

# TEXAS HEALTH AND SCIENCE UNIVERSITY



## **Student Handbook**

**Updated July 2014**



## Table of Contents

<b>Mission Statement</b> .....	<b>4</b>
Educational Objectives of the Bachelor of Science in Traditional Chinese Medicine Program.....	4
Educational Objectives of the Master of Science in Acupuncture and Oriental Medicine Program.....	4
Educational Objectives of the Doctor of Acupuncture and Oriental Medicine Program.....	5
Educational Objectives of the Master of Business Administration Programs.....	5
Educational Objectives of the English as a Second Language Programs.....	5
Commitment to Diversity.....	5
Use of This Handbook.....	6
Students' Rights and Responsibilities.....	7
Code of Ethics and Conflict of Interest Policy.....	7
<b>Academic Policies</b> .....	<b>8</b>
Academic Calendar.....	8
Academic Success Strategies.....	9
Assignments/Homework.....	9
Course Selection and Registration.....	9
Maximum Academic Course Load.....	9
Transfer Credit – College of Traditional Chinese Medicine.....	10
Transfer Credit – College of Business Sciences.....	11
Academic Standards.....	12
Grading System.....	15
Satisfactory Academic Progress (SAP) Flow Chart.....	16
Graduation Requirements.....	17
Second Year Comprehensive Exam.....	18
Attendance Policies.....	18
Class Schedules.....	19
Adding and Dropping Classes after the Start of the Trimester.....	19
Withdrawals and Refund Policy.....	20
Readmission.....	21
Grievance Policy for Students.....	22
Grievance Form.....	23
Family Educational Rights and Privacy Act (FERPA).....	24
<b>Financial Policies</b> .....	<b>25</b>
Payment Policy.....	25
Payment Options.....	25
<b>Student Services and Activities</b> .....	<b>26</b>
Academic Advising.....	26
THSU Disability Support Services.....	26
Change of Address.....	30
Announcements.....	30
Computer Lab.....	30
Academic Dean (TCM Programs) and Dean of Students (MBA Programs).....	30
Free Seminar Series.....	30
Graduation Ceremony.....	30
Health Services.....	30
Library.....	30
Lost and Found.....	31
National Certification Exam and Licensing Advisement (TCM Students).....	31
New Student Orientation.....	31
Safety Officer.....	31
Security.....	32
Student Government Association.....	32
Student Lounge.....	32
Tutoring (TCM Students).....	32
Misconduct.....	34
<b>Campus Awareness and Campus Security</b> .....	<b>38</b>
<b>Emergency Action Plan</b> .....	<b>40</b>

## ***Mission Statement***

*The Mission* of Texas Health and Science University (THSU), established upon the foundation, history, and traditions of its predecessor institution, Texas College of Traditional Chinese Medicine, is:

To educate a new generation of leaders for the global community in the professions of Acupuncture and Oriental Medicine and Business, and to contribute to the global economy with their leadership, business acumen, English language competency, and professional skills;

To equip students with the necessary knowledge and skills to succeed in today's competitive business environment; and for students of Traditional Chinese Medicine, to integrate this business knowledge and skills with training in the clinical therapies and applications of Traditional Chinese Medicine for the purpose of enhancing quality of life and community.

## ***Educational Objectives of the Bachelor of Science in Traditional Chinese Medicine Program***

Graduates of this university will be qualified to meet the challenges of establishing and maintaining a successful profession in the 21<sup>st</sup> century, as evidenced by one or more of the following learning outcomes:

- A systematic knowledge of the theories, philosophies, and practices of Traditional Chinese Medicine;
- The skill to assist licensed acupuncturists by setting up patients in the treatment room, taking vital signs, recording complaints, preparing and dispensing herbal formulas, and removing acupuncture needles;
- The skill to correctly apply gua sha, cupping, reflexology, and other therapies which do not involve the insertion or stimulation of needles;
- The skill to handle front desk duties, do marketing for the clinic, and file insurance claims;
- The ability to communicate professionally with healthcare providers, colleagues, business leaders, industry, patients and the public with empathy, compassion, and integrity;
- The confidence to find successful employment in a healthcare related field, including the competence to work as an acupuncture assistant, to manage a healthcare practice, or to be employed in an insurance billing office.
- The opportunity for readiness to continue studies at the University to become a Licensed Acupuncturist or to earn a Master of Business Administration in Healthcare Management.

## ***Educational Objectives of the Master of Science in Acupuncture and Oriental Medicine Program***

Graduates of this program will be qualified to meet the challenges of establishing and maintaining a successful profession in the 21<sup>st</sup> century, as evidenced by the following learning outcomes:

- A systematic knowledge of the theories, philosophies, and practices of Traditional Chinese Medicine including a thorough grounding in the Chinese medical classics;
- The skills to assess patients and make an accurate TCM diagnosis and effective treatment plan;
- The ability to formulate and apply acupuncture and Chinese herbs based upon the total assessment of the patient;
- The skill to communicate accurately and effectively with other health care providers and appropriately refer patients to them;
- The ability to communicate professionally with academic, professional colleagues, business leaders, industry, patients and the public with empathy, compassion, and integrity;

- The successful placement of graduates in a practice of Acupuncture and Oriental Medicine, and the competence to effectively and ethically manage the business aspects of a clinical practice.

### ***Educational Objectives of the Doctor of Acupuncture and Oriental Medicine Program***

Graduates of the Doctor of Acupuncture and Oriental Medicine (DAOM) program will be qualified to meet the challenges of membership in the modern health care system, as evidenced by:

- Deepened knowledge of Traditional Chinese Medicine theories, philosophies, and practices, including an extensive grounding in the Chinese medical classics and Western biomedical sciences, with application to integrated perspectives for prevention, diagnosis, and treatment of chronic conditions in the specialty area;
- Exceptional skills in advanced patient assessment and advanced clinical intervention and treatment with acupuncture, herbal medicine, qi cultivation and energetic, diet and nutrition, and manual therapy;
- Confidence in consultation with patients and collaboration with biomedical health care professionals in case management within a dynamic medical environment;
- Demonstration of clinical management and supervision knowledge and skills; and
- Competence to comprehend, analyze, and critically evaluate relevant AOM research from diverse sources, apply information effectively in clinical settings, and demonstrate the potential to make significant scholarly contributions to the profession.

### ***Educational Objectives of the Master of Business Administration Programs***

- To provide the intensive training in business administration required for success in today's global community as an international business leader, entrepreneur, manager, negotiator, vendor, or trader;
- To equip graduates with the ability to plan, direct and coordinate strategic and operational activities as managers of companies and public or private-sector organizations;
- To prepare graduates to communicate skillfully, effectively, and professionally with industry, business leaders, employees, colleagues, and the public;
- To produce the confidence in graduates to find employment in their areas of concentration, including the capability to establish and manage a successful business; and
- To provide the means whereby graduates may lead more financially productive lives and have successful professional careers in the United States or global community.

### ***Educational Objectives of the English as a Second Language Programs***

The intensive English as a Second Language (ESL) programs – ESL Achieve TOEFL and ESL Living the American Experience - enable students whose native language is not English to communicate competently and confidently with American students and professors, business leaders, industry, and the public. Certificates of Completion are awarded upon successful completion of these programs.

### ***Commitment to Diversity***

Texas Health and Science University, here referred to as “the University,” is a community of persons from diverse cultural backgrounds (class, ethnicity, race, religion, gender, sexual orientation, age, and disabled status). All parties in this community must strive to understand the individuality and

uniqueness of those around us and to value those differences, as well as learn from one another in an atmosphere of positive encouragement and mutual respect.

Texas Health and Science University does not condone any form of conduct that goes beyond the legally defined boundaries of discrimination. We will not tolerate verbal or written abuse, threats, intimidation, violence or other forms of harassment against any member of the school community.

Texas Health and Science University will not accept or tolerate ignorance, humor, anger or substance abuse as an excuse, reason or rationale for harassment. Texas Health and Science University believes that we are individually and collectively responsible for our behavior and should be held accountable for our actions. Individuals who choose not to support this commitment through acts of intolerance jeopardize their continued affiliation with the University.

Any student who believes he or she has been a victim of harassment or discrimination in class or in another campus setting, should bring this matter to the Academic Dean or the Dean of Students, at 512-444-8082. Any official other than these persons who receives a complaint should notify the appropriate administrator to make certain that follow-up action is coordinated. Confidentiality of all parties will be respected to the greatest extent possible.

### ***Use of This Handbook***

The policies, procedures and fees in this handbook are subject to change, if necessary, to keep the University in compliance with state and federal laws, and the rules and regulations of the following organizations:

- THSU Board of Governors
- Texas State Board of Acupuncture Examiners
- Texas Higher Education Coordinating Board
- Texas Workforce Commission
- Texas Department of Assistive and Rehabilitative Services
- United States Veteran's Administration
- U.S. Department of Education
- Accrediting Council for Independent Colleges and Schools (ACICS)
- Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM)

Students will be notified of the need for any such changes as soon as practicable. Students will normally graduate under the Curriculum in place at the time of their initial registration, if their attendance is uninterrupted. However, the University reserves the right to change the curriculum, rules, tuition, fees, and degree requirements to remain in compliance as stated above. In such cases, students will be notified as soon as practicable. The provisions of this handbook do not constitute a contract, express or implied, between the Texas Health and Science University and any applicant, student, faculty member, or any other person.

## ***Students' Rights and Responsibilities***

### **You have the right to:**

- Pursue your educational goals in an atmosphere of free inquiry and free expression;
- Be informed of changes to University policies;
- Know how satisfactory academic progress is calculated and the consequences of unsatisfactory academic performance.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Please read specific details regarding FERPA under *Academic Policies*, in this Handbook.

### **You have the responsibility to:**

- Read and adhere to the policies in the Student Handbook and Clinic Policy Manual;
- Keep administrative staff notified of any changes to address, class attendance and intent to continue in the program;
- Settle all financial obligations due to the University in a timely fashion;
- Respect the dignity and worth of each member of the University community.

## ***Code of Ethics and Conflict of Interest Policy***

It shall be the policy of Texas Health and Science University that this Code of Ethics and Conflict of Interest policy shall serve as the underlying philosophy of ethics, integrity, honesty, and discipline, upon which all actions, activities, and decisions are made by the institution and by the individual members, and shall apply to all members of the Board as well as all employees of the University including administrative officers, full-time core faculty, adjunct and part-time faculty, staff, agents, and clinic personnel.

Employees of the University and all individuals who work for or on behalf of the institution, shall act in the best interests of the institution and its students at all times. No voting member of the Board, nor any employee of the University, nor any agent of the institution shall solicit or accept gratuities, favors, gifts, "kickbacks" or anything of value from contractors, potential contractors, or parties to any institutional agreements, contracts, or business transactions involving the institution. Employees shall not use or abuse institutional property, equipment, or supplies for personal use; neither shall they use office hours for personal projects or for personal benefit, nor use the University's name or logo without authorization. No benefit shall be awarded to a student or prospective student in exchange for grades, services, or favors. Violations of this policy may result in penalties including suspension, termination, and/or prosecution in a court of law.

