ray production and film exposure, the student learns to recognize/identify x-ray appearance of normal axial and appendicular musculoskeletal anatomy and common normal variants of the musculoskeletal system. Lectures center around presentation of projected images and lab sessions provide small group instruction at the viewbox/monitors.

PREREQUISITE: DI-3220 Physics Principles of Diagnostic Imaging

CH-5433 Orthopedics I 4.5 credits, 90 hours

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

PREREQUISITES: CH-3221 Lower Extremity Biomechanics; CH-4220 Upper Extremity Biomechanics; CP-4543 Physical Examination and Diagnosis; CP-4220 Advanced Communication & History Taking

DI-5660 Imaging Interpretation I 6 credits, 90 hours

This course focuses on the diagnostic imaging findings associated with selected conditions in the categories of musculoskeletal trauma, arthritides, infectious diseases of the musculoskeletal system, and vascular diseases affecting bone. Pertinent clinical features are also discussed to stress the importance of correlating patient demographics, history, lab, and exam findings in developing differential diagnoses for conventional x-ray examinations. The complimentary application and findings of advanced imaging studies (primarily bone scan, MR and CT) are also included for these topics but are not covered in depth.

PREREQUISITE: DI-4322 Introduction to Imaging Interpretation

CH-6323 Orthopedics II 3.5 credits, 75 hours

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

PREREQUISITES: CH-5314 Chiropractic Manipulative Therapy III; CH-5433 Orthopedics I

CP-6542 Clinical Neurology 5 credits, 90 hours

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

PREREQUISITES: AN-3441 Human Neuroanatomy; CH-5433 Orthopedics I

DI-6103 X-Ray Positioning 1.5 credit, 45 hours

This course uses a hands-on approach to teach proper positioning of patients for plain film x-ray examination of the axial skeleton, appendicular skeleton, chest and abdomen. Students will practice and be able to demonstrate safe and efficient patient positioning in the diagnostic imaging lab using x-ray machines that produce no ionizing radiation but are otherwise similar in function to those used during their clinical internship at the Moody Health Center. Lab periods also provide an opportunity to review prerequisite material including basic x-ray physics principles, normal radiographic anatomy and pertinent radiobiology/safety issues.

PREREQUISITES: Classification as Trimester 5 or higher

CP-7440 Internal Diagnosis 4 credits, 60 hours

This course provides the student with the opportunity to appreciate the diagnosis, differential diagnosis and appropriate management of the more common pathologies of the cardiovascular, respiratory, gastrointestinal, genitourinary and hepatobiliary systems. Appropriate radiologic, electrodiagnostic, and laboratory studies are included to enhance clinical understanding. Emphasis is placed on those conditions that might be seen by a chiropractor in general practice.

PREREQUISITES: CP-4543 Physical Examination and Diagnosis, PA 4330 Systems Pathology II
COREQUISITE: CP-7330 Clinical Laboratory Diagnosis

DI-7440 Imaging Interpretation II 4 credits, 60 hours

This course is designed to give the student a practical, working knowledge of radiographic differential diagnosis, detailing the analysis of plain film x-ray for purposes of differential diagnosis and also highlighting the proper application of various advanced imaging modalities. Primary emphasis of advanced imaging topics will focus on computerized tomography (CT) and magnetic resonance imaging (MRI).

PREREQUISITE: DI-5660 Imaging Interpretation I

CH-8440 Differential Diagnosis and Management 4 credits, 60 hours

The focus of this course is to differentially diagnose and manage musculoskeletal and non-musculoskeletal conditions. The student will identify co-morbidities that may interfere with the management of the patient and determine if and when referral and/or collaborative care is warranted. The course will follow the principles of application-oriented curriculum utilizing multiple cases so the students will develop pattern recognition skills associated with clinical reasoning. The course will also utilize the principles of team-based learning in order to enhance their ability to engage in collaborative care.

COREQUISITE: CC-812221 Clinical Clerkship II

Division of Clinical Sciences

Department of Clinical Specialties

CP-4110 Dermatology 1 credits, 15 hours

This course is a survey of the etiology, pathology, diagnosis, and management of common dermatologic disorders likely to present to the chiropractic office.

PREREQUISITE: MB-3550 Principles of Microbiology
COREQUISITE: CP-4543 Physical Examination & Diagnosis

CP-5220.CP Clinical Psychology 2 credits, 30 hours

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

PREREQUISITE: CP-4220 Advanced Communication & History Taking

CP-5220.TP Toxicology and Pharmacology 2 credits, 30 hours

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

PREREQUISITE: PH-4321 Physiology III

CP.SA-7331 Senior Adult Health and Wellness 3.5 credits, 60 hours

This course will provide an introduction into the biology of aging and associated physiological and pathological changes that may occur in an older adult. This course will focus on chiropractic application in dealing with successful aging parameters, balance and mobility, senior fitness, common medical and psychological conditions seen in the elderly, nutritional advice, health screenings, and goal setting.

PREREQUISITE: Completion of all coursework Tri 1-6

CP-5440 Women & Children's Health 4 credits, 60 hours

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

PREREQUISITES: CP-4220 Advanced Communication and History Taking; CP.NT-4330 Nutrition I; CP-4543 Physical Examination and Diagnosis

CP-5220.HP Health Promotion in Clinical Practice 2 credits, 30 hours

This course is designed to use basic principles of epidemiology to assist the chiropractic intern in evidence-based health promotion and needs-based advising of patients in the clinical setting. The course is also designed to guide interns on how to identify and assess risk factors.

PREREQUISITE: MB-3550 Principles of Microbiology

CP-7330 Clinical Laboratory Diagnosis 3 credits, 45 hours

The use of the clinical laboratory in the diagnostic process. The course is focused on the ordering, interpretation, and clinical application of various studies of the urine, blood, and feces.

