

TEXAS HEALTH AND SCIENCE UNIVERSITY



**Student Handbook
San Antonio Edition**

Updated September 2017

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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 program will be qualified to meet the challenges of establishing and maintaining a successful profession in the 21st 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 21st 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.

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

Spring 2017 Trimester

Applications/Documents due (new students) December 6, 2016

Registration due (current students) December 9, 2016

Classes begin January 4, 2017

Trimester ends April 26, 2017

Summer 2017 Trimester

Applications/Documents due (new students) April 14, 2017

Registration due (current students) April 17, 2017

Classes begin May 8, 2017

Trimester ends August 22, 2017

Fall 2017 Trimester

Applications/Documents due (new students) August 11, 2017

Registration due (current students) August 14, 2017

Classes begin September 1, 2017

Trimester ends December 19, 2017

Spring 2018 Trimester

Applications/Documents due (new students) December 6, 2017

Registration due (current students) December 8, 2017

Classes begin January 3, 2018

Trimester ends April 26, 2018

Summer 2018 Trimester

Applications/ Documents due (new students) April 6, 2018

Registration due (current students) April 9, 2018

Classes begin May 7, 2018

Trimester ends August 21, 2018

Fall 2018 Trimester

Applications/Documents due (new students) August 10, 2018

Registration due (current students) August 13, 2018

Classes begin September 5, 2018

Trimester ends December 20, 2018

Texas Health and Science University observes the following annual holidays:

January 1: New Year's Day

Third Monday in January: MLK Jr. Day

March 13 to 17: Spring Break 2017

Last Monday in May: Memorial Day

July 4: Independence Day

First Monday in September: Labor Day

Fourth Thursday of November: Thanksgiving

The day after Thanksgiving: Black Friday

December 25: Christmas

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 in Austin, and will be available in the Student Clinic in San Antonio. 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 17 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

BSTCM 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, the student must request a transcript review in writing within the first trimester of attendance. 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.

Academic Standards

Texas Health and Science University is here to help you achieve your educational goals, graduate, and begin your career. We want you to be successful! If you have any questions about your progress, or need to modify your course load, there may be options for you. Please talk to the Academic Dean or Dean of Students for more information.

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.

Course Selection

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

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.

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.

Grade	Description	Numerical Grade	Quality Points
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 Cumulative Grade Point Average (CGPA), but computed in Credit Completion Percentage (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

Leave of Absence

Purpose

The purpose of the THSU LOA (Leave of Absence Policy) is to grant eligible students a temporary leave from academic attendance for a period in which academic attendance is required by the program of study.

Policy

THSU may grant multiple LOAs to a student for unforeseen and extreme circumstances in a 12 month period not to exceed one trimester. Examples of unforeseen and extreme circumstances are:

- A medical situation affecting the student and/or an immediate family member in accordance with the Family Medical Leave Act of 1993; and
- Military and jury service duties,
- Business travel;
- Natural disasters, etc.

If the student is out of attendance due to an unforeseen circumstance and considered an unofficial withdrawal and the Department Dean can document the reason and decision for the LOA prior to a Return of Title IV calculation being performed, the student will be placed on an approved LOA and no calculation will be required. However, if the student is an unofficial withdrawal and the Department

Dean does not document the reason prior to a Return of Title IV being performed, the student will be considered an unofficial withdrawal, and all unearned Title IV funds will be returned to U.S. Department of Education.

Required Documentation

Students must request a leave of absence from the Academic Dean or Registrar.

1. For a medical leave of absence, the student request must be accompanied by a letter from a physician, physician's assistant, or nurse practitioner. The letter must be on official letterhead, and must include the diagnoses, and an estimated time for recovery;
2. For a personal leave of absence, the student request may be required to be accompanied by documentation to support the leave.

Students intending to take a leave of absence must meet the following requirements:

- LOAs may not exceed 180 days in length within any 12 month period
- Student must be in satisfactory academic standing and must have a reasonable expectation to return to the university by the start of the next trimester
- Student must submit LOA request in writing and have it approved PRIOR to the beginning of the leave
- VA students recalled to active duty must provide documentation of the deployment on official military letterhead
- Student must stay in contact with the Registrar on a monthly basis. Failure to contact the Registrar on a monthly basis may result in an administrative withdrawal from the university
- International students must coordinate with the International Student Advisor to make sure they remain in status.