# **Academic Policies**

## ***Academic Calendar***

### **Summer 2014 Trimester**

**Applications/ Documents due (new students) April 14, 2014**

**Registration due (current students) April 16, 2014**

**Classes begin May 7, 2014**

**Memorial Day holiday May 26, 2014**

**July 4<sup>th</sup> holiday July 4, 2014**

**Trimester ends August 22, 2014**

### **Fall 2014 Trimester**

**Applications/Documents due (new students) August 11, 2014**

**Registration due (current students) August 13, 2014**

**Classes begin September 4, 2014**

**Trimester ends December 19, 2014**

### **Spring 2015 Trimester**

**Applications/ Documents due (new students) December 8, 2014**

**Registration due (current students) December 10, 2014**

**Classes begin January 5, 2015**

**Trimester ends April 27, 2015**

### **Summer 2015 Trimester**

**Applications/Documents due (new students) April 13, 2015**

**Registration due (current students) April 15, 2015**

**Classes begin May 6, 2015**

**Trimester ends August 21, 2015**

### **Fall 2015 Trimester**

**Applications/ Documents due (new students) August 10, 2015**

**Registration due (current students) August 12, 2015**

**Classes begin September 3, 2015**

**Trimester ends December 21, 2015**

### **Spring 2016 Trimester**

**Applications/Documents due (new students) December 7, 2015**

**Registration due (current students) December 9, 2015**

**Classes begin January 4, 2016**

**Trimester ends April 27, 2016**

### **Holidays**

Texas Health and Science University observes the following annual holidays:

New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day,

Day After Thanksgiving Day, Christmas Day

(Note: Additional holidays may be designated by the President.)



## ***Academic Success Strategies***

Students are encouraged to arrange their personal lives in ways that will support their academic success. This includes getting sufficient rest, exercise and a nutritious diet. Complimentary and reduced-cost health care services are available in the Student Clinic. Adopting healthy habits while attending school will prepare future practitioners to set good examples for their patients to follow.

Successful students attend all scheduled classes and clinics. Students who set their studies as a priority are better able to learn in class, and for TCM students, be more effective clinic interns and pass their national certification exams without difficulty.

A good study rule to follow is: Preview, Attend, Review, and Practice. Preview by reading the chapters in the textbook that will be covered during the lecture. Attend the class, ask questions, and open your mind to a deeper understanding of the material. Review notes, textbook, and supplementary materials as soon as possible after the lecture to promote memory retention. Practice what you have learned in the Student Clinic to complete the learning cycle.

Having said that, there are a few things that really are more important than school. Family comes first for most people. Personal health, your financial situation, and other obligations should not be compromised as a result of the commitment to attend and complete the program. The Academic Dean or the Dean of Students is available to discuss ways of handling challenges you might encounter. Students need to remember that if something is impeding their success, they need to contact the administration to discuss any academic consequences. It is often possible to adjust the course load to avoid impacting one's Grade Point Average.

## ***Assignments/Homework***

Students are expected to spend approximately two (2) hours per week, on average, completing out-of-class work in order to achieve the learning objectives for each hour of lecture, and one-half (1/2) hour per week of out-of-class work for every 1 hour in clinic. This meets the Federal Government's requirement for clock to credit hour conversion.

## ***Course Selection and Registration***

Your Student Services Fee is due at the time of registration. **You may not attend class until you have paid this fee.** This fee may not be paid from federal financial aid funds.

Students registering for classes must meet the class prerequisites. Any exceptions must be submitted by the student to the Department Director, Academic Dean or Dean of Students, and Vice President for Academic Affairs for approval.

## ***Maximum Academic Course Load***

Students in the College of Traditional Chinese Medicine may not enroll for more than 21 credits in any given trimester. Any exceptions must be submitted by the student to the Department Director, Academic Dean, and Registrar for approval.

## ***Transfer Credit – College of Traditional Chinese Medicine***

### **BS and MSAOM Programs**

Texas Health and Science University will accept academic credits earned at other accredited institutions and consider the award of course credit toward the University's Bachelor of Science degree and/or Master of Science in Acupuncture and Oriental Medicine degree according to the following guidelines:

1. Limitations on the transferability of credits may apply. Credit in the Bachelor of Science in Traditional Chinese Medicine Degree and the Master of Science in Acupuncture and Oriental Medicine degree may be awarded for past coursework completed at institutions accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) or by any other recognized governmental accrediting authority or a regional accrediting agency authorized by the U.S. Department of Education. Student performance in the coursework to be transferred will be evaluated in terms of equivalent subject(s) offered by the University. Coursework to be considered for transfer will have been completed within ten (10) years of the date of application, with applicant receiving a grade of "C" or better.
2. In order to receive transfer credit, official transcripts must be forwarded from the original institution within the student's first academic year of two trimesters, and the student must request a transcript review in writing. Request forms are available from the Registrar.
3. The entire record of the evaluation and award of transfer credit will be included in the student's academic file and made an official part of the student's THSU transcript annotated with "TC" but will not be used to calculate the student's GPA. For each credit reviewed and approved for transfer, a fee will apply.
4. The maximum permissible number of transfer credits into the programs of study is limited to one-half or fewer of the credits required for the degree.
5. Credits awarded to meet the University's General Education requirement may not be used for transfer credit.

### **Transferring Credits To Other Institutions**

The transferability of credits earned at THSU is at the complete discretion of an institution to which a student may seek to transfer. Acceptance of the degree earned in the THSU program is also at the complete discretion of the institution to which a student may seek to transfer.

### **DAOM Program**

Texas Health and Science University will accept academic credits earned at other accredited institutions and consider the award of course credit toward the University's Doctor of Acupuncture and Oriental Medicine degree according to the following guidelines:

1. Limitations on the transferability of credits may apply. Credit may be awarded for past coursework in a Doctor of Acupuncture and Oriental Medicine program completed at institutions accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM). Student performance in the coursework to be transferred will be evaluated in terms of equivalent subject(s) offered by the University. Coursework to be considered for transfer will have been completed within ten (10) years of the date of application, with applicant receiving a grade of "C" or better.
2. In order to receive transfer credit, official transcripts must be forwarded from the original institution within the student's first academic year, and the student must request a transcript review in writing. Request forms are available from the Registrar.
3. The entire record of the evaluation and award of transfer credit will be included in the student's academic file and made an official part of the student's THSU transcript, with such credits annotated with "TC," but will not be used to calculate the student's GPA. For each credit reviewed and approved for transfer, a fee will apply.
4. Applicants for admission into the DAOM program are required to have completed a master's degree in Oriental medicine from an ACAOM-accredited or ACAOM-candidate school or an international equivalent level master's level program of no fewer than 2,770 clock hours, which, combined with the 1,230 clock hours in the DAOM program, will equal a 4,000 clock-hour minimum to be awarded a doctoral degree. The maximum permissible number of transfer credits from another ACAOM-accredited DAOM program at into the doctoral degree program is no more than 9 semester credits.

### **Transferring Credits To Other Institutions**

The transferability of credits earned at THSU is at the complete discretion of an institution to which a student may seek to transfer. Acceptance of the degree earned in the THSU program is also at the complete discretion of the institution to which a student may seek to transfer.

### ***Transfer Credit – College of Business Sciences***

A maximum of six semester hours of credit earned at another institution may be accepted as transfer credit and applied toward the graduate degree. Transfer credit will be accepted and applied toward the graduate degree provided that:

1. The credit was earned in graduate courses completed in residence at an accredited institution.
2. The courses are at the appropriate level and applicable to the student's degree program at THSU.
3. Courses have not been, and will not be, used for credit toward another degree.

If a student is currently working toward a graduate degree at THSU and wishes to take a course at another accredited university to apply toward his or her degree at THSU, the student will need to submit a written request to the Dean of the program so that the Dean can issue an official letter of good standing. The student should identify the course(s) by name and number and should state what semester(s) and where the student will be taking the work. If approved, a letter of good standing will be sent by the Dean to the university where the student will enroll. The student should ensure an official transcript of the work is forwarded to THSU as soon as the student completes the course work.

Transfer work will be accepted only if it bears a letter grade of "B" or higher, or a numerical equivalent. A grade of "Credit," "Pass," "Satisfactory," etc., is unacceptable. Transfer work will not be accepted for graduate degree credit from another institution if such courses are designated as non-degree, background, preparatory, etc. No credit will be awarded until an official transcript showing the course work to be transferred is on file. The student may also be requested to provide a catalog from his or her prior school that gives course descriptions for any transfer work requested. Students admitted on "Conditional Admission" or students on "Probation/Suspension" will not receive credit for transfer work taken under the aforementioned status. THSU transcripts will separate transfer course work from THSU course work. Transfer work listed chronologically will be listed first and will show the number of hours transferred; no transfer GPA will be printed. THSU course work listed chronologically will follow any transfer course work. The transcript will show THSU hours attempted, THSU hours passed, THSU grade points and THSU GPA. Courses taken at other schools will not be included in the GPA at THSU. THSU GPA will be the only GPA calculated. Courses taken to fulfill background requirements will be accepted only if such courses are of the same level as those specified on the official degree audit.

### **Transferring Credits To Other Institutions**

The transferability of credits you earn at THSU is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in your program is also at the complete discretion of the institution to which you may seek to transfer. If the degree that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending THSU to determine if your degree will transfer.

## **Academic Standards**

The Academic Standards published below apply to all students enrolled in the University, full-time and part-time, and address policies and procedures for students enrolled in each program of the University.

### **Program Advancement and Completion for ESL**

English as a Second Language courses at Texas Health and Science University are non-credit-bearing courses. Regular attendance in class is required for all students, and the instructor takes attendance twice daily.

### **Satisfactory Academic Progress for Degree Granting Programs**

Satisfactory Academic Progress (SAP) is the University’s standard used to define successful completion of coursework. The University has established these qualitative and quantitative standards to monitor student progress toward completion of their degree program. If a student fails to meet these standards, the student will be placed on Academic Warning, Academic Probation, Academic Suspension, or Academic Termination and while these actions have specific consequences for students who are receiving U.S. Department of Education Title IV financial aid, the same standards are applied to all students regardless of funding source.

The Satisfactory Academic Progress standards are as follows:

Students must earn a grade of “C” or better in each course taken in order to earn academic credit for the course; all required courses in which a grade of “D” or “F” is earned must be retaken by the student in order to complete the program.

Students must maintain a minimum standard Cumulative Grade Point Average (CGPA) on a 4.00 scale at all times, which they must maintain in order to graduate from the program. The minimum standards are as follows:

<b><u>Program</u></b>	<b><u>CGPA</u></b>
Bachelor of Science in Traditional Chinese Medicine	2.00 CGPA
Master of Science in Acupuncture and Oriental Medicine	2.50 CGPA
Master of Business Administration	3.00 CPGA
Master of Business Administration in Healthcare Management	3.00 CGPA
Doctor of Acupuncture and Oriental Medicine	3.00 CGPA

Students must complete 67% of the credits for which they register each trimester (“Credit Completion Percentage” or CCP).

Students must graduate within 1.5 times the Regular Curriculum Schedule (RCS). This calculates to:

<b><u>Program</u></b>	<b><u>RCS</u></b>	<b><u>1.5 X RCS</u></b>
Bachelor of Science in Traditional Chinese Medicine	4 trimesters	6 attempted trimesters
Master of Science in Acupuncture and Oriental Medicine	10 trimesters	15 attempted trimesters and no longer than 8 calendar years
Master of Business Administration	4 trimesters	6 attempted trimesters
Master of Business Administration in Healthcare Management	5 trimesters	7 attempted trimesters
Doctor of Acupuncture and Oriental Medicine	7 trimesters	10 attempted trimesters

Students must graduate within the Maximum Time Frame for Completion (MTFC) for the program of study; which is 150% of the credits designated in the Program Outline for the program of study, rounded down to the nearest whole credit hour.

