

2023 - 2024

Catalog &
Student Handbook

ADDENDUM





2023 – 24 TCC CATALOG AND STUDENT HANDBOOK ADDENDUM

THIS ADDENDUM REPRESENTS OFFICIAL CHANGES TO TCC'S
CATALOG AND STUDENT HANDBOOK.

TEXAS CHIROPRACTIC COLLEGE

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Mission Statement

Updated (4/19/2024) Effective: Spring 2024

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

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

Admissions

Transfer Applicants

Updated (5/24/2024): Effective: Summer 2024

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

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

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

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

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

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

Advanced Standing

Students seeking advanced standing must have successfully completed courses prior to matriculation in a health care professional doctoral program (i.e., medical, dental, veterinary, osteopathic). All courses must have been completed at an

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

Financial Information

Veterans and Vocational Rehabilitation Benefits

Updated (1/25/2024) Effective: Spring 2024

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.

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

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

Family Discounts

Updated (1/25/2024) Effective: Spring 2024

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

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

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

International Student Discount

Updated (1/25/2024) Effective: Spring 2024

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

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

Schedule of Tuition and Fees for DC/BS

Updated (10/31/2023) Effective: Fall 2023

Course Audit Fee (Lectures Only)	\$100/course
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Updated (1/5/2024) Effective: Spring 2024

B.S. degree processing fee (nonrefundable)	\$300***
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***There will be a \$50 refund if a diploma is not awarded.

Academic Affairs

Academic Honors

Updated (04/19/2024) Effective: Spring 2024

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

Attendance

Updated (02/14/2024) Effective: Spring 2024

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

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

Definitions:

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

Attendance Policy Exemptions

Updated (01/08/2024) Effective: Spring 2024

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

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

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

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

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

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

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

Students granted an excused absence qualify to make up assignments, laboratory activities, quizzes, or exams according to the parameters outlined in the examination makeup policy with any applicable fees.

For clinic attendance requirements, see the current Clinic Handbook.

Leave of Absence

A Leave of Absence (LOA) is a temporary interruption in a student's program of study, during which the student is not in attendance. The LOA must meet specific criteria to be considered an approved LOA under Title IV regulations, allowing the student to maintain their in-school status for loan deferment purposes.

To be eligible for a Leave of Absence, a student must:

- Be enrolled in a program of study at TCC.
- Have completed at least one trimester of coursework. Have a legitimate and documented reason for requesting the LOA (e.g., medical reasons, family emergencies, military service, religious activities).

The maximum duration of a single LOA is 180 days in any 12-month period. A student may be granted more than one LOA in a 12-month period, but the total combined leave cannot exceed 180 days.

To request a Leave of Absence, a student must:

1. Submit a completed LOA Request Form to the Office of the Registrar at least 30 days prior to the desired start date of the leave, unless unforeseen circumstances prevent timely submission. (Make certain to include documentation supporting the reason for the leave.)
 - a. Examples of documentation may include but are not limited to a note from the medical provider, obituaries, death certificate, a note from employer, active-duty notification, jury summons, etc.
2. Registrar will submit completed application to the LOA Committee no later than three business days from the time of receipt.
3. The LOA Committee will convene no later than three business days of receipt. The committee will not meet with the applicant but may request additional information to support a requested leave of absence.
4. The LOA Committee will provide response to student no later than three business days upon convening. The determination of the committee is final with no avenue for appeal.

A LOA request will be considered for approval if it:

- Is submitted in a timely manner with all required documentation.
- Includes a reasonable expectation that the student will return to their program of study after the leave.
- Does not exceed the maximum allowable days within a 12-month period.

During an approved LOA, students will not be considered withdrawn, and their financial aid status will remain unchanged. Students on LOA are not eligible to receive additional Title IV funds. If a student does not return from a LOA, the withdrawal date will be the date the student began the LOA, which may impact financial aid repayment obligations.