PREREQUISITE: CP-6330.NT Nutrition II

CP-8220 Emergency Procedures 2 credits, 30 hours

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

PREREQUISITES: CP-4543 Physical Examination and Diagnosis; CP-5220.TP Toxicology and Pharmacology; Current Adult/Child/Infant CPR card from either the American Red Cross or the American Heart Association (Due by Add/Drop date).

Clinic Experiences

Students begin their clinic training in trimester seven in the Clinical Chiropractic Clerkship I course located in the Moody Health Center, where they are taught and evaluated in examination, diagnosis and treatment procedures appropriate to the practice of chiropractic. Students enter CCC II in the eighth trimester after completing all prerequisite courses in the first seven trimesters of the curriculum in Good

Academic Standing and successfully completing CCC I and the clinic proficiency and entrance examination (CSCE I and CSCE II). The student is expected to continue the development of skills necessary for total patient management including consultation, neurological and orthopedic diagnosis, clinical laboratory diagnosis, diagnostic imaging, adjusting technique and application of adjunctive therapy as indicated. Student are given competency examinations throughout their internship to determine areas of strength and weakness. Completion of a clinic exit examination (CSCE IV) with a passing score will be required for graduation. Requirements for the completion of clinic are described in the clinic manual and CCC syllabi.

Required Immunizations

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

- diphtheria
- measles
- tetanus
- mumps
- rubella
- hepatitis B
- varicella

These immunization requirements must be satisfied before students are allowed in student, outpatient clinic or clinical rotations all of which include direct patient contact.

Full information on rule 97.64 is available from the Registrar's Office.

Students Performing Manipulations

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

Any consultation with licensed TCC personnel outside of the MHC regarding a specific patient is only allowed with the direct consent of the Attending Clinician assigned to the case. Interns may NOT seek consultations with non-MHC personnel of their own accord. After approved consultation, interns must report any recommendations from the consultant back to the Attending Clinician who, in turn, makes the final judgement as to the safety, effectiveness and appropriateness of the suggested management regimen.

Division of Clinics

Department of Clinical Instruction

CL.IP-6110 Introduction to Chiropractic Business Practices 1 credit, 15 hours

The Introduction to Chiropractic Business Practices course introduces the initial elements of the *Practice Ready Curriculum*. The focus of the course includes basic insurance coding, definitions, and risk management. Additionally, the concepts learned from this course will be implemented and practiced in the CCC I clinic rotations.

CC-7518 Clinical Chiropractic Clerkship I 5.5 credits, 135 hours

The CCC 1 course introduces the student doctor to the clinical setting. It provides the student doctor with a forum for the application of history, examination, diagnosis and treatment. The course also fosters the application and integration of critical thinking and clinical reasoning skills obtained in the didactic portion of the Doctor of Chiropractic Program (DCP). The CCC 1 course also includes the introductory elements needed to be Practice-Ready clinicians. The focus of the Practice-Ready curriculum in CCC I includes basic insurance coding and definitions, risk management, and practice promotion. Additionally, the student will start to gain office experience through mandatory rotations.

PREREQUISITES: Successful completion of all coursework in Tri 1-6; proof of compliance with Texas Administrative Code Rule # 97.64 (Required Vaccinations for Students Enrolled in Health-related and Veterinary Courses in Institutions of Higher Education).

COREQUISITE: All students must have taken or be registered to take the NBCE Part I examination in order to be eligible for enrollment in Clinic I.

CL.BP-7110 Chiropractic Business Practices 1 credit, 15 hours

The Chiropractic Business Concepts expands on the elements of the *Practice Ready Curriculum*. Specifically, this course builds on the materials covered in Introduction to Chiropractic Business Practices and it is expected that the student maintains the knowledge of materials covered in that course. The focus of the course includes continued discussion on insurance coding, front desk procedures, back office practices, practice statistical analysis, internal and external marketing and risk management. Additionally, the concepts learned from the Chiropractic Business Practices course will be implemented and practiced in the CCC II clinic rotations.

COREQUISITE: Enrollment in Clinical Chiropractic Clerkship I (CCC I)

Division of Clinics Department of Clinical Services

Clinic Clerkship Progression Policy (CCPP)

Advancement from Clinic I to Clinic IV is related to attaining the competency-based minimum performance level (MPL) stipulated for each clerkship. During the trimester a student scoring below the MPL in each averaged competency category will be assigned additional assessments based on contextual patient encounters. When a student's competency performance average is within 5% of the competency MPL the additional assessment score/s may replace the lowest score in that skill category. If, during the trimester, a student does not demonstrate progression, the student must meet with the Director of Clinical Education to develop a strategic growth plan in the area of concern. If a student does not meet the MPL in all competency skill categories by the end of the trimester, they will receive a failing course grade leading to a repeat of the clerkship if eligible.

Students begin their clinical experience of "serving the public" in TCC's outpatient clinic, Moody Health Center. Students enter CCC II in the eighth trimester after completion of all courses in the first seven trimesters of the curriculum in good academic standing and successfully completing the Clinic Entrance Examination and CCC I. The students are expected to continue the development of skills necessary for total patient management including consultation, report of findings, physical diagnosis, neurological and orthopedic diagnosis, clinical laboratory diagnosis, adjusting technique, application of adjunctive therapy and interprofessional co-management as indicated. Student interns are given competency examinations throughout their internship to determine areas of strengths and insufficiencies.

Requirements for the completion of clinic are described in the clinic manual.