The University evaluates students at the completion of each trimester to ensure that Satisfactory Academic Progress is maintained. A student will not make Satisfactory Academic Progress (SAP), if at any evaluation point:

- The student's cumulative grade point average ("CGPA") in his or her program of study is less than the minimum standard CGPA for that program of study; or
- The student has not successfully completed the required percentage of credits for which he or she registered for that trimester ("Credit Completion Percentage"); or
- The student fails to meet the Regular Curriculum Schedule (RCS) standard; or
- The student fails to meet the Maximum Time Frame for Completion (MTFC).

At any evaluation point during Academic Warning or Academic Probation, if a student makes Satisfactory Academic Progress, the student will return to **Satisfactory** progress status.

### **Academic Warning**

Students who fail to maintain the required CGPA or do not complete the stated percentage of the credits for which they registered will be placed on Academic Warning by the Registrar. The student will be given a written notice and will remain eligible for federal financial aid / VA funding for their subsequent trimester. At the end of the trimester the student's academic progress will be evaluated to determine continuing enrollment eligibility and federal financial aid / VA funding eligibility for their subsequent trimester.

### **Academic Suspension**

Students on Academic Warning who fail to maintain the stated CGPA or do not complete the stated percentage of the credits for which they registered are suspended and are **not** eligible for federal financial aid / VA funding. These students must appeal their suspension to be considered for readmission. The student may appeal the school's determination in writing to the Appeals Committee (as provided in the Appeal section). If the student satisfies all of the requirements, the Appeals Committee may grant the student's appeal.

### **Academic Probation**

Students on Academic Suspension or Academic Termination whose appeal is successful are placed on Academic Probation and required to develop an *Action Plan* with the Academic Dean / Dean of Students for remediation before being allowed to continue classes for the trimester. Students on Academic Probation will regain their eligibility for federal financial aid / VA funding.

### **Academic Termination**

Students on Academic Probation who fail to maintain the stated CGPA or do not complete the stated percentage of the credits for which they registered are terminated. These students are **not** eligible for federal financial aid / VA funding. These students must sit out the next two (2) trimesters, and must appeal the termination before re-applying to the University. The student may appeal the school's determination in writing to the Appeals Committee (as provided in the Appeal section). If the student satisfies all of the requirements, the Appeals Committee may grant the student's appeal which will re-instate their federal financial aid / VA funding eligibility.

## Appeal Process

Students may appeal their Academic Suspension or Academic Termination if:

1. The student submits documents in evidence that the student earned the required CGPA or credit completion ratio to meet SAP standards while enrolled in the program; or,
2. Mitigating circumstances interfered with the student's ability to meet SAP standards. The acceptable mitigating circumstances are as follows:

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• Illness, accident, injury or incident experienced by the student or by a significant person in the student's life.</li><li>• Death of a family member or significant person in the student's life.</li><li>• Personal problems or issues with spouse, family, roommate, or significant person.</li><li>• Divorce experienced by the student or parent.</li><li>• Previously undocumented disability.</li><li>• Military deployment.</li></ul> | <ul style="list-style-type: none"><li>• Change in work schedule during the period or other similar work related circumstance</li><li>• Natural disaster</li><li>• Family emergency</li><li>• Financial hardship such as foreclosure or eviction</li><li>• Loss of transportation where there are no alternative means of transportation</li><li>• Documentation from a Professional Counselor</li></ul> |
|---|---|

3. Proper documentation is required for all mitigating circumstances. Examples of proper documentation include:

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>• Physician's statement</li><li>• Police reports</li><li>• Death certificate</li><li>• Obituary</li><li>• Professional Counselor's statement</li></ul> | <ul style="list-style-type: none"><li>• Hospital bills</li><li>• Letter from employer</li><li>• Military orders</li><li>• Divorce decree</li><li>• Attorney's statement</li></ul> |
|--|---|

4. Students may only appeal twice. Any further actions must be approved by the University President. Please refer to the SAP Flow Chart below.

All appeals must be submitted in writing to the Appeals Committee. Appeal letters must include the mitigating circumstances, the resolution of the mitigating circumstance as well as the student's plan to succeed. Appeal letters must be accompanied by the required documentation in order to be heard by the Appeals Committee. It may be required for the student to meet with one or all members of the Appeals Committee to present any further requested evidence. After the appeal is received, the student will be notified within fifteen (15) business days on whether the appeal is granted or denied.

**It is in the student's interest to submit an appeal to the University's Appeals Committee as soon as the student receives a written notice of suspension.**

For additional information and details regarding the appeal process, please consult the Registrar.

### Appeals Committee

The Appeals Committee is responsible for:

1. Considering the cases of students on Academic Suspension who appeal the notification of their suspension from the University because of their failure to maintain the minimum academic standards.
2. Reviewing the entire academic record of the student and the specific reasons and/or circumstances that the student indicates warrant the appeal.
3. Recommending a decision to approve the appeal, approve the appeal with conditions, or deny the appeal. A recommendation to approve the appeal may set a target grade point average for a student or place other conditions on a student that otherwise supersede institutional academic standards.
4. The committee will be chaired by the Academic Dean/ Dean of Students and will be composed of other members of the faculty and staff. The committee will consist of 3-5 members and an appeal will only be granted based on a majority vote.

## **Calculation of CGPA**

Texas Health and Science University uses a 4.00 scale in assigning grade points. A student's cumulative grade point average is calculated by:

1. Multiplying credits for each course by grade points associated with the grade earned to get the quality points for the course.
2. Totaling the quality points earned for all the courses.
3. Dividing total quality points earned by the total number of credits attempted.

## **Repeated Courses and Grades**

As courses are retaken, all attempts are included in the CGPA calculation. All attempts are also included in the credit completion percentage.

## **Maximum Time Frame for Completion**

The student's Maximum Time Frame for Completion (MTFC) for his or her program of study is 150% of the credits designated in the Program Outline for their program of study, rounded down to the nearest whole credit hour. For example, if a program of study is 173 credits, the MTFC is 260 credits (150% of 173). Each credit hour in a program of study that is "attempted" (see definition below) by a student is counted towards the MTFC of that program of study each and every time the credit hour is attempted by the student. A credit hour is attempted if a student receives any of the following grades by the school: A, B, C, D, F, I, P, NP, W or TC. For example, if a student takes course X, consisting of 4 credits and receives a grade of W and that student then retakes course X and earns a grade of B, the student will have attempted 8 credits with respect to course X. A student may not exceed his or her MTFC for the program of study. The student's MTFC for program of study will include the credits attempted with respect to each course that the student took at the school.

A student will not be making Satisfactory Academic Progress and will be terminated from his or her program of study if, at any time, the school determines that the student is unable to graduate from his or her program of study without exceeding the MTFC for that program of study.

## **Grading System**

All grades are numerically calculated and annotated on the transcript utilizing the grading system below. Grading average required for successful completion of courses is a minimum-passing grade of 70%. The student must repeat all required courses where grades of D or F were awarded.

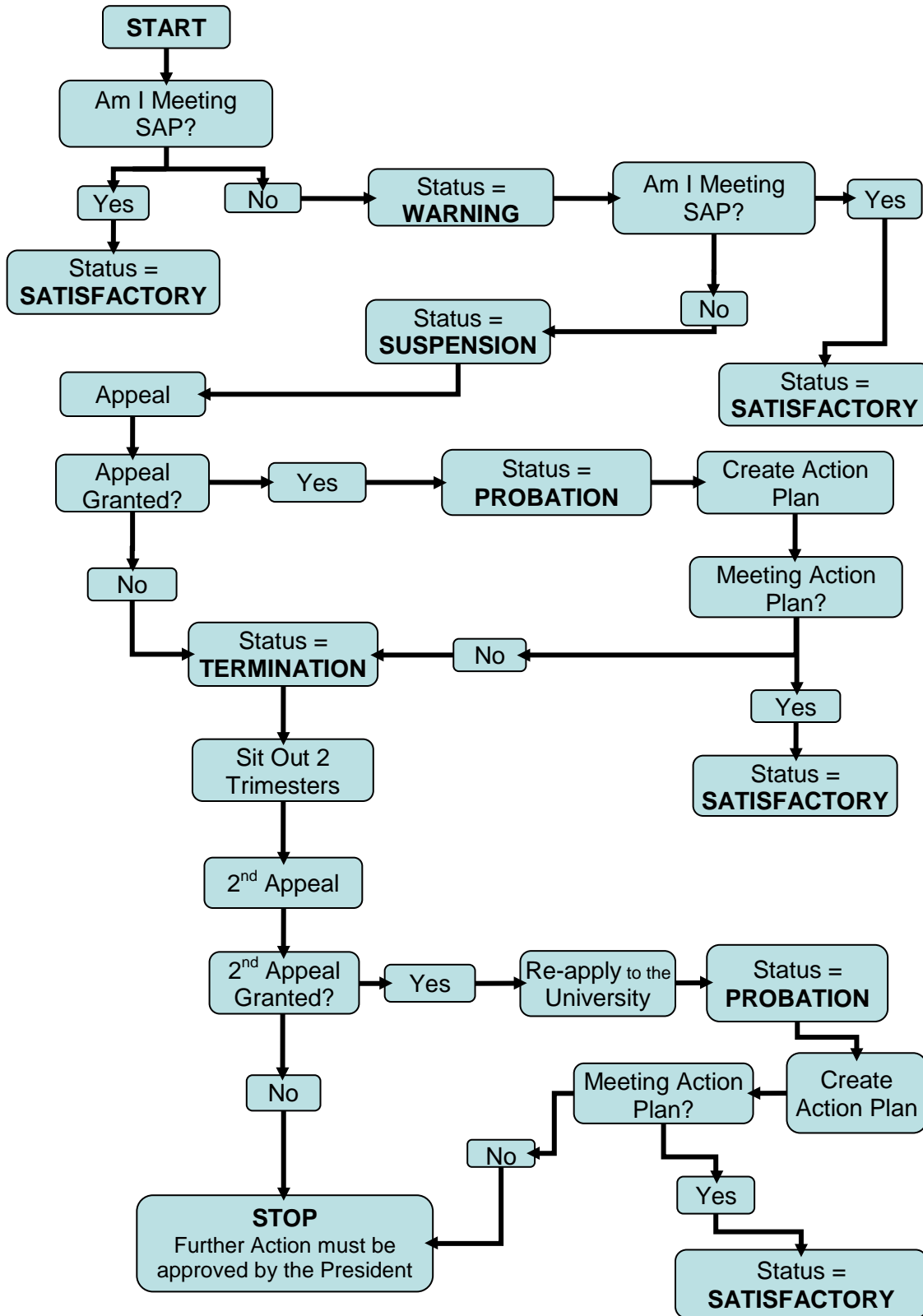
THSU utilizes the semester credit system. 1 credit = 15 classroom clock hours or 30 Clinic (laboratory) clock hours. All grades for repeated courses appear on the transcript and are calculated into the cumulative grade point average.