Students must notify the Office of the Registrar of their intent to return at least 15 days before the end of their LOA. Upon return, students will resume their program at the point where they left off. Students may audit LOA impacted course(s) up to the point where they left off.

If a student fails to return from a LOA, they will be considered withdrawn from the college as of the first day of the LOA. The withdrawal date will be used to calculate any required return of Title IV funds.

All LOA requests, approvals, and documentation will be maintained in the student's academic record. The Office of the Registrar is responsible for ensuring compliance with Title IV regulations regarding LOAs.

Examinations

Updated (03/28/2024) Effective: Spring 2024

Review of recordings with or without Standardized Patients

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

Academic Program

Doctor of Chiropractic Degree Program Schedule of Classes

Updated (12/13/2023) Effective: Spring 2024

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
CH1103	Palpation I	0	3	45	1.5
CM1330	Foundations of Biochemistry	3	0	45	3
TOTAL		15	9	360	19.5

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
CR2220	Introduction to Chiropractic Research	2	0	15	2
PA2330	General Pathology	3	0	45	3
PH2440	Physiology I	4	0	60	4
TOTAL		21	9	450	25.5

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
CH3211	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
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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.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
CP5220.FR	Fundamentals of Clinical Reasoning	2	0	30	2
DI5660	Imaging Interpretation I	6	0	90	6
TOTAL		22	7	435	25.5

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	Passive Modalities & Therapeutics	1	2	45	2
CP.NT6330	Nutrition II	3	0	45	3
CP6542	Clinical Neurology	4	2	90	5
CP.EP6220	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
CP7331.SA	Senior Adult Health & Wellness	3	1	60	3.5
CP7440.ID	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 (15 weeks)	3	28	465	17
TOTAL		3	28	465	17

GRAND TOTAL		LEC	LAB	HRS	CR
		153	139	4480	222.5

Prerequisite and Corequisite Requirements

Updated (12/13/2023) Effective: Spring 2024

	Course	Prerequisites	Corequisites
Tri 2	Basic Communication and History Taking Skills		
	Introduction to Chiropractic Research		
	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	Gross Anatomy and Embryology I	
	Principles of Microbiology		
	Physics Principles of Diagnostic Imaging	Completion of all Tri 1 & Tri 2 courses	
	Chiropractic Manipulation Therapy I	Palpation II, Spinal Biomechanics	
	Systems Pathology I	General Pathology	Physiology II
Tri 4	Advanced Communication and History Taking	Basic Communication & History Taking	
	Dermatology	Principles of Microbiology	
	Introduction to Imaging Interpretation	Physics Principles of Diagnostic Imaging	
	Nutrition I	Physiology II, Fundamentals of Metabolism	
	Physical Examination and Diagnosis	Physiology II	Systems Pathology II
	Physiology III	Physiology I & II	
	Chiropractic Manipulation Therapy II	Lower Extremity Biomechanics, Chiropractic Manipulation Therapy I	
	Systems Pathology II	Physiology I, General Pathology	
	Upper Extremity Biomechanics	Gross Anatomy and Embryology I	
Tri 5	Clinical Psychology	Advanced Communication and History Taking	
	Fundamentals of Clinical Reasoning	Phys. Exam and Diagnosis	Orthopedics I
	Health Promotion in Clinical Practice	Principles of Microbiology	
	Imaging Interpretation I	Intro. to Imaging Interpretation	
	Orthopedics I	Advanced Communication and History Taking, Lower Extremity Biomechanics, Physical Exam and Diagnosis, Upper Extremity Biomechanics	
	Chiropractic Manipulation Therapy III	Chiropractic Manipulation Therapy II, Upper Extremity Biomechanics	
	Toxicology/Pharmacology	Physiology II	
	Women's and Children's Health	Physical Exam and Diagnosis	
Tri 6	Clinical Neurology	Human Neuroanatomy	
	Introduction to Chiropractic Business Practices		Passive Modalities and Therapeutics