Failure to Return

If the student fails to return from the LOA, the student will be considered a withdrawal based on the last date of attendance. A refund calculation will be performed, and any unearned federal funds will be returned to the U.S. Department of Education. Therefore, the student may leave the University owing a balance even though the account would have been paid in full had the student completed the payment period. Additionally, the student's loan servicer will be notified, and the student's loan(s) will enter repayment within 6 months after the last date of attendance.

How to Apply for Leave of Absence

Students may request and submit a leave of absence application to the Registrar. Application requests may be sent to the registrar at registrar@thsu.edu.

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 for their program. The CGPA is calculated by multiplying credits for each course by grade points associated with the grade earned to get the quality points for the course, totaling the quality points earned for all the courses, and dividing total quality points earned by the total number of credits attempted.
- Students in all degree-granting programs must complete 67% of the credits for which they register each trimester. Grades for all courses attempted, but not transfer credit, affect Credit Completion Percentage.
- Students must graduate within 1.5 times the Regular Curriculum Schedule. This is referred to as the Maximum Time Frame for Completion. The Regular Curriculum Schedule for the Bachelor of Science in Traditional Chinese Medicine Program is 4 trimesters, and the Regular Curriculum Schedule for the Master of Science in Acupuncture and Oriental Medicine is 10 trimesters. Grades for all courses attempted, but not transfer credit, affect Maximum Time Frame for Completion.

ALL minimum requirements for Satisfactory Academic Progress must be met, as follows:

Bachelor of Science in Traditional Chinese Medicine Program SAP Policy

Maximum Trimesters Attempted	Minimum Requirements for Satisfactory Academic Progress			
	Percentage of Program Completed	Number of Credits Completed	Course Completion Percentage per Trimester	Cumulative Grade Point Average
2	25%	16	67%	2.0
3	50%	32	67%	2.0
5	75%	48	67%	2.0
6	100%	63	67%	2.0

Master of Science in Acupuncture and Oriental Medicine SAP Policy

Maximum Trimesters Attempted	Minimum Requirements for Satisfactory Academic Progress			
	Percentage of Program Completed	Number of Credits Completed	Course Completion Percentage per Trimester	Cumulative Grade Point Average
4	25%	38	67%	2.3
8	50%	76	67%	2.5
11	75%	114	67%	2.8
15	100%	153	67%	3.0

Note to Dual Degree Students: All students must graduate within the Maximum Time Frame for Completion for each program of study enrolled.

A student will receive an Academic Warning if, at any time, the school determines that the student is not completing the minimum requirements for Satisfactory Academic Progress. (See section entitled "Academic Warning.")

Actions that Affect Satisfactory Academic Progress

Transfer Credits

The grade "TC" (Transfer Credit) is given to students whose courses taken at another institution are being transferred in for required courses at Texas Health and Science University. The grade of "TC" has no effect on the calculations for Cumulative Grade Point Average (CGPA) or Credit Completion Percentage (CCP). Transfer credits will affect Maximum Time Frame for Completion (MTFC).

Incomplete Grades

An Incomplete grade does not count toward quality points in the CGPA calculation, the maximum time frame for completion, or successful course completion calculations. If the coursework is not completed, the incomplete grade will be converted to the grade of "F". The final grade, however, will affect the student's CGPA, Credit Completion Percentage, and Maximum Time Frame for Completion.

Repeated Courses and Grades

A student may retake a course one time to attempt to raise the final grade. All retake attempts are included in the CGPA calculation, Credit Completion Percentage, and Maximum Time Frame for Completion.

Title IV rules allow for financial aid to be used for a one-time repeat of a failed course. Repeated coursework that falls under the following conditions cannot be included in a student's enrollment status for federal aid eligibility (Title IV).

- Repeating a previously passed course more than once. A course is considered passed if the student receives a grade of C or better.
- Repeating a previously passed course due to failing other coursework.

- Repeating a previously passed course for the sole purpose of gaining eligibility for financial aid.

Federal aid is calculated according to need and the student's adjusted enrollment status.

Recalculation will be applied regardless of whether a student received aid for previous courses and is based solely on how many times a course has been taken and passed.