<u>Grade</u>	<u>Description</u>	<u>Numerical Grade</u>	<u>Quality Points</u>
A	Excellent	90-100%	4.00
B	Above Average	80-89%	3.00
C	Average	70-79%	2.00
D	Below Average	60-69%	1.00
F	Failed	Below 60%	0.00

### Other Grades Worth Zero Quality Points

P	Pass	Not computed in CGPA, but computed in CCP
NP	No Pass	Not computed in CGPA, but computed in CCP
I	Incomplete	Not computed in CGPA or CCP until course is completed
W	Withdrawal	Not computed in CGPA, but computed in CCP
TC	Transfer Credit	Not computed in CGPA or CCP

## Satisfactory Academic Progress (SAP) Flow Chart





## ***Graduation Requirements***

### **Bachelor of Science in Traditional Chinese Medicine**

All candidates for graduation from the bachelor's degree program must complete their studies within 6 trimesters with a Cumulative Grade Point Average (CGPA) of at least a 2.0 on a 4.0 scale.

The following minimum requirements must be completed prior to graduation from the Acupuncture and Oriental Medicine program:

Acupuncture and related didactic studies	35 credits
Herbal didactic studies	11 credits
Biomedical didactic studies (western medical science)	9 credits
Ethics, Business and Communications didactic studies	9 credits
Other related didactic courses	1 credits
Clinical training	5 credits
<b>Total</b>	<b>70 credits</b>

A minimum of 60 credits are required for admission to THSU. Along with the 70-credit program described above, a total of 130 credits are required to be awarded the Bachelor of Science in Traditional Chinese Medicine.

### **Master of Science Degree in Acupuncture and Oriental Medicine**

All candidates for graduation from the master's degree program must complete their studies within 15 trimesters with a Cumulative Grade Point Average (CGPA) of at least a 2.5 on a 4.0 scale. The following minimum requirements must be completed prior to graduation from the Acupuncture and Oriental Medicine program:

Acupuncture and related didactic studies	49 credits
Herbal didactic studies	43 credits
Biomedical didactic studies (western medical science)	36 credits
Ethics, Business and Communications didactic studies	11 credits
Other related didactic courses	4 credits
Clinical training	30 credits
<b>Total</b>	<b>173 credits</b>

This is a recommended course of study, however, unless a prerequisite course is specified, a student may take several courses in a different order. Example: a student, upon completion of 1210-H, Introduction to TCM Herbology, may take 1302-H TCM Herbology Green prior to completing 1212-H TCM Herbology Yellow. A student upon completion of Shang Han Lun, Classic I, may take Classic II, III or IV in any order.

### **Doctor of Acupuncture and Oriental Medicine**

All candidates for graduation from the doctoral degree program must complete their studies within 10 attempted trimesters, and no later than four calendar years after their initial program enrollment.

The following minimum requirements must be completed prior to graduation from the Doctor of Acupuncture and Oriental Medicine program:

Didactic Studies	540 clock hours	36 credits
Clinical Studies	690 clock hours	23 credits
<b>Total</b>	<b>1,230 clock hours</b>	<b>59 credits</b>

## **Master of Business Administration**

Thirty-six (36) credit hours completed with a minimum cumulative grade point average of 3.0 or higher are required to receive the Master of Business Administration degree.

## **Master of Business Administration in Healthcare Management**

Forty-five (45) credit hours completed with a minimum cumulative grade point average of 3.0 or higher are required to receive the Master of Business Administration in Healthcare Management degree.

## ***Second Year Comprehensive Exam***

At the end of their second year of study or sixth consecutive trimester of enrollment, all MSAOM students are required to take a written exam that is designed to evaluate their readiness to begin the third year of instruction. The academic department uses the exam results to assess students' readiness for the national certification exams and to assess the Satisfactory Academic Progress of second year students. Refusal to take and/or failure on the exam may hinder the continued enrollment of the student in the program. Students will have two (2) chances to take and pass the Second Year Exam.

## ***Attendance Policies***

**Texas Health and Science University** has a strict attendance policy. Students are required to attend all classes each trimester. Roll is taken at the start of each class hour. Students are responsible for the consequences of any absences, and for ensuring that the proper forms for making up clinic absences are filled out.

**Absences:** Students missing 20% of class hours in any class will have their course grade lowered by one letter grade. **No student who has missed 50% or more of the scheduled classes will be allowed to complete the course. These students will be administratively withdrawn from the course.**

Faculty may impose stricter regulations regarding attendance and other matters of classroom management and decorum, provided such regulations are published to the students in writing in the course syllabus at the beginning of each course and placed on file in the administration office.

Students who miss **fourteen (14)** consecutive calendar days of their scheduled classes without contacting the school will be administratively withdrawn from the trimester. Those students who have contacted the University must submit a written statement including expected date of return to be approved by the administration. If the student does not return by the agreed-upon return date, he or she will be administratively withdrawn from the trimester.

**Incomplete Course Work:** If coursework has not been completed due to illness, family emergency or other event considered by the administration to be a valid excuse, but the student's work to date is passing and the student has completed at least 70% of the course, a grade of "Incomplete" (I) may be issued for that class. The student must submit an Incomplete Grade Request form and, if approved, the student must complete the required coursework by the end of the second week of the next trimester. If the coursework is not completed, the "Incomplete" grade will be converted to the grade of "F".

**Make-up Work:** Make-up work may be required for any absence. However, the number of hours spent on make-up work cannot be accepted as hours of class attendance. **It is the student's responsibility to obtain make-up work assignments from the instructor.** Students will be charged an additional fee for make-up exams.

**Leave of Absence (LOA):** A leave of absence is a student's voluntary, one-trimester break. Students intending to take a leave of absence must meet the following requirements:

- Leaves may only begin during the break between trimesters.

- LOAs may only be one trimester in length.
- A student may only take ONE approved leave in a twelve month period.
- Students must be in Satisfactory academic standing and must have a reasonable expectation to return to the University by the start of the next trimester.
- Students must submit a LOA request in writing and have it approved PRIOR to the beginning of the leave.
- Students must stay in contact with the University administration office on a monthly basis. Failure to contact the University monthly will result in an administrative withdrawal from the University.
- International students must coordinate with the International Student Advisor to make sure they maintain their status.

\* Students who have their financial aid adjusted as a result of a leave of absence or withdrawal will receive a revised financial aid award notification. More detailed information is available by visiting the Financial Aid office.

## **Class Schedules**

<b>College of Traditional Chinese Medicine: (Except for DAOM)</b>	<b>College of Business Sciences:</b>
<u>Monday through Friday:</u>	<u>Monday through Saturday:</u>
Morning classes    9:00 a.m. - 12:00 p.m. Afternoon classes   1:15 p.m. - 4:15 p.m. Evening classes:    6:00 p.m. – 10:00 p.m.	Morning classes    9:00 a.m. - 12:00 p.m. Afternoon classes   1:00 p.m. - 4:00 p.m. Evening classes:    6:30 p.m. – 9:30 p.m.
<i>All Clinic sessions are 4 hours each in length, and begin at 9:00 AM, 1:00 PM, and 5:00 PM</i>	

### **College of Traditional Chinese Medicine (DAOM):**

Friday through Monday:

Morning classes	9:00 a.m. - 12:00 p.m.
Afternoon classes	1:15 p.m. - 4:15 p.m.
Evening classes:	6:00 p.m. – 10:00 p.m.

All faculty and students should be in place at the designated class starting time. If at least one student is present, the Instructor should begin the class on time. Tardy students bear sole responsibility for any missed work. If no student is present at the designated time, the Instructor may wait for 15 minutes. As soon as the first student arrives, the class should begin. If after 15 minutes, no student has arrived, the Instructor should cancel the class and make a notation in the attendance/grade folder. All students on the class roster will be given an absence. If after 15 minutes, the instructor has not arrived, students must report to the administration office for further instructions.

Classes cancelled due to inclement weather, instructor illness and other reasons, must be made up. The instructor and students will mutually determine the date and time for makeup classes.

### ***Adding and Dropping Classes after the Start of the Trimester***

- **Course Adds:** Students may add a class, for a fee, prior to the second meeting of the course. This process must be completed in writing or via email and the fee must be received in order for the add to be accepted. Please contact the Registrar to complete this process.
- **Course Drops:** Students may drop a class, for a fee, up to the point in which the course has met for 80% of its scheduled meeting times. After the 80% mark of the course, the student will not be able to drop and will earn a grade. This process must be completed in writing or via

email and the fee must be received in order for the drop to be accepted. Please contact the Registrar to complete this process.

Students officially dropping a course may be eligible for a refund of tuition according to the following schedule. Class days indicated below are as defined by the University academic calendar, and not by the individual student's or course's schedule.

Texas Health and Science University's refund policy for dropping a course is as follows, based on a student's date of notification of course drop:

<b>Day of the Semester Calendar</b>	<b>Refund Amount</b>
Prior to the first day	100%
First through fifth days	80%
Sixth through tenth days	70%
Eleventh through fifteenth days	50%
Sixteenth through twentieth days	25%
After the twentieth day	No refund

**Notice to Recipients of Federal Financial Aid, DARS and VA Assistance:**

In accordance with federal guidelines, students who receive financial assistance and withdraw from any or all of their coursework may have some or all of their assistance returned to the original funding sources if disbursement of funds has not occurred. Students who have received their funding and withdraw will not receive any refunds until after the full loan amounts have been returned to the original funding source. Students in this situation may owe a balance to the University. In addition, students who completely withdraw from all their coursework during a trimester may jeopardize their eligibility for future financial assistance through the University.

***Withdrawals and Refund Policy***

Texas Health and Science University allows students to withdraw from the University when necessary subject to the following terms and conditions:

- **Cancellation:** A student may terminate enrollment by sending written notice to the school prior to the first day of class. Any refunds will be made by the school within 30 days.
- **Materials:** Once purchased, books and other materials are the property of the student. The University does not accept material returns and makes no refunds for materials.
- **Program Withdrawals:** Any student wishing to withdraw from the University must contact the Registrar to complete the withdrawal process. This process must be completed in writing or via email and cannot be done by telephone.

Students who do not complete the withdrawal process by the appropriate deadline will be assigned a grade in each of their classes.

Students officially withdrawing from the University are eligible for a refund of tuition and fees according to the following schedule. Class days indicated below are as defined by the University academic calendar, and not by the individual student's or course's schedule. Texas Health and Science University's refund policy for withdrawal from all registered coursework is as follows, based on a student's last day of attendance:

<b>Day of the Semester Calendar</b>	<b>Refund Amount</b>
Prior to the first day	100%
First through fifth days	80%
Sixth through tenth days	70%
Eleventh through fifteenth days	50%
Sixteenth through twentieth days	25%
After the twentieth day	No refund

**Notice to Recipients of Federal Financial Aid, DARS and VA Assistance:**

In accordance with federal guidelines, students who receive financial assistance and withdraw from any or all of their coursework may have some or all of their assistance returned to the original funding sources if disbursement of funds has not occurred. Students who have received their funding and withdraw will not receive any refunds until after the full loan amounts have been returned to the original funding source. Students in this situation may owe a balance to the University. In addition, students who completely withdraw from all their coursework during a trimester may jeopardize their eligibility for future financial assistance through the University.

***Readmission***

Students whose enrollment has been withdrawn, transferred or otherwise terminated must submit an application for readmission, transcripts from any institutions attended in the interim, a letter expressing their desire and intent to re-enroll and complete their course of study at the University, and the application fee. The letter of intent must specifically address any changes in the goals of the student from the period of the student's decision to leave the University and his or her decision to return.