	Principles II	Completion of all Tri 1-5 courses	
	Nutrition II	Nutrition I, Toxicology & Pharmacology	
	Orthopedics II	Orthopedics I	
	Passive Modalities and Therapeutics	Orthopedics I	
	Chiropractic Manipulation Therapy IV	Chiropractic Manipulation 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, Passive Modalities and Therapeutics	Rehabilitation and Active Care
	Chiropractic Business Practices	Intro to Chiropractic Business Practices	Clinic I
	Chiropractic Clinical Clerkship I (Clinic I)	Completion of all coursework TR-1 through 6, Must have sat for all sections of NBCE I, Required Immunizations	
	Clinical Lab Diagnosis	Nutrition II	
	Imaging Interpretation II	Imaging Interpretation I	
	Internal Diagnosis	Physical Exam & Diagnosis, Systems Pathology II	Clinical Lab Diagnosis
	Rehabilitation and Active Care	Orthopedics I, Passive Modalities and Therapeutics	
	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
	Chiropractic Clinical 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	Chiropractic Clinical Clerkship III (Clinic III)	Clinic II	
Tri 10	Chiropractic Clinical Clerkship IV	Clinic III	

Course Descriptions

Updated (12/13/2023) Effective: Spring 2024

New Course:

CR 2220 Introduction to Chiropractic Research 2 credits 30 hours

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

Student Life

Hampton Tax Group Recreation Center

Updated (12/15/2023) Effective: Spring 2024

Hampton Tax Group Recreation Center

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

Outside guests are not permitted in the Recreation Center.

Hours of Operation during the Trimester:

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

Hours of Operation during Trimester Breaks:

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

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

Mae Hilty Memorial Library

Updated (01/02/2024) Effective: Spring 2024

Library Hours

Monday – Thursday: 7 AM to 7 PM

Friday: 7 AM to 4 PM

Saturday – Sunday: Closed*

*Weekend hours will be available before midterms and final exams.

Student Code of Conduct and Disciplinary Procedures

Updated (2/14/2024) Effective: Spring 2024

1.0 PURPOSE

1.1 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.

2.0 SCOPE

2.1 This policy applies to all TCC students.

3.0 POLICY

Students charged with violating Texas Chiropractic College's Student Code of Conduct are subject to the College's formal disciplinary procedure which includes evaluation of the charge by a Disciplinary Committee. Where a student is found to have violated the Code, the Disciplinary Committee will impose discipline as provided in Section 3.2 of this Code.

3.1 PROHIBITED CONDUCT.

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

3.1.1. All forms of dishonesty, including but not limited to cheating, plagiarism, fraud, and misrepresentation.

- (i) 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):

- a. Looking at someone else's examination/quiz/assignment paper to obtain the answer from another student.

- b. Possessing/obtaining information regarding questions from an exam/quiz/assignment prior to said assessment without the knowledge of the professor.
 - c. Giving or receiving answers to test questions and/or assignment questions to/from another individual when not authorized by the professor.
 - d. Knowingly buying, selling, using, stealing, transporting or soliciting in whole or in part, the contents of confidential test information or homework assignment solutions.
- (ii) Plagiarism is defined as the act of copying for the express purpose of passing off the work of another individual or group as their own work. Examples of plagiarism include (but are not limited to):
- a. Using unique words, extended passages or original ideas taken from a published source in a written exercise without acknowledgment of the source(s) through appropriate documentation (*i.e.* citation), including the use of Artificial Intelligence (“AI”) software.
 - b. Presenting another’s research (in whole or in part) and/or another’s original idea as if it were one’s own.
 - c. Taking or attempting to take credit for work done toward the completion of an individual or group assignment when the work was accomplished by others or taking credit disproportionate to the actual contribution.
- (iii) Dishonestly includes, but is not limited to:
- a. The filing of complaints found to be frivolous and/or malicious in nature and otherwise without substance.
 - b. Providing fraudulent or otherwise intentionally inaccurate or deceptive information to faculty members or other College personnel, verbally or in written/electronic formats.