Example: A student is taking a previously passed 3 credit hour course for the third time. The student is enrolled in a total of 17 credit hours for the term. Per federal regulations, the repeated course must be excluded from the student's aid eligibility. Only 14 of the student's 17 hours can be used to calculate aid eligibility. The student's aid will be adjusted to $\frac{3}{4}$ time instead of full-time enrollment.

Dropped Courses

After a course has met for 80% of its scheduled meeting times, a course may not be dropped and a grade will be issued. This grade will affect the calculation for CGPA, Credit Completion Percentage, and Maximum Time Frame for Completion.

The following policy applies to students who complete 60% or less of the enrollment period (i.e., Fall, Spring or Summer sessions) for which they received Federal Title IV aid. A student who drops a class but still completes one or more classes does not qualify for the Return of Title IV Funds policy. The term "Title IV aid" refers to the following Federal financial aid programs offered at THSU:

Unsubsidized Federal Stafford loans, Subsidized Federal Stafford loans, Federal PLUS (Parent) loans, and Federal Pell Grants. To conform with the policy, THSU must determine the student's withdrawal date. The withdrawal date is defined as:

1. The date the student began the withdrawal process or officially notified THSU of their intent to withdraw; or
2. The last date of attendance at an academically-related activity by a student who doesn't notify THSU.

The calculation required determines a student's earned and unearned Title IV aid based on the percentage of the enrollment period completed by the student. The percentage of the period that the student remained enrolled is derived by dividing the number of days the student attended by the number of days in the period. Calendar days (including weekends) are used, but breaks of at least 5 days are excluded from both the numerator and denominator. Until a student has passed the 60% point of an enrollment period, only a portion of the student's aid has been earned. A student who remains enrolled beyond the 60% point is considered to have earned all awarded aid for the enrollment period. Earned aid is not related in any way to institutional charges. In addition, the University's refund policy and Return of Title IV Funds procedures are independent of one another. A student who withdraws from a course may be required to return unearned aid and still owe the college for the course. For example, the calculation may require THSU to return a portion of Federal funds to the Federal Title IV programs. In addition, the student may also be required to return funds based on the calculation. A student returns funds to the Federal Stafford loan programs based on the terms and conditions of the promissory note of the loan. A student who receives a Federal Pell Grant may be required to repay 50% of the funds received. The return of Federal aid is in the following order: Unsubsidized Federal Stafford loans, Subsidized Federal Stafford loans, Federal, Federal PLUS (Parent) loans, and Federal Pell Grants.

Overpayment

Students who owe funds to a grant program are required to make payment of those funds within 45 days of being notified that they owe this overpayment. During the 45 day period students will remain eligible for Title IV funds. If no positive action is taken by the student within 45 days of being notified, THSU will notify the U.S. Department of Education of the student's overpayment situation. The student will no longer be eligible for Title IV funds until they enter into a satisfactory repayment agreement with the U.S. Department of Education. During the 45-day period, the student can make full payment to THSU of the overpayment. The university will forward the payment to the U.S. Department of Education and the student will remain eligible for Title IV funds.

If a student is unable to pay their overpayment in full, they can set up a repayment plan with the U.S. Department of Education. Before doing this please contact the THSU Office of Financial Aid. You will need to make sure we have referred your situation to the U.S. Department of Education before any repayment plan can be set up. If you want to contact the U.S. Department of Education, their address is listed below. U.S. Department of Education Student Financial Assistance Programs P.O. Box 4222 Iowa City, IA 52245 Phone: 1-800-621-3115 E-Mail: DCS_HELP@ed.gov For examples of the Return of Title IV Funds calculations or questions regarding the overpayment policy, please contact the Office of Financial Aid.

Change of Program

When a student changes to a different program, any credits earned that are applicable toward the new program will be granted, and the CGPA, Credit Completion Percentage, and Maximum Time Frame for Completion will continue forward from that point. A student must meet all admission requirements to the new program and receive acceptance to that program before registering for classes. For students who qualify for financial aid, any change of undergraduate to graduate level, or graduate to undergraduate level, a change in potential financial aid award levels will result.

Seeking an Additional Credential

Credits applicable toward an additional credential may be transferred in to the additional program and all credits earned count toward the CGPA, Credit Completion Percentage, and Maximum Time Frame for Completion. A student must meet all admission requirements to the additional program and receive acceptance to that program before registering for classes. For students who qualify for financial aid, changes in potential financial aid award levels will result. For dual-degree students, maintaining Satisfactory Academic Progress is expected in all programs enrolled.