Students who are placed on Academic Warning or Academic Probation at the time of their withdrawal remain on Academic Warning or Academic Probation upon return, and must earn the minimum required CGPA for the first trimester of readmission to remain enrolled.

## ***Grievance Policy for Students***

It shall be the policy of Texas Health and Science University that this Grievance Policy for Students shall represent the University's commitment to the highest quality of customer service and the fair and equitable resolution to complaints or grievances. This policy applies to all full-time and part-time students enrolled in the University. We welcome all comments and suggestions for improvement. All complaints will be handled in a professional and timely manner to ensure the best course of action for all parties involved.

In attempting to resolve any grievance/complaint, it is the obligation of the individual first to make a serious effort to resolve the matter with the individual with whom the complaint/grievance originated. The following steps are used to ensure efficiency in this process.

- |   |   |
|---|---|
| <ol style="list-style-type: none"><li>1. It is encouraged that, if the problem is with an individual, both parties address the issue informally in an attempt to settle the situation and develop a working solution.</li><li>2. If the situation is not resolved amicably, any student with a complaint regarding the administration of a University policy or procedure, or with a University administrator or member of the faculty, or with another student should next contact the Dean of Students who will make every reasonable effort to resolve the problem.</li><li>3. If the grievance is not settled the student has the right to use the formal grievance procedure. In order to do so, the student must complete the grievance form and return it to the Academic Dean, whose mailbox is located in the Main Office.</li></ol> | <ol style="list-style-type: none"><li>4. The Academic Dean will make a decision within ten (10) working days of receiving the written statement. The individual will be contacted via e-mail or phone either to schedule a meeting or to inform the aggrieved student of any action/follow-up that will be taken.</li><li>5. If the individual is not satisfied with the resolution, an appeal may be made in writing to the Vice President of the University.</li><li>6. If the individual still is not satisfied with the resolution, an appeal may be made in writing to the President. The decision of the President will be final.</li></ol> |
|---|---|

Following exhaustion of the University's procedures, Grievances and Formal Complaints may also be addressed to one of the following:

- **Accrediting Council for Independent Colleges and Schools (ACICS)**  
750 First Street, NE, Suite 980  
Washington, DC 20002-4241  
202-336-6780

**Accreditation Commission for  
Acupuncture and Oriental Medicine (ACAOM)**  
8941 Aztec Drive  
Eden Prairie, Minnesota 55347  
952-212-2434 voice  
301-313-0912 – FAX

**Texas Higher Education Coordinating Board (THECB)**  
Office of General Counsel  
P.O. Box 12788  
Austin, Texas 78711-2788

THECB rules governing student complaints can be found at: Texas Administrative Code, Title 19, Part 1, chapt.1, Subchapter E, 1.110 – 1.120:

[http://info.sos.state.tx.us/pls/pub/readtac\\$ext.ViewTAC?tac\\_view=5&ti=19&pt=1&ch=1&sch=E&rl=Y](http://info.sos.state.tx.us/pls/pub/readtac$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=1&sch=E&rl=Y)

THECB's Student Complaints page, with forms and a description of the complaint procedure, is at:

<http://www.thecb.state.tx.us/index.cfm?objectid=051F93F5-03D4-9CCE-40FA9F46F2CD3C9D>

**Texas Health and Science University  
Student Services**

***Grievance Form***

The purpose of this form and the referral process is to direct the suggestion/complaint to the appropriate office or person so the best solution can be reached. Please leave this form in the mailbox of the Academic Dean in the Main Office. Thank you.

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ ID#: \_\_\_\_\_

\_\_\_\_\_ Cohort

\_\_\_\_\_ Faculty/Staff

Nature of Grievance: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Signature***

***Date***

**For Office Use Only**

**Referral**

Referred by: \_\_\_\_\_ Date: \_\_\_\_\_

Referred to: \_\_\_\_\_ Office: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_

**Resolution**

Resolved by: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_

**Student Services Follow-up Required:** \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ***Family Educational Rights and Privacy Act (FERPA)***

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.
2. Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
3. The right to request the amendment of the student's education records that the student believes is inaccurate.
4. Students may ask the University to amend a record that the student believes to be inaccurate. The student should write the Registrar, clearly identify the part of the record that is requested to be changed, and specify why it is inaccurate.
5. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to an appeal regarding the request for amendment. Additional information regarding the appeal procedures will be provided to the student when notified of the right to an appeal.
6. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
7. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Governors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
8. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW.  
Washington, DC, 20202-5901

1. The University designates the following as public or "Directory Information": The student's name, addresses, telephone numbers, university, major field of study, degree sought, expected date of completion of degree requirements and graduation, degrees and awards received, dates of attendance, full or part time enrollment status, the previous educational agency or institution attended, participation in officially recognized activities, and other similar information.
2. Students may restrict the release of "Directory Information" except to school officials with legitimate educational interests and others as indicated in #3 above. To do so, a student must make the request in writing to the Registrar. Once filed, this request becomes a permanent part of the student's record until the student instructs the University, in writing, to have the request removed.

For purposes of compliance with FERPA, the University considers all students independent.



# Financial Policies

## *Payment Policy*

Please refer to Catalog for a complete listing of tuition and fees.

The payment of all tuition and fees, or the first payment on a time-payment option, must be completed no later than the **first class day each trimester**, unless financial assistance has been arranged. Late payments are subject to the assessment of late fees, according to the following schedule and will be charged in addition to any other applicable fees:

1 - 15 days late	\$ 25.00
16 - 30 days late	\$ 50.00

After 30 days, arrangements must be made with the Finance Department in order to continue attending classes. Additionally, interest will be charged on the student's outstanding account balance monthly at a rate of interest equal to the current rate for Unsubsidized FFEL loans until the balance is paid off.

Students with outstanding balances at the beginning of a trimester may be prohibited from registering until their account is paid in full. Diplomas and Official Transcripts will not be released until all student account balances are paid in full.

## *Payment Options*

**Four Payment Plan:** The total may be paid in four installments, for an additional charge of \$25.00. The calculation is as follows: \$25.00 is added to the charges for the current trimester and the total is divided by four. Any outstanding balance is added to the first payment.

The first payment is due on the **first day of classes**, and subsequent payments are due monthly no later than the **first day of the month**. A late charge of \$25.00 will be assessed for any payment made more than 14 days after the due date.

**Federal Financial Aid:** Students who qualify are referred to the THSU Financial Aid Handbook for further information.

**Federal Work Study Program:** Students who qualify are referred to the THSU Financial Aid Department for further information.

**Veterans Administration Benefits:** Eligible students are referred to the University's VA Certifying Official, for information.

**Texas Department of Assistive and Rehabilitative Services:** Eligible students are referred to the University's Registrar for information.

## **Student Services and Activities**

Texas Health and Science University provides programs, services, and activities consistent with its mission and institutional purposes that promote student learning and enhance the personal, professional, and academic development of its students. THSU's philosophy of Student Support Services reflects the size of the institution, the demographic composition of the student body, and the nature of professional graduate education.

The majority of our students fall into the 21 to 40 age group and come to the University already possessing a BA, BS, MA, or MS degree. These two details are strongly correlated, as one might expect, and the trend in the student population since 2003 has been toward a student body in the mid-to-late thirties with a growing percentage of beginning students holding Bachelor's or Master's degrees. THSU has worked with students to identify the core service needs of its student body and ways of meeting those needs in the best ways possible. Since THSU does not maintain any student housing, for example, University personnel assist students who relocate to the Austin area to locate suitable, affordable housing.

The student support programs, services, and activities that Texas Health and Science University offers its students are as follows:

- Federal Title IV Student Financial Aid for those who qualify
- Department of Assistive and Rehabilitative Services (DARS) participation
- Veteran's Administration (VA) program eligibility
- Student Government Association
- Academic and Professional Advising
- Complimentary Tutorial Program
- Patient Recruiting and Retention
- Housing Location Assistance
- Student Identification Card Discounted
- Acupuncture and Herbal Treatments
- Student Herb Garden and Herb Room
- Vending Machines
- Computer Labs
- Wi-Fi Internet Access
- New Student Orientation
- Chinese New Year Celebration
- Graduation Ceremony
- Clean Needle Technique (CNT) classes
- Financial Aid Workshops
- International Student Advising
- Faculty Seminars
- Tea with the President
- Qi Gong and Tai Chi classes

### ***Academic Advising***

The University's academic department directors are responsible for academic advisement of students in their respective subjects. At the start of every trimester, the Directors' hours are posted outside their offices. Academic advising is also available from all faculty members by mutual arrangement or as provided for in the course syllabus.

### ***THSU Disability Support Services***

Students requesting services from Disability Support Services of Texas Health and Science University are required to submit documentation under the Americans with Disabilities Act Amendments (ADAAA) and Section 504 of the Rehabilitation Act of 1973. Individuals with disabilities are protected from discrimination and may be entitled to reasonable accommodations and the right to equal access to programs and services.

Accommodations are determined on a case-by-case basis, taking into account the needs of the student, the course standards and essential requirements, and the educational environment. At the University, the determination of an appropriate and reasonable accommodation is based on written documentation and thorough interaction with the student. Specifically, accommodations are determined by DSS in consultation with the student and with input from the faculty and staff, as needed.

In reviewing the specific accommodation requested by the student or recommended by the physician/evaluator, DSS may find that while a recommendation is clinically supported, it is not the most appropriate accommodation given the requirements of a particular student's academic program.

In addition, DSS may also propose clinically supported accommodations that would be appropriate and useful for the student, but which neither the student nor the evaluator have requested.

DSS reserves the right to determine eligibility for services based on the quality of the submitted documentation. If the student's participation in programs or services imposes a direct threat to the safety of students or others, then the University may deny participation in the program.

### **Registering for Services**

Students with disabilities who wish to receive accommodations or services must officially register with DSS. To register, the student must submit their request and documentation to DSS. Once those pieces of information are received, DSS staff will contact the student to schedule an intake appointment to officially register for services. During the intake appointment all accommodations, services and procedures will be discussed. At this meeting, the student will be informed that accommodations must be requested every trimester in order to receive services and be actively registered that trimester.

### **Accommodation Requests**

Every trimester, the student submits the required Accommodation Request form with a copy of his/her schedule in order to formally request services and accommodations. Requests for services or accommodation should be made as early as possible to allow time to review requests and documentation and make proper arrangements.

Accommodation arrangements may be compromised or denied if a request is not made in a timely manner. A disclosure of disability or request for an accommodation made to a faculty or staff member, other than the staff of DSS, will not be treated as a request for an accommodation.

The University reserves the right to deny services or accommodations if sufficient supporting documentation and information is not provided by a student to support the need for an accommodation.

If the documentation provided by a student does not support the existence of a disability or the need for an accommodation, the student will be so advised. Students will be given the opportunity to supplement the initial documentation with further information. In such instances written evaluations from physicians or other qualified specialists are particularly helpful in evaluating accommodation requests.

The University is not required to provide any aid or service or make any modification that would result in a fundamental alteration in the nature of the program. For example, where a course requirement is essential to the program of instruction taken by the student, the University is not required to waive the

requirement. In evaluating whether the requested program modifications would require substantial program alteration or would fundamentally alter academic standards or programs, the program administrator should consider the underlying academic reasons for the program components, the academic standards institutionalized in the program, how the challenged components are consistent with the program standards, and how the requested accommodations would be inconsistent with the academic goals and standards of the program.