CC-812221 Clinical Chiropractic Clerkship II (15 weeks) 12.5 credits, 345 hours

The Clinic II course builds on previous experience learned in Clinic I. It provides the student doctor with a forum for the application of history, examination, diagnosis and treatment as they begin to provide service to the public. The course fosters the application and integration of critical thinking and clinical reasoning skills obtained in the didactic portion of the Doctor of Chiropractic Program (DCP). The Clinic II course also includes additional elements needed to be Practice-Ready clinicians. The focus of the Practice-Ready curriculum in Clinic II includes practice management procedures, insurance fundamentals, and greater emphasis on practice promotion.

PREREQUISITE: Successful completion of all courses in trimesters 1-7 and must directly follow enrollment in Clinic I.

CL.AP-8220 Advanced Chiropractic Business Practices 2 credits 30 hours

The Advanced Chiropractic Business Concepts continues expansion of the Practice Ready Curriculum. The focus of the course includes discussion on advanced insurance coding, practice statistical analysis, business models, marketing and risk management. This class will build on material covered in the Intro to Chiropractic Business Practices and Chiropractic Business Practices courses and it is expected the student has retained a functional knowledge of that material. Additionally, the concepts learned from the Advanced Chiropractic Business Concepts course will be implemented and practiced in the CCC III clinic rotations.

COREQUISITE: Enrollment in Clinical Chiropractic Clerkship II (CCC II)

CC-915324 Clinical Chiropractic Clerkship III (17 weeks) 15 credits, 405 hours

Building upon clinical skills learned in their initial trimester in Moody Health Center, interns continue to provide chiropractic care to patients under the mentoring and supervision of faculty attending clinicians. Interns are expected to refine their skills to meet the defined clinical competencies. The Clinic III course includes additional curriculum to further develop the students into Practice-Ready clinicians. The focus of the Practice-Ready curriculum in Clinic III includes practice management procedures to include accounting and human resources, insurance and credentialing procedures, greater emphasis on practice promotion and practice statistics.

PREREQUISITE: Successful completion of Clinic II.

CC-1017328 Clinical Chiropractic Clerkship IV (17 weeks) 17 credits, 465 hours

This course comprises the final trimester in the clinical experience. Upon gaining a high level of clinical proficiency, the intern is afforded increased independence in treatment and case management while still working under the supervision of the faculty attending clinician. Upon completion of all qualitative and quantitative requirements for graduation, interns have the opportunity to participate in the rotations program and / or in community preceptorships throughout the United States (includes state restrictions/limitations). The Clinic IV course includes additional curriculum to further develop the students into Practice-Ready clinicians.

PREREQUISITE: Successful completion of Clinic III

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

Division of Clinics

Preceptorship

Preceptorship I*

U.S. based program that allows a qualified intern to observe multiple Doctors of Chiropractic in their offices. Minimum of one-week participation in a given doctor's office. This valuable program provides the intern with a number of different experiences in diverse health care settings.

Preceptorship II*

U.S. based program that allows a qualified intern to spend five weeks with a specific Doctor of Chiropractic. Although this program allows some participation by the intern, such as patient exams under supervision of the program doctor, it has limited participation in patient care. The intern is able to receive an in-depth look at the office procedures and clinical care of that specific Doctor of Chiropractic due to the length of the program.

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

Preceptorship III*

U.S. based program that allows a qualified intern to spend up to a maximum of 14 weeks, excluding the last week of the trimester with a Doctor of Chiropractic. In this program, the intern participates in all aspects of clinical chiropractic care, including manipulation, under the direct supervision of the Doctor of Chiropractic. Participation in office management procedures gives the intern a firsthand experience in dealing with possible challenges of every day practice.

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

**** Detailed information about these programs can be obtained from the Director of Clinical Education.***

Division of Clinics

Interprofessional Education Rotations Program

Interprofessional Education Rotations Program

The Texas Chiropractic College Interprofessional Education Rotations Program has been in existence since 1985. We pride ourselves in training future Doctors of Chiropractic to be an integral part of a health care delivery team. This valuable and challenging program allows qualified senior interns to observe medical health care professionals in learning allopathic/osteopathic approaches to patient care. The rotations are designed to promote communication between the medical professional and the chiropractic student intern. The program allows for the exchange of information on diagnosis, treatment and research, while encouraging an appropriate basis for referrals between the professions. TCC student interns rotate through various Houston area doctors' offices such as orthopedic surgeon, neurosurgeon, sports medicine, rheumatology, pain management, family medicine, and others. The student intern then has the

opportunity to observe the doctor in a hospital surgery setting. This educational program is an enlightening experience for chiropractic student interns and medical doctors alike. There is a specific application process for interns enrolled in CCC III and CCC IV for participation in these programs. Applicants should discuss with the Director of Clinical Services for additional details of these programs.

Community Service Program Interns are required to complete community service during their clinical rotation period. For details of this requirement, refer to the Clinic Handbook.

Elective Courses

Course credits and contact hours for Special Topic classes may vary. Additional tuition applies per credit hour. There is no refund for dropping or withdrawing from an elective course.