Withdrawal from a Program

The calculation for CGPA, Credit Completion Percentage, and Maximum Time Frame for Completion following withdrawal from a program during a trimester utilizes the above Dropped Courses formula for any courses that were dropped as a result of the withdrawal. For students who are receiving financial aid or who are international students, certain requirements must be met upon withdrawal from a program. For additional information, contact the financial aid officer or international student advisor, as appropriate.

Satisfactory Academic Progress Procedures

The University evaluates students at the completion of each academic year to ensure that Satisfactory Academic Progress is maintained. A student will not make Satisfactory Academic Progress (SAP), if at any evaluation point the minimum standards stated above are not met. Failure to make Satisfactory Academic Progress will affect students' eligibility for Title IV Financial Aid funds.

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. **If the student achieves the minimum CGPA and Credit Completion Percentage for his or her program, he or she may continue in good standing (satisfactory academic progress).**

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 must **appeal** their suspension to be considered for readmission (see section below for Appeal Process). Students who do not appeal are **not** eligible for federal financial aid / VA funding. If the student satisfies all of the requirements, the student will be placed on **Academic Probation**.

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 / Program Director for remediation before being allowed to continue classes for the trimester. Students on Academic Probation regain their eligibility for federal financial aid / VA funding **and return to Satisfactory Academic Progress status**.

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 reinstate their federal financial aid/ VA funding eligibility. This will return the student to Probationary Status. Following the successful completion of the terms and conditions laid out in an Action Plan, the student will return to Satisfactory Academic Progress status.

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:
 - Illness, accident, injury or incident experienced by the student or by a significant person in the student's life.
 - Death of a family member or significant person in the student's life.
 - Personal problems or issues with spouse, family, roommate, or significant person.
 - Divorce experienced by the student or parent.
 - Previously undocumented disability.
 - Military deployment.

- Change in work schedule during the period or other similar work related circumstance
- Natural disaster
- Family emergency
- Financial hardship such as foreclosure or eviction
- Loss of transportation where there are no alternative means of transportation
- Documentation from a Professional Counselor

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

- Physician's statement
- Police reports
- Death certificate
- Obituary
- Professional Counselor's statement
- Hospital bills
- Letter from employer
- Military orders
- Divorce decree
- Attorney's statements

4. Student may appeal only twice. Any further actions must be approved by the University President.

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.