Additionally, an accommodation that makes a substantial change in an essential element of a course or a given student's curriculum is not reasonable and therefore not required. It is the institution's responsibility to demonstrate both that the change requested is substantial and that the element targeted for change is essential to the conduct of the course or curriculum. Whether or not the change requested is substantial/essential may be based upon pedagogical precepts, the class syllabus, and/or the judgment of administrators and service providers with knowledge of the class and the student's disability.

The University also does not need to make modifications or provide auxiliary aids or services if it constitutes an undue burden on the University's overall institutional budget. In determining whether or not an undue burden exists, the factors to be considered are the nature and cost of the action needed in the context of the overall financial resources of the University.

Lastly, the University does not need to make an accommodation that poses a direct threat to the health or safety of the student or others.

### **THSU Disability Documentation Guidelines**

Disability Support Services acknowledges that once a person is diagnosed as having a disability the disability is normally viewed as life-long. While the disability will continue, the severity of the condition and/or its effects may change over time.

Therefore, the purpose of requesting documentation is to consider each student individually and to understand if and how the student is affected by his/her disability in a higher education living and learning environment in order to make an informed decision about the need for accommodations and services.

In order to determine if a specific accommodation(s) is reasonable and appropriate, the following factors will be considered:

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>• Disability</li><li>• Registration Information</li><li>• Academic history</li><li>• Personal self-reported statement</li><li>• Observations and Interactions with DSS</li></ul> | <ul style="list-style-type: none"><li>• Previous accommodations received</li><li>• Accommodations being requested</li><li>• Unique characteristics of each course or program</li><li>• Any other documentation provided</li></ul> |
|--|---|

Accommodation decisions cannot be made until, at a minimum, some written documentation is provided and an interview has been conducted by DSS staff.

### **Definition of a Disability**

In order to receive accommodations, a student must have a mental or physical condition that substantially limits a major life activity. Types of disabilities we serve include (but are not limited to): Visual Impairment, Chronic health Conditions, Cognitive Disabilities (ADD, LD), Deaf or Hard of Hearing, Physical Disabilities and Psychological Disabilities.

## Documentation from External Sources

Appropriate disability accommodations are determined based on documentation which may include educational or medical records, reports and assessments from health care providers and other qualified professionals.

It is recommended that any written documentation include:

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>• History of the disability</li><li>• Description of the current impact as it relates to meeting the various demands of higher education (academically, socially, emotionally, physically, medically)</li><li>• Expected progression or stability</li><li>• Functional living skills, i.e. orientation and mobility and activities of daily living (ADL's)</li></ul> | <ul style="list-style-type: none"><li>• Notation of any medical equipment that is required</li><li>• Notation of medications, if any, and potential impact on learning and/or side effects</li><li>• Implications of existing co-morbid conditions</li><li>• Additional observations and/or recommendations</li></ul> |
|--|---|

For all cognitive disabilities (Learning Disabilities, conditions or incidents impacting the brain, Attention Deficit Disorder, Asperger's and other Pervasive Developmental Disorders):

- A comprehensive neuropsychological or psycho-educational evaluation that includes aptitude and achievement (preferably one with measures normed for an adult)
- Rating scales and objective measure of attention (for ADD)
- Standardized scales of symptoms related to Autism (Asperger's and PDD)

For the following disabilities, DSS requests that a treating professional provide a written letter that addresses the bullet points above.

- Chronic medical conditions
- Physical and mobility disabilities
- Psychological/psychiatric conditions

Because accommodation needs can change over time and context, students should provide updated information on an annual basis to ensure the most effective services and accommodations possible.

Disability Support Services reserves the right to request additional documentation in order to support specific accommodations. If additional information is needed, DSS may determine that it is appropriate to provide temporary accommodations. Temporary accommodations will be determined based on the information that has been provided.

The aforementioned guidelines are provided so that Disability Support Services can respond appropriately to the individual needs of the student. Disability Support Services reserves the right to determine eligibility for services based on adherence to these guidelines and established DSS policies and procedures.

Please send all documentation to:

Disability Support Services  
Texas Health and Science University  
4005 Manchaca Road  
Austin, TX 78704  
512-444-8082

## ***Change of Address***

Students are encouraged to notify the Registrar as soon as possible after a change of address, change of email address, or change of telephone number(s). This will allow the administration to contact students in case of emergency or to receive necessary information from students.

## ***Announcements***

Daily announcements and classroom assignments are posted on the door at the foot of the stairs in the main campus building. Please check that location every day for important announcements and the latest information. Email is the primary means by which University staff communicate important information to students. Students are encouraged to check their email daily and promptly respond to any requests for information by the University staff.

## ***Computer Lab***

Computers with printers are located in the main campus building and in the library. These are available for use by students for academic purposes, such as doing research, preparing assignments, and checking electronic mail. Students are encouraged to set up an external email account that filters out viruses, such as yahoo.com or gmail.com by which they can email their documents to themselves, thus protecting their documents from viruses. Students should treat all University equipment with care and respect.

## ***Academic Dean (TCM Programs) and Dean of Students (MBA Programs)***

The Academic Dean's and Dean of Students' office hours are posted and by appointment. Students may discuss any issues with these staff, who will assist in resolving conflicts or suggest alternatives for consideration. Everyone in the University community is encouraged to promote an atmosphere of positive behavior and mutual respect. If conflicts arise, approaching the individual directly, with respect, is usually the best first step. When reasonable attempts at resolving difficulties fail, students are welcome to speak with the Academic Dean or Dean of Students, who will hold discussions in confidence.

## ***Free Seminar Series***

Every trimester, our faculty provides one or more free lectures to the community. These informational lectures discuss a variety of topics of interest to students and/or guests and are given free of charge. All students are encouraged to take advantage of these opportunities.

## ***Graduation Ceremony***

Graduation Ceremonies are held once or twice per year to celebrate and honor the achievements of students who complete the program. All students, faculty and staff are invited to attend, with a response requested to assist the staff planning the celebration. Students who are planning to graduate are encouraged to assist in the planning so as to make this a meaningful and memorable occasion, and to inform the Registrar of intent to graduate upon registration for their final semester.

## ***Health Services***

The health services provided in the Student Clinic are available at a discount for students. Students are encouraged to take advantage of these services, to internalize their education in Traditional Chinese Medicine, as well as for personal health reasons.

## ***Library***

The General Shu Ping Tsao Library holdings are designed to specifically support the University's programs. The University Librarian is available to assist students in locating materials and in performing research with paper and internet journals and databases. The Library staff hours are posted at the beginning of each trimester.

The Library offers many subscription and open-access databases for research. ABI Inform Research is a premier research database that is available to all students, faculty and staff. Students may access ABI Inform Research by logging into the THSU website with a username and password administered by the Librarian.

Additional library materials are available through City of Austin Libraries and the University of Texas Library. The Librarian can assist with interlibrary loan procedures.

Books may be checked out for a two-week period. Materials may be renewed for one additional two-week period provided no one else has placed a hold on the requested book. There will be a three-day grace period for check-in. After the grace period has passed, students will be fined according to the published schedule of fines posted in the Library until the book is returned.

The General Shu-Ping Tsao Library includes a computer lab, printing and copying services, and digital media with supporting audio-visual equipment. Please see the library orientation guide for additional information.

### ***Lost and Found***

Lost and Found items may be retrieved or turned in at the administrative office.

### ***National Certification Exam and Licensing Advisement (TCM Students)***

At some time during their first year, students in the MSAOM program are encouraged to visit the website of the National Certification Commission for Acupuncture and Oriental Medicine, [www.nccaom.org](http://www.nccaom.org). This website provides instructions, fees and requirements for the national exams, required by most states for licensure.

Students are encouraged and urged to take their national exams during their third year at the University to maximize their opportunities for success. The University has developed courses specifically for examination preparation and review and offers consultation with the Academic Dean, reviewing knowledge with instructors, and participation in group study with colleagues.

Students are also encouraged to contact the state licensing board in the state where they are planning to be licensed. The website for the Texas State Board of Acupuncture Examiners is [www.tmb.state.tx.us](http://www.tmb.state.tx.us).

The Administration Department is available to support students in the answering of questions of a general nature concerning national certification exam procedures and licensing applications. The administration, however, cannot provide legal advice. The Academic Dean, faculty, and administration may advise students as to their readiness for national certification exams.

### ***New Student Orientation***

New students are required to attend an Orientation at the beginning of their matriculation into the program. The Orientation session includes an overview of academics, student life, financial procedures, student conduct, emergency exits, and other topics. The Orientation allows new students to become acquainted with their classmates and to understand the ground rules that are followed in the University community. Students are expected to understand, and agree to follow, the policies as stated in the Student Handbook and Clinic Policy Manual, and the Financial Aid Handbook.

### ***Safety Officer***

The University retains a full-time staff member to serve as the Safety Officer. All students, faculty and staff are encouraged to promptly report any safety hazards to the Safety Officer, in the administrative offices of the University. In case of emergency, a call to 911 will notify City of Austin emergency

services.

### ***Security***

Security is provided on the campus 24 hours per day, 7 days per week with security cameras. All students, faculty and staff should be aware of their surroundings in walking to and from the campus and use common sense to ensure their safety, especially after dark.

The University cannot be responsible for valuables left unattended. Laptop computers, palm pilots, clinic supplies, backpacks, textbooks and other valuables should be kept secured. In case of missing items, check the Lost and Found, and if not found there, notify the administrative office.

### ***Student Government Association***

The goals of the Student Government Association include the enrichment of the academic experience of students, serving as a voice to the University administration in suggesting ways to enhance student life, and to provide student representatives as appropriate in individual students' appeals. The Dean of Students serves as the administrative liaison for the Student Government Association. Elections of officers are held annually or as needed to provide adequate representation of all class cohorts. All students are encouraged to become involved in SGA to enhance campus involvement and develop leadership skills.

### ***Student Lounge***

The Student Lounge is located on the second floor of the main campus building. A refrigerator, microwave, sink, tables and chairs, and other facilities are provided for students' convenience. Each person is responsible for cleaning and removing his or her own dishes and should not leave used dishes at the University overnight. Students should help keep this area clean.

### ***Tutoring (TCM Students)***

Tutors are second-year and third-year students who have met University tutoring standards in the subject area he or she is tutoring. Students having difficulty with their coursework, establishing study habits, accessing information from the internet, or any other academic difficulty, are encouraged to consider the assistance of a tutor. Contact the Academic Dean or Dean of Students to coordinate tutoring services.



## **STUDENT CONDUCT**

### **Code of Academic Integrity (TCM Students)**

The decision to enter the profession of Acupuncture and Oriental Medicine is a commitment to develop oneself personally, interpersonally, and professionally, in addition to learning the technical skills of effective treatment. Conduct is recognized as part of professionalism, and professionalism is an educational objective of the Master of Science in Acupuncture and Oriental Medicine program. The students of Texas Health and Science University, therefore, commit themselves to undertake their academic studies with the highest standards of individual responsibility, personal honor and integrity.

The University expects all students to show respect for other members of the University community, to maintain appropriate confidentiality, to obey the law, to maintain integrity and a high standard of individual honor in scholastic work, and to observe standards of conduct appropriate for a community of scholars.