Prerequisite and Corequisite Requirements

Tri	Course	Prerequisites	Corequisites
Tri 2	Basic Communication and History Taking Skills		
	Physiology I	Histology	
	Fundamentals of Metabolism	Foundations of Biochemistry	
	General Pathology	Histology	
	Gross Anatomy and Embryology II	Gross Anatomy and Embryology I	
	Palpation II	Palpation I	
	Spinal Biomechanics	Spinal Anatomy	
Tri 3	Physiology II	Physiology I	
	Human Neuroanatomy	Gross Anatomy and Embryology II Spinal Anatomy	
	Lower Extremity Biomechanics		
	Principles of Microbiology		
	Physics Principles of Diagnostic Imaging	Completion of all courses in Tri-1 & 2	
	Chiropractic Manipulative Therapy I	Palpation II Spinal Biomechanics	
	Systems Pathology I	General Pathology	Physiology II
Tri 4	Advanced Communication and History Taking Skills	Basic Comm. & History Taking	
	Dermatology	Principles of Microbiology	
	Introduction to Imaging Interpretation	Phys. Principles of Diagnostic Imaging	
	Nutrition I	Physiology II Fundamentals of Metabolism	
	Physical Examination and Diagnosis	Physiology II	Systems Pathology II
	Physiology III	Physiology I & II	
	Chiropractic Manipulative Therapy II	Lower Extremity Biomechanics Chiropractic Manipulative Therapy I	
	Systems Pathology II	Physiology I General Pathology	
	Upper Extremity Biomechanics	Gross Anatomy & Embryology I	
Tri 5	Clinical Psychology	Adv. Comm. & Hist. Taking	

	Fundamentals of Clinical Reasoning		Phys. Exam and Diagnosis
	Health Promotion in Clinical Practice	Principles of Microbiology	
	Imaging Interpretation I	Intro. to Imaging Interpretation	
	Orthopedics I	Adv. Comm. & Hist. Taking Lower Extremity Biomechanics Phys. Exam and Diagnosis Upper Extremity Biomechanics	
	Chiropractic Manipulative Therapy III	Chiropractic Manipulative Therapy II Upper Extremity Biomechanics	
	Toxicology/Pharmacology	Physiology II	
	Women's and Children's Health	Phys. Exam and Diagnosis	
Tri 6	Clinical Neurology	Human Neuroanatomy	
	Introduction to Chiropractic Business Practices		Physical Medicine & Rehab
	Principles II	Completion of all coursework TR 1 through 5	
	Nutrition II	Nutrition I Toxicology & Pharmacology	
	Orthopedics II	Orthopedics I	
	Physical Medicine and Rehabilitation	Orthopedics I	
	Chiropractic Manipulative Therapy IV	Chiropractic Manipulative Therapy III	
	Soft Tissue Mobilization	Classification as TR-5 or higher	
	Emergency Procedures	Phys. Exam and Diagnosis Toxicology & Pharmacology	
Tri 7	Principles III	Principles II	
	Case Management	Orthopedics II Phys. Med. & Rehab	Rehab & Active Care
	Chiropractic Business Practices	Intro to Chiropractic Business Practices	Clinic I
	Clinical Chiropractic Clerkship I (Clinic I)	Completion of all coursework TR-1 through 6 Sit for all six sections of NBCE I Required Immunizations	
	Clinical Lab Diagnosis	Nutrition II	
	Imaging Interpretation II	Imaging Interp. I	
	Internal Diagnosis	Phys. Exam and Diagnosis Systems Pathology II	Clinical Lab Diagnosis
	Rehabilitation and Active Care	Orthopedics I Phys. Med. & Rehab	
	Senior Adult Health & Wellness	Completion of all coursework TR-1 through 6	
	X-Ray Positioning	Classification as TR-5 or higher	
Tri 8	Advanced Chiropractic Business Practices	Chiropractic Business Practices	Clinic II
	Clinical Chiropractic Clerkship II (Clinic II)	Completion of all coursework TR-1 through 7 Entry immediately following completion of Clinic I	

	Differential Diagnosis and Management		Clinic II
	Health Care Ethics	Classification as TR-5 or higher	
	Principles of Evidence-Based Practice	Completion of all coursework in TR- 7	
Tri 9	Clinical Chiropractic Clerkship III (Clinic III)	Clinic II	
Tri 10	Clinical Chiropractic Clerkship IV	Clinic III	

Bachelor of Science Degree in Human Biology

General Information

The Bachelor of Science in Human Biology is a degree completion program at TCC. Students wishing to obtain a Bachelor of Science in Human Biology degree from TCC shall have completed the required 60 lower division courses, from a recognized college or university, prior to admission to the TCC Doctor of Chiropractic degree program. They shall have completed the required 66 upper division courses of the Bachelor of Science in Human Biology degree in the first four trimesters of the TCC Doctor of Chiropractic degree program. They shall complete all Bachelor of Science in Human Biology degree requirements prior to graduation from the TCC Doctor of Chiropractic degree program. A DC student seeking a TCC BS in Human Biology degree will be billed at the BS/DC tuition rate for upper division courses.

Lower Division Requirements (*not offered at TCC*) - 60 credit hours

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

English Composition, Communication, or English Literature (6) - three of the six credit hours must be English composition or English literature.

Mathematics (3)

Social or Behavioral Sciences (3)

Visual or Performing Arts (3)

Humanities (3)

Government (3)

History (3)

Computer Science or Technology (3)

Life and Physical Sciences (24) – minimum of 12 credit hours must have a lab component

Electives (9)

Upper Division Requirements (64-68 credit hours)

Anatomy	Credit Hours
AN1440 Histology.....	4
AN1746 Gross Anatomy & Embryology I.....	7
AN2746 Gross Anatomy & Embryology II.....	7

AN3441 Human Neuroanatomy.....	4.5
Physiology	
PH2542 Physiology I	5
PH3440 Physiology II.....	5
PH4321 Physiology III.....	2.5
Microbiology	
CM2330 Fundamentals of Metabolism.....	3
MB3550 Principles of Microbiology	5
Chemistry	
CM1330 Foundations of Biochemistry.....	3
Pathology	
PA2330 General Pathology	3
PA3330 Systems Pathology I.....	3
PA4330 Systems Pathology II.....	3
Science Electives (6 credits required)	
AN1330 Spinal Anatomy.....	3
CH2220 Spinal Biomechanics	2
CH3221 Lower Extremity Biomechanics	2
CH4220 Upper Extremity Biomechanics	2
CP2220 Basic Communication and History Taking Skills	2
Total Lower Division Credits	60 credit hours
Total Upper Division Credits	66 credit hours
Total Lower Division and Upper Division Credits	126 credit hours

Application Procedures for the Bachelor of Science Degree in Human Biology

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

Responsibilities

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

Procedures

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

6. The student will complete and submit an application for graduation in the registrar's office.
7. Upon submission of all degree requirements and submission of the application for graduation, the registrar's office will order the diploma and note the degree on the student's transcript.