3.1.2 Criminal conduct, to include:

- (i) Conviction of a criminal act (misdemeanor or otherwise) and/or failure to report a criminal conviction within 10 business days.
- (ii) Theft of, or intentional damage to, College equipment or property or the property of any person on College premises or at any school functions.
- (iii) The use, sale, or possession on College premises of substances that are prohibited by local or federal law.
- (iv) Unauthorized entry into College buildings, rooms, or facilities.

3.1.3 Endangerment, Unwelcome Physical Contact, Abuse, and Assault

- (i) Intimidation, abuse, or threat of bodily harm toward any person on the College premises or at any College function
- (ii) Conduct that threatens or is likely to endanger the health or safety of any person on College property or at College-sponsored and supervised functions, including physical abuse or assault, fighting, threats to use force, and acts of intimidation.
- (iii) Action(s) that endanger the health, safety, or well-being of another person or group.

- (iv) Interference with the freedom of another person to move about in a lawful manner or to participate in the activities and programs of the College.
- (v) Physical contact with another when the actor knows or reasonably should know that the other person will regard the contact as offensive or provocative.
- (vi) Abusive or disrespectful conduct towards any person on the College premises or at any College function.
- (vii) Inappropriate use of email including abusive or confrontational language and conversations.

3.1.4 Harassment, Discrimination, and Retaliation

- (i) Harassment of any person on the College premises or at any College function.
 - a. “Harassment” as used in this section refers to repetitive or persistent conduct that goes beyond annoyance, frustration, or offensiveness. The actions must be severe or pervasive, and the effect of the conduct must be to deny or impair a student’s ability to participate in or benefit from the College’s activities, programs, or services. The term “harassment” as used in this section generally excludes acts or decisions of College officials in the performance of their duties (*e.g.*, assignment of a low grade, denial of financial aid), or an official's inquiries about the student’s conduct.
 - b. Harassment includes conduct that is physical, verbal, graphic/visual, written, or electronic such as persistent and unwelcome communications by telephone, in writing or by electronic device, including social media cyberbullying, in a manner that is reasonably likely to threaten, harass, annoy, alarm, abuse, torment, or embarrass.
 - c. Harassment may be threatening or intimidating (*e.g.*, physical assault or stalking) or it may be distracting and disruptive (*e.g.*, persistent attempts to prevent someone from studying; flashing a light in someone’s eyes; humiliating but non-threatening practical jokes).
- (ii) Discrimination against any person on the College premises or at any College function.
 - a. “Discrimination” as used in this section means treating an individual or group adversely (for example, denying rights, benefits, equitable treatment, or access to facilities or groups open to all others) based on protected characteristics.
 - b. For purposes of this Code protected characteristics include the following: race, color, religion, sex, gender, age, sexual orientation, pregnancy, national origin, physical or mental disability, veteran status, genetic information, gender identity, gender expression or any other status protected under applicable federal, state, or local law.
- (iii) Retaliation against anyone who opposes or reports a perceived wrongdoing, inequity, or violation of law or College policy, files a complaint alleging illegal or prohibited discrimination or violation of law or College policy, participates in a College grievance or response procedure, or participates in a College dispute resolution process.

3.1.5 Hazing or any activity for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership in a group or organization or as part of any activity of a recognized student organization or student group. Hazing includes any act that inflicts or intends to inflict mental, emotional, or physical harm or discomfort, humiliation, embarrassment, and/or harassment, regardless of the location or student's willingness to participate.