### **College of Business Sciences Honor Code**

By becoming members of the THSU College of Business Sciences, students are bound to hold intellectual integrity to the highest standard and commit to uphold the THSU College of Business Sciences Honor Code. Any actions committed by a member of the student body in violation of the Honor Code degrades the principles underlying the mission of the University and profoundly affects the integrity and reputation of the degrees earned, as well as the reputation of the institution. At the core of the THSU College Honor Code is the requirement that students not lie, cheat, steal or tolerate those who do. Not reporting an honor violation is an honor violation. New graduate students receive a copy of the entire Honor Code at orientation and review all standards and policies. For additional information, students should contact the Director of the THSU College of Business Sciences or see the Honor Code in the Student Life section of the website [www.thsu.edu](http://www.thsu.edu).

### **Courteous Practices**

In order to encourage a harmonious and pleasant atmosphere at the University, we ask that students (and staff and faculty, too, of course) observe the following practices of common courtesy.

### **Children and Pets**

Students should not bring children, pets or other distractors to the University during class or clinic hours. Visitors may attend classes on an occasional basis (with the permission of the instructor), but should not be invited to attend clinic sessions.

### **Food and Drink**

Drinks may be consumed during class (but not in the Student Clinic reception room or treatment rooms). However, there should be no food consumed in the classrooms, to avoid disruption to teaching and learning. Food must be confined to the upstairs Student Lounge, where you will find a microwave and a sink. The refrigerator is meant to be used as a temporary storage facility. Food items left in the refrigerator over the weekend will be disposed of by the THSU staff.

### **Mobile Phones and Pagers**

Please turn off all wireless telephones, pagers, and other equipment before class or clinic begins. Students should not conduct personal business while classes are in session. This establishes the priority for instruction while in class and clinic and shows respect for instructors and other students.

### **Parking**

Parking is available in the front and back of the main administrative building and adjacent to the Intern Clinic located a few blocks from the main building at 1707 Fortview Road. Parking spaces in front of the school and Intern Clinic nearest to the front door are reserved for handicapped drivers displaying

the appropriate signage on their vehicles. Unauthorized vehicles are subject to fine and towing at the owner's expense.

The remaining unmarked spaces are available for student use on a space-available basis. Students may park in the Senior Activity Center parking lot in the afternoons, evenings, and Saturday mornings, away from the Center's entrance. The area of that parking lot nearest Manchaca Road is the best parking option for students attending the University. Parking at the Montessori school next door is **not** permitted, except by prior arrangement with the management of the facility.

Additional parking during weekday mornings may be found on side streets near the University. Students are asked to be courteous neighbors, to avoid blocking residential driveways. Caution should be exercised in crossing Manchaca Road.

Bicycles should be parked in the front parking lot where they can be locked to the bicycle rack. They should **not** be brought inside the gate of the building.

### **Smoking**

Smoking is discouraged, and there are proven acupuncture treatments to help you quit. However, if you choose to smoke, please do so away from the building, and do not leave butts or used matches on the ground.

### **Student Clinic (TCM Students)**

Clinic patients are guests of the University. Professional, appropriate behavior is to be maintained in the clinic reception room, herb room, treatment rooms and hallways when patients are present. There is no occasion for raising one's voice in the Clinic except in the case of a real emergency. The discussion of patient cases must never take place in the presence of patients. These, and other common courtesies, are expected of all students at the University. The ***Clinic Observation and Intern Handbook and Policy Manual*** contains additional information for students in Clinic Observation and Clinic Internship.

### **Windows and Temperature Control**

Classroom windows should remain closed and locked. The central heating and cooling system may be modified as needed with the thermostats located throughout the building. Caution should be taken in making temperature adjustments to prevent system freezing and unnecessary utility expenditures.

Should unusual circumstances require a window to be opened, the individual who opened it is responsible for securing it before leaving the building.

## ***Misconduct***

1. "Scholastic dishonesty" includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, and/or any act designed to give unfair academic advantage to the student.
2. "Cheating" includes, but is not limited to:
  - a. copying from another student's test paper
  - b. using materials not authorized by the instructor or proctor during a test or examination
  - c. failing to comply with instructions given by the instructor or proctor
  - d. using, sharing, buying, stealing, transporting, or soliciting in whole or in part the contents of a test, test key, or homework solution
  - e. collaborating with or seeking aid from another student during a test or other assignment without authority or without permission to do so from the instructor or proctor
  - f. falsifying research data and/or other academic work offered for credit
  - g. clocking time spent in Clinic Observation or Clinic Internship when in fact such time was not spent in clinic instruction

- h. logging the treatment of a patient while in Clinic Internship when in fact the student was not actively involved in the treatment of such patient
3. Taking, keeping, misplacing, or damaging the property or services of the University, or those belonging to other individuals.
4. Possessing, using, displaying of firearms, facsimile firearms, ammunition, explosives, or other weapons on property owned or controlled by the University.
5. Conduct that impedes, interferes with, or disrupts any University teaching, research, administrative operation, disciplinary action, public service, learning, or other official activity.
6. Conduct that endangers the health or safety of any student or employee of the University, or of visitors on the campus.
7. Failure to comply with the directions of University employees acting in the performance of their duties.
8. Verbally threatening, intimidating, abusing or harassing any University employee in the performance of their duties.
9. Engaging in disorderly conduct, public intoxication, lewd, indecent or obscene behavior on University premises or at University-sponsored activities.
10. Actions not committed on University property, but related to the security of the University community or the integrity of the educational process.
11. Engaging in conduct that violates any provision of federal, state, and/or local laws whether or not the violation occurs on University property or at University-sponsored events.
12. Use of the name, "Texas Health and Science University," "THSU", or its logos or slogans, in any way purporting to represent the University without the express written permission of the University president.
13. Any organized activity that would impede, interfere with, or disrupt any University teaching or official activity, or that endangers the health or safety of anyone on campus. All parties involved in such activity are subject to disciplinary procedures.
14. Engaging in alcohol and/or drug use as described in the section below.
15. Engaging in sexual misconduct as described in the section below.

Any of these offenses, whether committed singly or in combination, may result in disciplinary action and/or expulsion from the program, as well as referral to the appropriate law enforcement agency.

### **Alcohol and Drugs**

Texas Health and Science University will not tolerate the unauthorized sale, use, distribution or possession of any controlled substance, illegal drugs or drug paraphernalia on school premises or at school-sponsored activities. Being on campus or clinic intoxicated is prohibited.

Student groups requesting permission from the president to consume, distribute, or use alcoholic beverages on campus must provide a written request to the president not less than one week prior to the anticipated event. Student organizations are reminded that the consumption, distribution, or use of alcohol on campus is permissible only with the prior knowledge and written approval of the president. All other instances of alcohol use or consumption on University premises are strictly forbidden. Violators are subject to the Disciplinary Process up to and including immediate termination of employment, suspension from the University, and/or other sanctions as determined by the University.

### **Sexual Harassment Policy**

THSU is committed to providing an environment for its students and employees that is free from offensive or degrading behavior, including degrading conduct or remarks about an individual's race, color, creed, religion, national origin, gender, sexual orientation, marital status, disability, age, or status with regard to public assistance. Offensive behavior also includes requests to engage in illegal, immoral or unethical conduct. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made a term or condition of an individual's education or employment, either explicitly or implicitly;
- submission to or rejection of such conduct by an individual is used as a basis for or limitation on an individual's advancement in his/her education or employment;
- such conduct has the purpose or effect of unreasonably interfering with an individual's educational experience or work performance, or creates an intimidating, hostile, or offensive educational or work environment.

While THSU attempts to promote an atmosphere that facilitates freedom of expression in the University and clinics, such expression must always be coupled with a responsibility to observe the rights of others. In an academic or professional setting, there is no place for conduct that diminishes, uses, or abuses another person. This includes, but is not limited to, student to student harassment. Any incident of sexual harassment should be reported to the clinic director or the administration immediately.

Any student or employee of THSU that feels they are being subjected to offensive behavior of any kind should feel free to communicate clearly to the offender that the behavior is not welcome and should also report the behavior to the administration.

A student or employee may wish to discuss the situation informally with the administration. These discussions will be handled in a professional manner, and kept as confidential as possible. If appropriate, an attempt will be made to resolve the matter through informal procedures.

Staff or faculty members who receive a complaint of offensive behavior from an employee or a student must contact the administration. The complaint should be documented as thoroughly as possible. The administration will initiate the investigation, and will form an investigative team.

All allegations of offensive behavior will be investigated promptly, fairly and completely. The facts of each incident will determine the administration's response to each complaint. Information disclosed during a complaint will be held in confidence and will be disclosed only on a need to know basis in order to investigate and resolve the complaint.

All employees and students found to have been engaged in offensive behavior will be subject to appropriate disciplinary action, up to and including dismissal.

No retaliatory or intimidating action directed toward an individual making a complaint under this policy will be tolerated. Any retaliatory actions will result in disciplinary action up to and including dismissal.

Administrative staff will not condone offensive behavior as stated in this policy and will enforce disciplinary action against offenders as appropriate.

### **Disciplinary Process**

Any staff member, student, or faculty member may bring an allegation of student misconduct. Any student who believes himself or herself subjected to offensive behavior of any kind should feel free to communicate clearly to the offender that the behavior is not welcome and should also report the behavior to the Academic Dean, the Dean of Students, or another member of the administration. These discussions will be handled in a professional manner, and kept as confidential as possible. If appropriate, an attempt will be made to resolve the matter through informal procedures. If the behavior continues, the administration will initiate the Disciplinary Process. No retaliatory or intimidating action directed toward an individual making a complaint under this policy will be tolerated. Any retaliatory actions will result in discipline – up to and including suspension or dismissal from the University.

## **Investigation**

The Academic Dean or Dean of Students will call in the accused to meet for a personal discussion concerning the allegations. The Academic Dean or Dean of Students may choose another member of the administration to be present for this meeting.

If the individual agrees to modify his/her behavior as a result of this discussion, the Academic Dean will attempt to bring resolution to the matter. If, however, other issues are raised that would suggest the need for additional investigation, the Academic Dean or Dean of Students will proceed without delay and keep the parties involved informed of the status of the investigation.

At the end of the Investigation, it may be possible for the matter to be resolved. In this case, the Academic Dean or Dean of Students will notify both parties, together or separately as appropriate, of the results of the Investigation. If, however, the matter would benefit from the presence of all parties to present evidence in a Hearing, such will be arranged.

## **Hearing**

The Academic Dean or Dean of Students, the complainant, the accused, witnesses of each party's choosing, and representatives from the University administration will meet to hear the complaint, any counter-complaint, evidence from both sides, and possible options for resolution. Such a hearing will be conducted in strict confidence.

## **Possible Actions Taken**

The Academic Dean, Dean of Students or other representative of the University, may take any one or several of the following actions as a result of an Investigation and/or Hearing:

1. Place a written Letter of Concern in the student's academic file.
2. Give a verbal warning.
3. Give a written warning, signed by the student, and placed in the student's academic file.
4. If the matter is academic in nature, Academic Probation and/or Suspension may be instituted.
5. If the matter is such that the presence of an offending individual presents a reasonable risk of danger to others, appropriate medical and law enforcement agencies are contacted, as well as family members notified.
6. In the case of suspension for Misconduct, the Academic Dean or Dean of Students may impose conditions for any readmission into the program.