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

Graduation Requirements for the Bachelor of Science Degree in Human Biology

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

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

Dual Degree Programs

Master of Science

Qualifying students may choose to apply for and enter a dual Doctor of Chiropractic (D.C.) and Master of Science (M.S.) degree program at the University of Houston-Clear Lake (UHCL). Two UHCL degrees are currently available including an M.S. in Exercise and Health Sciences and an M.S. in Biology. Students are directed to the following website for further information at <https://www.uhcl.edu>.

Additional Graduate Health Science Degree Opportunities

Through an articulation agreement with A.T. Still University's College of Graduate Health Studies (ATSUCGHS), TCC students, alumni and employees are eligible for a tuition discount on ATSU-CGHS master's and doctorate level degrees. The agreement allows qualified applicants from TCC to continue their education and advance their career with a post-professional degree from the nation's first college of osteopathic medicine. The degree offerings include: Master of Public Health, Master of Health Administration, Master of Science in Kinesiology, Doctor of Health Administration, Doctor of Health Science, and Doctor of Health Education. For more information see <https://www.atsu.edu/college-of-graduate-health>.

DISCLAIMER: The master's of science degrees at UHCL and the post-professional degrees through ATSU are managed and maintained by those institutions. As such, those institutions may make alterations to their programs' requirements, content, or availability at their discretion unbeknownst to TCC. Please contact the schools for the most up-to-date information.

Student Life

Mae Hilty Memorial Library

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

The library houses over 10,000 volumes of books, audiovisual materials and anatomical models, and maintains current subscriptions to an array of journals and databases that allow patron access to thousands of articles in print or online. The TCC online library catalog (EOS), and health science indexes such as PubMed, Index to Chiropractic Literature, Dynamed, and SPORTDiscus are available both on- and off-campus through both Canvas and the TCC website.

The library offers wireless internet service throughout the facility to accommodate personal laptops, tablets and phones. We also provide 15 in-house computer workstations, as well as 4 multipurpose printer/copier/scanners for use with both personal and library computers.

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

Circulation Policies and Fines

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

Check-out periods are:

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

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

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

Regular library hours are from 7:00 AM to 12:00 midnight Monday through Thursday, 7:00 AM to 4:00 PM on Friday, and 12:00 noon to 8:00 PM on Sunday. Any changes in hours due to holidays, trimester breaks or special events will be posted throughout the Library and to Canvas.

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

Student Services

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

Academic Advising

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

Counseling Services

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

Services for Students with Disabilities

The Office of Enrollment Services assists students with disabilities to independently achieve their educational goals by providing reasonable and appropriate accommodations. It is the students' responsibility to inform the institution of their disability, preferably 30 days before the start of the DC program. (Please allow a minimum of 1-2 weeks to process a request for accommodations.) In order to qualify for these accommodations, a student must provide the Director of Academic Success with verification of disability. Relevant and current documentation is required to verify disabilities for students requesting accommodations. Submitted documentation does not guarantee the receipt of academic accommodations. Students also need to submit a request for accommodation each trimester they are enrolled at Texas Chiropractic College. To request accommodations or if you have any questions, please contact the Director of Academic Success at studentservices@txchiro.edu.

Student Health Services

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

For further information, contact the Office of Enrollment Services.

Tutoring

The Office of Enrollment Services offers free peer tutoring in a variety of subjects and is responsible for administering the Open Study Sessions (OSS) and individual tutoring. Individual tutoring is available on a restricted basis. To request a tutor, or more information, please email the Director of Academic Success.

Students' Code of Conduct

Students are expected to maintain themselves, at all times, in a manner befitting a professional institution. 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.

Examples of Infractions

The following offenses by a student or student organization apply whether on campus or off while representing the college. They are representative of those subject to this code and may result in consequences ranging from reprimand and/or disciplinary probation to suspension or expulsion:

All major infractions must be referred to the Office of Enrollment Services and may be subject to disciplinary committee review.

Minor infractions:

1. Eating and drinking in classrooms and other prohibited areas as designated by policy
2. Tobacco use anywhere on campus (any form of tobacco to include smoking or e-cigarettes, vaping, and chew)
3. Minor infractions of clinic policy (i.e. non-compliance with rules pertaining to clinic dress code)
4. Parking in reserved parking spots.

Major infractions:

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 student
 - iv. Knowingly buying, selling, using, stealing, transporting or soliciting in whole or in part, the contents of confidential test information or homework assignment solutions for credit.
 - b. Plagiarism is defined as the act of copying or creating the appearance of copying by an individual or group 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)
 - ii. Presenting another's scientific 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 completion of an individual or group assignment when the work was accomplished by others or taking credit disproportionate to the actual contribution.
2. Conviction of a criminal act (misdemeanor or otherwise) and/or failure to report a criminal conviction within 10 business days.
3. Theft of, or intentional damage to, College equipment or property or the property of any person on College premises or at any school functions.
4. The use, sale or possession on College premises of substances that are prohibited by local or federal law.
5. Unauthorized entry into College buildings, rooms, facilities.
6. Malicious harassment, abuse, or threat of bodily harm toward any person on the College premises or at any College function.
7. Representation of oneself as a doctor prior to licensure

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 OR that violates rules of the College
10. 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.
11. Intentional and unreasonable disruption of classroom activities or any other College function.
12. Failure to comply with directions of College officials acting in performance of their duties and within the scope of their authority.
13. Major infractions of clinic policy.
14. Repeated minor infractions.
15. Violation of Alcohol and Drug Use policy.