3.1.6 Conduct Not In Accordance with the Generally Accepted Standards of the Chiropractic Profession

- (i) Representation of oneself as a doctor prior to licensure.
- (ii) The administration of chiropractic adjustments or other chiropractic services outside the classroom or clinic setting prior to licensure (practicing without a license).
- (iii) Any action unbecoming a doctor OR that violates rules of the College.
- (iv) 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.
- (v) Violation of Alcohol and Drug Use Policy.
- (vi) Violation of the Clinic Code of Conduct (*see* Division of Clinics Handbook and Manual)

3.1.7 Disruptive Behavior

- (i) Intentional disruption of College activities or any other College function. This includes conduct that impairs, interferes with, or obstructs the orderly educational processes and functions of the College, including teaching, studying, research, College administration, public-service functions, and extracurricular activities.
- (ii) Failure to comply with directions of College officials acting in the performance of their duties and within the scope of their authority.
- (iii) Eating and drinking in classrooms and other prohibited areas as designated by policy or signage.
- (iv) Smoking anywhere on campus (any form of tobacco to include smoking or e-cigarettes, vaping, and chew).
- (v) Parking in reserved parking spots.

3.1.8 The Unauthorized Possession or Use of Fireworks, Firearms, Explosives, Weapons

- (i) Possession, use, or storage of weapons, fireworks, or explosives on the College premises or college-sponsored events.
- (ii) The possession or use of non-operational or model weapons having the appearance of an actual weapon, firearm, firework, or explosive is also prohibited.

3.1.9 Using the College word mark or name on posters, stationary, clothing, etc. without written permission.

3.1.9 The use of any device to take photographs, record audio, or record video of any activity, person, or physical material on college premises or college-sponsored events on or off-campus without prior approval of the person being recorded or Office of Student Services. Photographs and audio/video recordings of campus social events and ceremonies, such as graduation, alumni events, and receptions, are permitted as long as the photographs or recordings are for personal use.

3.2 DISCIPLINARY COMMITTEE

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

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

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

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

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

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

3.3 DISCIPLINARY ACTION

Students found to have violated the Student Code of Conduct may be subject to discipline. Disciplinary sanctions and remedies will be based upon the seriousness of the offense, the student's demeanor, cooperation, and attitude, the impact of the misconduct on the College environment, the student's overall record at the College (including prior discipline, if any) and statutory or other legal requirements, if any. Possible disciplinary sanctions and remedies

include, but are not limited to:

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

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

4.0 APPEAL

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

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

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

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

NOTES:

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

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

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

Complaint/Grievance Procedure

Updated (2/14/2024) Effective: Spring 2024

PROCEDURE

Students and employees are encouraged to discuss their concerns and grievances with an appropriate supervisor or administrator. When informal discussions fail to resolve the concern or dispute, the individual may file a grievance under this policy. However, complaints alleging discrimination, harassment, retaliation, or violations of the Student Code of Conduct are addressed under their respective policies.

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

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

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

- c. Committee finds the complaint should be dismissed due to a lack of evidence.
13. In grievances involving students, the Grievance Committee will also impose disciplinary sanction(s) where appropriate. In doing so, the Committee will follow the guidelines provided in the Student Code of Conduct, Policy # 4.1.2. The Committee Chair will submit the committee's written decision to the EDSS/DHR within five (5) days. In grievances involving only employees, the DHR will determine the appropriate disciplinary sanction(s) to be imposed, if any. The EDSS/DHR will then forward the findings to both parties and TCC administration (as appropriate).

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

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

Grievances involving TCC employees as *both* the complainant and respondent are managed by the DHR, or appropriate designee. In the event the grievance involves the DHR as the complainant, respondent, or a witness, or the DHR is otherwise unavailable, a replacement will be named by the President. The DHR reserves the right to impose an immediate removal of an employee from campus while an investigation is being conducted if the DHR perceives the employee to be a risk to the campus community.

2.0 APPEAL

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

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

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

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

NOTES:

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

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

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

TCC Leadership

Board of Regents

Updated (4/19/2024)

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The Woodlands, Texas

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Pasadena, Texas

Paul Raymond DC, Secretary
Houston, Texas

Edward R. Waller, PhD, Treasurer
Houston, Texas

Joshua B. Elliott, DC, Assistant Treasurer
Little Elm, Texas

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Sugar Land, Texas

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The Woodlands, TX

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Sherman, Texas

Reuben Wisdom (Student)

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