## **Disciplinary Appeals Process**

An appeal to a decision made as the result of an Investigation and/or Hearing must be presented in writing to the University president within five (5) days of the decision. An appeal may be made on the following grounds: evidence of improper procedure during the hearing, introduction of evidence that was not available at the time of the hearing, or evidence that the action taken was too severe. The hearing may then be reopened.

# Campus Awareness and Campus Security

Federal Public Law 102-26 (Jeanne Clery Act) and its extension in Public Law 110-315 of the Higher Education Opportunity Act of 2008 requires that colleges and universities disclose security policies and procedures and campus crime statistics to prospective and enrolled students. This brochure establishes policies and procedures for Texas Health and Science University.

Additional information about the Jeanne Clery Act can be found at the U.S. Department of Education website: <http://ed.gov/admins/lead/safety/campus.html>

Texas Health and Science University is committed to maintaining a safe and secure environment for students and staff. This brochure provides guidelines and advice that can contribute to this aim and encourage trust and effective communication in our educational community.

Please take a few minutes to familiarize yourself with the Web site report on **Clery Act: Campus Safety and Security Report of 2012** and the Campus Crime Statistics. You will note that the report contains mostly zeros (0), which means that the University and its immediate community has been reasonably safe and secure for the past three years. Although we are proud of this fact, we must not become over confident or careless! **Campus Safety is everybody's business!**

Texas Health and Science University's annual security report is now available. This report is required by federal law and contains policy statements and crime statistics for the school. The policy statements address the school's policies, procedures and programs concerning safety and security, for example, policies for responding to emergency situations and sexual offenses. Three years' worth of statistics are included for certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by the school and on public property within or immediately adjacent to the campus. This report is available online at: <http://www.thsu.edu/our-school/consumer-information/>.

**You may also request a paper copy from the Vice President for Academic Affairs.**

The purpose of this policy statement is to comply with federal regulations regarding the **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)**. This policy statement addresses the following issues as required by the U.S. Department of Education:

- Emergency Response and Evacuation Procedures
- Timely Warning
- Security Awareness Programs
- Crime Prevention Programs
- Drug and Alcohol Regulations
- Sexual Assault, Rape or Misconduct
- Violations
- What to do if you have been Assaulted
- Reporting Options (Confidential and Incident Reports)
- Disciplinary Process
- Sex Offender Registration

Texas Health and Science University is committed to providing a safe and secure environment for teaching, learning, research, and the treatment of patients in our Intern Clinic. The University uses a range of measures and methods to protect the safety and well being of members of its community.

An extensive alarm system, strategically positioned security cameras, and an overall culture of awareness and safety help to protect the safety and property of the school and all that use our

facilities. All University buildings are staffed, by instructors or by administrative personnel, at all times of use, and patients, students, and visitors to the University are never without immediate access to a representative of the school, should the need arise.

In the event that a situation arises, either on or off campus, that, in the judgment of the senior Administration of the University constitutes an ongoing or continuing threat, a campus wide “**Emergency Response and Evacuation**” or “**Timely Warning**” will be issued. The warning will be issued through the University email system to students, faculty, and staff, and posted prominently on the campus bulletin boards, and a public announcement, if plausible, will be made in each classroom and at the Intern Clinic.

We plan to test our Emergency Response and Evacuation plan with a **Drill and Evacuation** during the first weeks of each semester. The Campus Safety Committee will coordinate the Alarm and campus evacuation and notice will be provided in advance.

We thank you for cooperation and support with this ongoing commitment to Campus Safety and Security. You are asked to keep us alerted whenever there are changes to your **Emergency Contact Information** and/or current email address. We will maintain your **Confidentiality!**

# Emergency Action Plan

THIS PLAN WAS DEVELOPED AND IMPLEMENTED TO HELP THE UNIVERSITY TO COMPLY WITH THE REQUIREMENTS OF CFR, TITLE 29, PART 1910 - OSHA GENERAL INDUSTRY STANDARDS.

In order to ensure your safety in the unlikely event of a fire or other emergency, all students are to familiarize themselves with all exits to the building.

The following chain-of-responsibility determines the person responsible for implementing the appropriate part of the Emergency Action Plan. The person on the premises in the highest position on this list will be in charge.

University President  
Safety Officer  
Campus Safety Committee Representatives  
Academic Dean or Dean of Students  
Senior Administrator  
Clinic Director  
Senior Faculty Member

## **I. EMERGENCY ESCAPE PROCEDURES AND EMERGENCY ESCAPE ROUTE ASSIGNMENTS**

Anyone on the premises can order an evacuation for good reason, such as an observed fire, activation of the sprinkler system, or electrical power failure. Such person should announce the need for evacuation in a loud voice in enough locations to insure that everyone in the building has been notified. Instructors will be responsible for directing their classes to evacuate, and the clinic director will be responsible for all clinic interns and patients, and for the receptionist. Interns will help patients to negotiate the escape route as necessary. The receptionist will attempt to notify 911 authorities, time permitting, but will not delay his/her personal evacuation to the point of danger.

The primary emergency exits from the school premises are the three doors leading to the interior courtyard. The secondary exit is the stairwell in the interior hallway. The primary exits should be used unless they are blocked for some reason. After exiting into the interior courtyard, all staff, faculty, students and patients should proceed down the stairs to the far (west) end of the parking lot so that the person in charge can perform an accounting. The person in charge will designate one individual to call 911, if this has not already been done. After the building has been evacuated, no one will re-enter until competent authority deems it safe to do so.

## **II. PROCEDURES TO BE FOLLOWED BY EMPLOYEES WHO REMAIN TO PERFORM CRITICAL OPERATIONS BEFORE THEY EVACUATE**

There are no school operations critical enough to risk injury or loss of life. The receptionist will attempt to call 911, but not to the point of danger. Patients will be assisted by interns, if necessary, remembering that the essential purpose is to get away from the danger and not to attempt to save any equipment or other physical effects.

## **III. PROCEDURES TO ACCOUNT FOR ALL EMPLOYEES AFTER EMERGENCY EVACUATION HAS BEEN COMPLETED**

After assembly at the west end of the parking lot, the senior person on the scene will poll instructors to determine that all students were evacuated, and the receptionist will confirm the status of all patients



who were on the premises.

#### **IV. RESCUE AND MEDICAL DUTIES FOR EMPLOYEES WHO ARE TO PERFORM THEM**

In the event of an injury requiring first aid or CPR prior to the arrival of emergency response personnel, all Clinic Instructors and interns have been trained in First Aid and CPR, and will perform these functions as needed. If an injury results during or before a required evacuation, complete the evacuation before performing medical duties.

#### **V. PREFERRED MEANS OF REPORTING FIRES AND OTHER EMERGENCIES**

The primary means to report a fire or other emergency is for the clinic receptionist to call 911. If this is not possible, the senior responsible official shall designate an individual make the call.

#### **VI. CONTACTS FOR FURTHER INFORMATION OR EXPLANATION OF DUTIES UNDER THIS PLAN**

For further information about this plan and its provisions, contact the school administrator.

#### **VII. Additional Safety Guidelines**

##### **Fire Safety and Corridors**

State fire regulations require that all paths of egress from the building, including corridors and stairways, must be free of obstruction. Bicycles or other impeding objects should not be left in corridors or stairwells. Any such obstructing objects will be removed. Any vehicle or vessel containing gasoline is prohibited inside the offices, library, clinic, and classroom facilities of Texas Health and Science University.

##### **Extinguishers**

Fire extinguishers should be used only for their intended purpose and must not (by Texas law) be removed from their assigned locations. Extinguishers should only be used after an alarm has been sounded and the fire department contacted. Only small fires, such as fires in a wastebasket or laboratory sink, can or should be controlled with fire extinguishers. Do not attempt to control large or rapidly spreading fires! Report fires of any size by calling 911.

##### **Safety Tips and Directions for Using Fire Extinguishers**

A portable fire extinguisher can save lives and property by putting out a small fire or containing it until the fire department arrives; but portable extinguishers have limitations. Because fire grows and spreads so rapidly, the **number one priority** for occupants is to get out safely.

##### **Safety Tips**

- Use a portable fire extinguisher when the fire is confined to a small area, such as a wastebasket, and is not growing; everyone has exited the building; the fire department has been called or is being called; and the room is not filled with smoke.
- To operate a fire extinguisher, remember the word PASS. - **P**ull the pin. Hold the extinguisher with the nozzle pointing away from you, and release the locking mechanism. - **A**im low. Point the extinguisher at the base of the fire. - **S**queeze the lever slowly and evenly. - **S**weep the nozzle from side-to-side.
- For the classroom, select a multi-purpose extinguisher (Type ABC) that is large enough to put out a small fire, but not so heavy as to be difficult to handle.
- If flammable metals such as calcium or magnesium are used in the classroom, a type D extinguisher must be installed.
- Choose a fire extinguisher that carries the label of an independent testing laboratory.

- Read the instructions that come with the fire extinguisher and become familiar with its parts and operation before a fire breaks out. Local fire departments or fire equipment distributors often offer hands-on fire extinguisher training.
- Install fire extinguishers close to an exit and keep your back to a clear exit when you use the device so you can make an easy escape if the fire cannot be controlled. If the room fills with smoke, leave immediately.
- Know when to go. Fire extinguishers are one element of a fire response plan, but the primary element is safe escape. Every building should have a fire escape plan.

### **Fire doors**

Keep all fire doors closed at all times. This is the best way to prevent the spread of fire and smoke, thereby minimizing the potential for property damage, injury, or loss of life.

### **If You Become Trapped in a Fire**

Keep a closed door between you and the fire, if possible. Pack the space around the door base or door-jamb with towels or other materials to keep smoke out. Open any windows, if possible, to let fresh air in. Make every effort to draw attention to yourself, shouting, yelling for help at the top of your lungs, and so forth. If you have a cell phone, use it to call 911 and let the fire department know where you are.

### **If Someone Catches On Fire (Stop, Drop, and Roll)**

First of all, don't panic quite yet. Prevent the person from running. Get him or her flat on the ground as quickly as possible. Roll the person over and over until the flames are extinguished. Use a blanket or towel to extinguish the flames if one is available. Extinguishing the flames will prevent serious injury if done quickly enough.

## **VIII. Tornado Safety Information**

The State of Texas is known for many things, one of them being the frequent occurrence of tornadoes during the spring and summer. Here are some signs of an approaching tornado:

- A greenish or greenish-black color to the sky.
- If there is a watch or warning posted, then the fall of hail should be considered as a real danger sign. Hail can be common in some areas, however, and usually has no tornado activity along with it.
- A strange quiet that occurs within or shortly after the thunderstorm.
- Clouds moving very fast, in a rotating pattern or converging toward one area of the sky.
- A sound, a little like a waterfall or rushing air at first, but turning into a roar as it comes closer. The sound of a tornado has been likened to that of both railroad trains and jets.
- Debris dropping from the sky.
- An obvious "funnel-shaped" cloud that is rotating, or debris such as branches or leaves being pulled upwards, even if no funnel cloud is visible.

If you see a tornado and it is not moving to the right or to the left relative to trees or power poles in the distance, it may be moving towards you! Remember that although tornadoes usually move from southwest to northeast, they also move towards the east, the southeast, the north, and even northwest. Seek shelter in a windowless interior room on the first floor. Do not stay in a room with windows during a tornado, and do not attempt to run from one if you see it approaching. The best rule is to stay inside and get as low to the ground as possible.