Disciplinary Action

Penalties for student misconduct range from Reprimand to Disciplinary Probation, Suspension or Disciplinary Expulsion:

1. **Reprimand:** the mildest penalty, which serves as a warning that further similar behavior may subject the student to a more severe penalty. Reprimands are typically given for minor infractions.
2. **Disciplinary Probation:** A more severe penalty given for major infractions and/or repeated reprimands. The penalty is noted by a letter in the student's file as an indication that further unacceptable behavior will lead to one of the next two levels of disciplinary actions.
3. **Disciplinary Suspension:** the student is suspended from all College activities for a minimum of one trimester. Depending on the cause of the disciplinary suspension (i.e. cheating or other forms of academic dishonesty), the student may also receive a grade of WF (Withdraw Failed) from one or more courses and a letter will be placed in the student file.
4. **Disciplinary Expulsion:** the student is permanently dismissed from the school with the penalty being noted on the student's transcript.

With the final assessment of **ANY** of the defined penalties, the Associate VP of Enrollment Services (AVPES) shall notify the student of the penalty by letter and place a copy of this letter in the student's file. The AVPES shall additionally notify the Registrar **IF** the penalty is to be noted on the student's transcript. Finally, the AVPES shall notify the complainant of the findings of the committee.

Discrimination Policy

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

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

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

Student Code of Conduct & Discrimination Policy Complaint Processes

Individuals may file formal complaints against any TCC employee or student under one of two policies: Student Code of Conduct (TCC Policy #4.1.2) and Student Rights & Responsibilities – Discrimination Policy & Grievance Procedures Involving Students (TCC Policy #4.1.1). See previous sections for more information about these policies.

Formal complaints involving a TCC student as the grievant and/or aggrieved are managed by the Associate VP of Enrollment Services (AVPES). In the event the AVPES is involved in this hearing process is the Grievant, Aggrieved, or a witness, a replacement will be named by the President or Chief Academic Officer, as appropriate.

For the purposes of these processes, “day” is defined as a regular business day while classes are in session.

A written complaint should be received by the AVPES within 10 days of the occurrence of the incident. Following the receipt of the formal written complaint by the AVPES, the following steps will occur within five (5) days:

1. Aggrieved is notified of complaint; Aggrieved MAY provide a written response to the AVPES
2. If the situation is appropriate, the AVPES will attempt to mediate a resolution.
3. If the mediation is successful, the complaint is considered resolved. If not,
4. The Aggrieved MUST provide a written response to the AVPES (if hasn't already done so); Grievant will receive a copy of the response once available.
5. The EDSS will form a committee to hear the case.

The committee will consist of six (6) individuals:

- Chair – Non-voting member of the committee; Faculty Member
- Two (2) Faculty Members
- Two (2) Students
- One (1) Staff Member

Following the completion of Steps 1-5 above, the following steps will occur within five (5) days:

6. All documentation received by the AVPES is submitted to the Committee Chair.
7. Committee meets to hear and begin deliberation of the case*

*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.

Following the hearing and deliberation of the case, the Committee Chair must submit the committee's written decision to the AVPES within five (5) days. The AVPES will then immediately forward the findings to both parties, TCC administration and Human Resources (as appropriate). There are three general outcomes to the committee findings:

1. Committee finds for the Aggrieved. The complaint is resolved.
2. Committee finds for the Grievant. The Aggrieved may appeal.
3. Committee finds the complaint is frivolous and/or malicious. The Grievant may appeal.

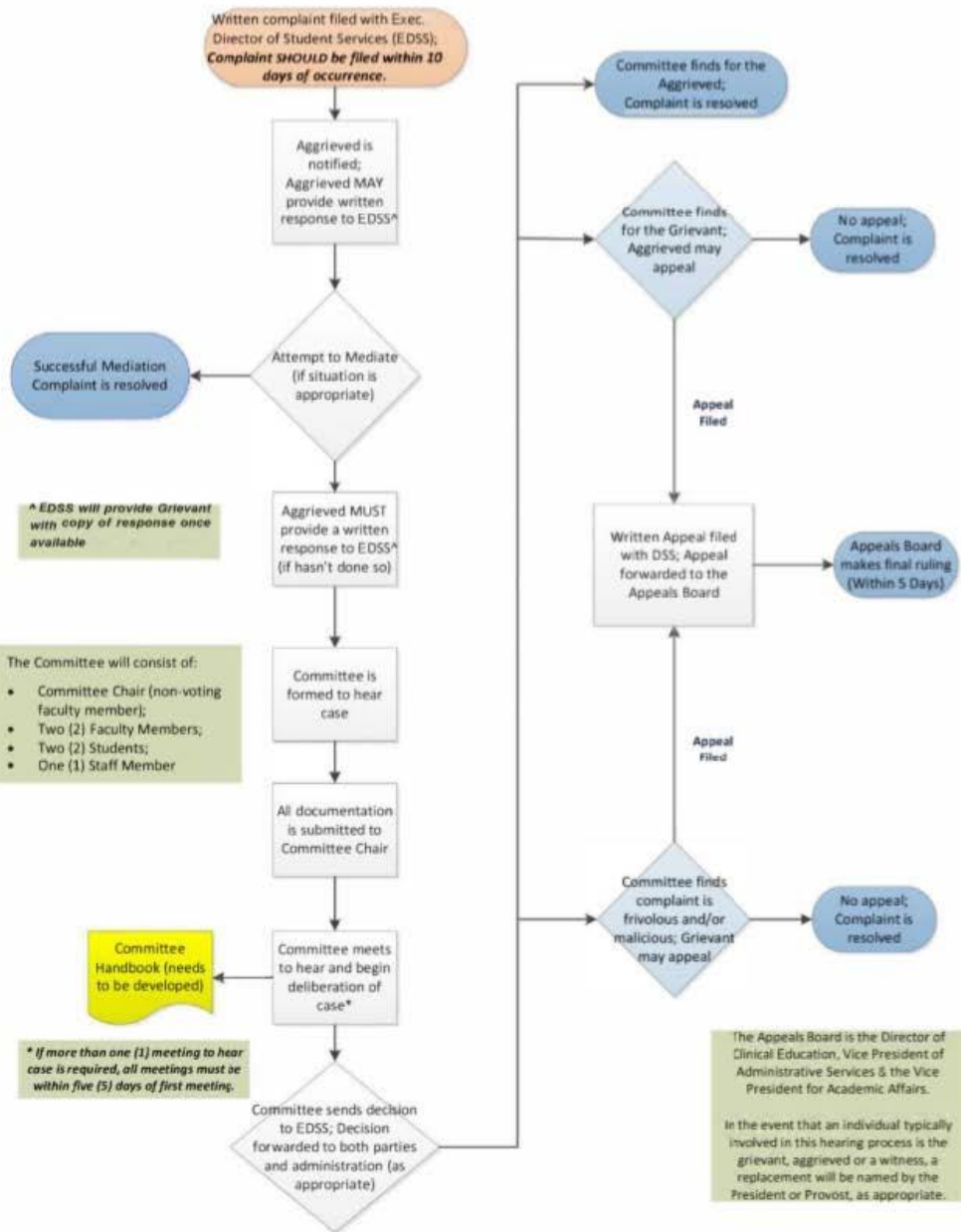
For outcomes 2 and 3, written appeals must be filed with the AVPES within five (5) days. If no appeal is received, the complaint is resolved. Appeals will be forwarded to the Appeals Board, which has 10 days to make a final ruling. The Appeals Board is the Chief Academic Officer, Vice President of Administrative Affairs, and Clinical Academic Officer.

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 Edvance360 and TCC's email system.

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

Student Code of Conduct and Discrimination Policy Complaint Process



Student Leadership

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

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 council, 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 Enrollment Services.

Student American Chiropractic Association (SACA)

This organization is the student affiliate group of the American Chiropractic Association and gives each member a head-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. Additionally, the ACA and SACA have specialized councils for students with specific interests (i.e. ACA Sports Council).

Student American Black Chiropractic Association (SABCA)

The purpose of the American Black Chiropractic Association (ABCA) is to help recruit, encourage and support black persons to study chiropractic. The organization encourages research and development of the science, philosophy, and art of chiropractic. It also donates time and service to health clinics, provides community education and facilitates the exchange of knowledge and experience among Doctors of Chiropractic. The ABCA was founded in 1982 by Dr. Bobby Westbrooks (from the ABCA). The Student American Black Chiropractic Association (SABCA) at TCC provides its members with the opportunity to:

- 1) Build professional relationships with various African-American chiropractors;
- 2) Participate in numerous community service projects;
- 3) Mentor fellow students; and
- 4) Assist TCC in recruiting qualified students.

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.

Student Chiropractic Association of Louisiana (SCAL)

The Student Chiropractic Association of Louisiana's 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.

Ambassadors

The Ambassadors assist in increasing the quality of student life on campus and represent the qualities found at TCC to the public. These qualities include leadership, trustworthiness, character, charity, loyalty, attitude, honor and pride in the school as well as academic achievement. The TCC Ambassadors are an elite group of students who excel in all the qualities aforementioned. They are hand selected by a small group of administrators and current members, and are supported by faculty recommendations. Some of the responsibilities of the ambassadors include: assist with recruitment; provide campus tours; participate in service projects, tutoring, orientation, white coat recognition and graduation. They also serve as peer mentors to new students.

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 subjects of special interest to student doctors of chiropractic. For a current list of clubs and additional information on how to start a club, please come by the Office of Enrollment Services.

Rights and Responsibilities of Registered Student Organizations

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

Campus Rules and Regulations for Student Organizations

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

Statements Regarding Student Activities & On-Campus Events

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

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

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

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

When planning an event or meeting on campus, student clubs or organizations must complete a Facilities Use Form, available in the Office of Enrollment Services, which must be submitted at least two weeks prior to the event (please note additional requirements for events with alcohol). This form requires club information and the date and room or facility on campus that is being requested. The club's faculty advisor must sign the form. Final approval of events rests with the Office of Enrollment Services and that office has the right to deny any request for use of campus facilities.

Note: Use of campus facilities is issued on a first-come, first-served basis. All requests must be filed 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 Enrollment Services.

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

Alcohol and Drug Use

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

Further prohibitions include:

- No organization will require or encourage "drinking athleticism" as part of initiation, ritual or custom.

- Drinking games are prohibited.
 - These prohibitions are not exhaustive. Responsible use of alcohol is the only tolerated use.
- As stated in the Student Code of Conduct, “The use, sale or possession on College premises of substances that are prohibited by local or federal law” constitutes a violation of the Students’ Code of Conduct. Violation renders the student subject to suspension or permanent dismissal. If you or someone you know may have a substance abuse problem, please contact the Associate VP of Enrollment Services.

Events with Alcohol

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

Flyer Posting and Distribution

All fliers and posters must be approved by the Office of Enrollment Services prior to posting. Posting is only allowed in designated areas. The sponsoring party of the posting is responsible for removing the fliers after the event.

Hazing Policy

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

Definition of Hazing

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

The term includes but is not limited to: any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing a harmful substance on the body, or similar activity; any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk or harm or that adversely affects the mental or physical health or safety of the student; any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk or harm or which adversely affects the mental or physical health or safety of the student; any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or

discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection; any activity that induces, causes or requires the student to perform a duty or task which involves a violation of the Penal Code.

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

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

B. Personal Hazing Offense

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

C. Organization Hazing Offenses

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

D. Consent Not a Defense

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

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 Associate VP of Enrollment Services 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.

G. Penalties

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

Traffic & 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 Receptionist's desk in the Harris Administration Building. The registration form will be kept on file.

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

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

Student parking is in any spot not designated for an office or individual.

Visitors

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

Special Occasions and Emergencies

On special occasions and in emergencies, the College may impose parking restrictions. If conditions warrant, the College may waive parking restrictions that are ordinarily imposed.

Should it be necessary to drive a vehicle that is not registered at TCC, the driver must notify the Office of Enrollment Services immediately of the vehicle license number and the date on which the vehicle will be driven. There is no charge for this temporary clearance, and it will be honored in student parking areas only. This privilege is extended only to those students who have a vehicle registered at TCC.

General Parking Regulations

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

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

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

Accidents

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

Towing and Impounding Vehicles

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

Computer Labs & Classroom Technology

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

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

Texas Chiropractic College's Information Technology Department is responsible for installing and maintaining all software licenses and equipment. All equipment and resident data in the computing labs and classrooms are the sole property of Texas Chiropractic College. The college or its agents have the right to seize any material or data on any equipment owned by Texas Chiropractic College at any time. Students are required to store their work on flash drives. You can also e-mail documents to yourself and

retrieve them elsewhere. Texas Chiropractic College does not provide storage space for students, and any material stored will be deleted routinely.

Student E-Mail

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

Canvas

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

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 the Standard Process Student Center. Food service is generally available Monday–Thursday, 7:30-9 am and 11 am -2:00 pm while classes are in session.

Cellular Phones/Mobile Devices

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 Disciplinary Committee for appropriate action.

College Guests

Policies regarding guests on campus are integrated with other policies relating to student conduct and access to facilities. Students and other campus community members are held accountable for the actions and conduct of their guests while they are on campus. All guests are subject to the same College rules

and regulations governing the conduct of students and community members. For security purposes, regular visitors to the campus must sign in at the Office of Enrollment Services.

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's Facebook page, website at 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.

Identification Cards

All students are required to have a TCC student Identification Card which will be issued at new student orientation. Lost I.D. cards can be replaced through the Office of Enrollment Services.

Pets on Campus

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

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

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

Selling on Campus

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

Solicitation

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

Tobacco Use

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

Weapons on Campus

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

Where to go for Information and Assistance

If you are unsure about whom to contact regarding any procedure or problem, the Office of Enrollment Services is ready and willing to provide the information you need. Please stop by the Harris

Administration Building and the Office of Enrollment Services for assistance between the hours of 8:00 am to 5:00 pm Monday—Thursday, and 8:00 am to 4:00 pm on Friday, or by appointment.

Campus Safety

Victims of theft or any other criminal offense on the College campus should make an immediate report to the Associate VP of Enrollment Services. 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 Office of Enrollment Services.

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

Campus & Security Report

Each Fall trimester, the College publishes a campus security report and makes it available to all faculty, staff and students. This Federal Government requirement is met by detailing the criminal activity surrounding the campus. For more information, please see the Office of Enrollment Services.

Injuries While on Campus

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

Personal Property

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

Emergency Preparedness

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

Emergency Personnel & Telephone Numbers

TCC DESIGNATED RESPONSIBLE OFFICIALS
Stephen Foster, DC, FICC, President 2nd Floor, Harris Building 281-998-6010
Perry Latiolais, Physical Plant Supervisor Maintenance Building 281-998-6047
Sue Arnold, Human Resources 2nd Floor, Harris Building 281-998-6003
TCC DESIGNATED FIRST RESPONDERS (First Aid / CPR / AED)
All Attending Clinicians Moody Health Center 281-487-1501
CITY AND NATIONAL EMERGENCY CONTACTS
Police: Pasadena 713-477-1221
Fire Department: Pasadena 713-477-1122
Poison Control: 1-800-222-1222
COMMUNITY AWARENESS EMERGENCY RESPONSE (CAER)
City of Pasadena CAER LINE: 281-476-2237
<i>CAER is an automated message center that carries up-to-date information on area industry chemical spills or releases plus "shelter in place" warnings.</i>
HOSPITAL
Bay Shore Medical Center 713-359-2000
Bay Shore Emergency Services 713-359-1440
AMBULANCE:
Bay Star Ambulance Services 281-422-7200
ETMC-EMS Pasadena 713-473-7375
UTILITY COMPANIES
Electric — Reliant Energy 713-207-2222
Water — City of Pasadena 713-477-1511
Gas — Center Point Energy 713-659-2111

TCC Leadership

Texas Chiropractic College Board of Regents

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Pasadena, Texas

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Houston, Texas

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Sherman, Texas

Van A. Wigginton, JD
Pasadena, Texas

Regent Ex-Officio (Student)
TBD

Regent Ex-Officio (Faculty)
TBD

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Stephen Foster, DC, FICC

Vice President of Administrative Services

Sandra Hughes, DC, MEd, FICC

President's Cabinet

Clinic Chief of Staff

Kent Gray, DC

Associate Vice President of Enrollment Services

Monique Lewis