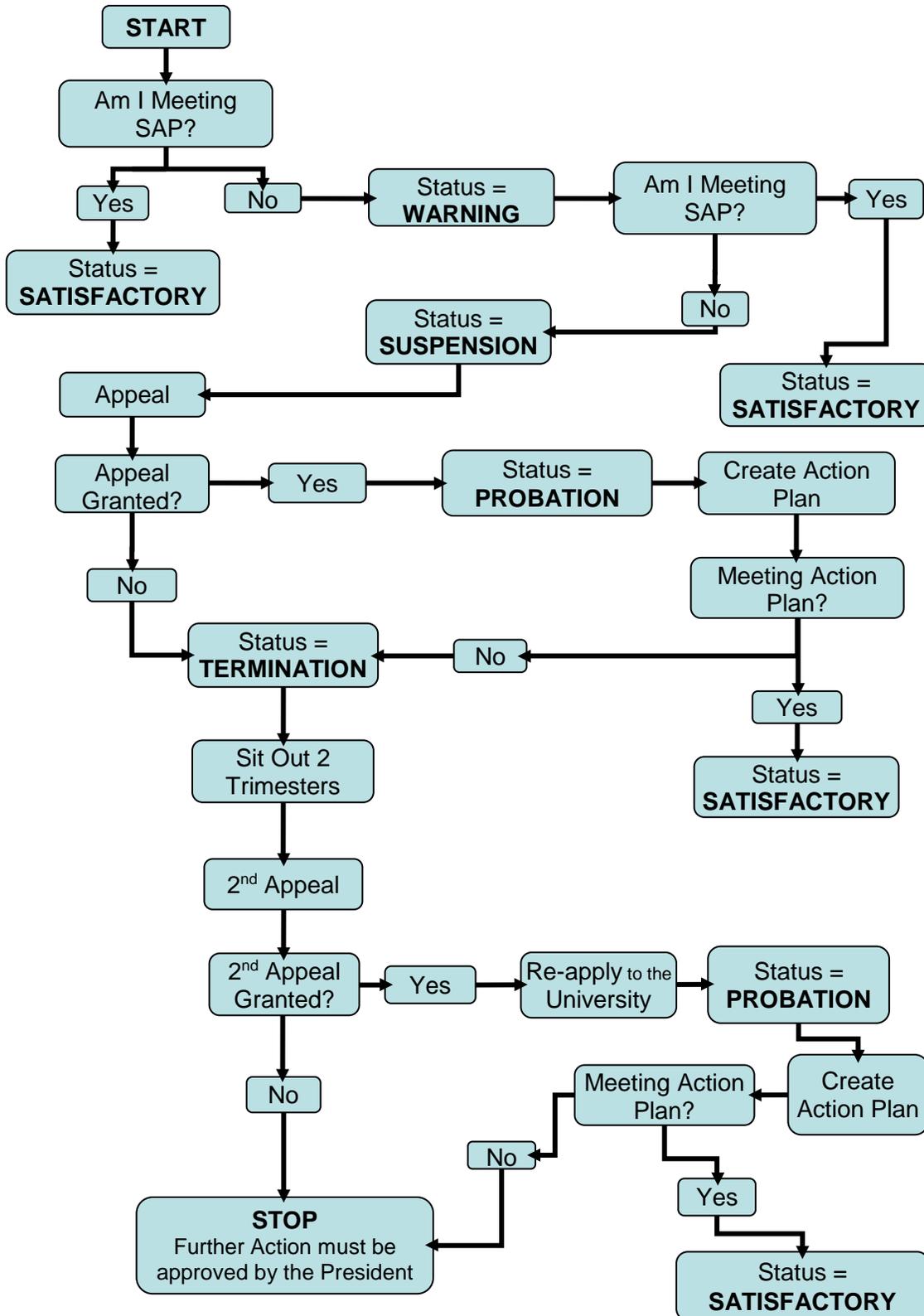
For additional information and details regarding the appeal process, please consult the Registrar.

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/ Program Director 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.

Satisfactory Academic Progress (SAP) Flow Chart



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, a grade of "Incomplete" (I) may be issued for that class. An Incomplete grade does not count toward quality points in the CGPA calculation, the maximum time frame for completion, or successful course completion calculations. 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". The final grade will affect the student's CGPA, maximum time frame for completion and successful course completion.

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. Please review the fees listed elsewhere in this catalog for more information.

* 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.

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 grade will affect the calculation for CGPA, maximum time frame for completion, and course completion percentage. The process for dropping courses 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.

Cash-paying students who drop 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:

Day of the Semester Calendar	Refund Amount
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 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.

Adding or Changing a Program

Students wishing to add a program (seek a dual degree) or change from one program to another before completing the original program must complete the following procedures:

- Review the requirements for admission to the new program;
- Consult with the Academic Dean or Program Director of the new program;
- Consult with the Financial Aid Director if the student is a borrower of financial aid;
- Obtain a "Change of Program Request" form from the Registrar, complete and sign it, and submit it to the Registrar to obtain the required signatures;
- Sign an enrollment agreement with the Admissions Director for the new program;
- Receive a copy of the forms indicating all signatures/approvals have been obtained. Only students who meet the new program requirements of the new program will be approved.

Withdrawal Policy

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

- **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.

Refund Policy

Students 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:

Day of the Semester Calendar	Refund Amount
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 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.

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	9 credits
Biomedical didactic studies (western medical science)	9 credits
Ethics, Business and Communications didactic studies	4 credits
Clinical training	6 credits
Total	63 credits

A minimum of 60 credits are required for admission to THSU. Along with the 63-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 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	32 credits
Biomedical didactic studies (western medical science)	34 credits
Ethics, Business and Communications didactic studies	8 credits
Clinical training	30 credits
Total	153 credits

This is a recommended course of study, however, unless a prerequisite course is specified, a student may take several courses in a different order.

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) opportunities to take and pass the Second Year Exam. The fee for the Second Year Comprehensive Exam is \$50.00.

Class Schedules

College of Traditional Chinese Medicine:

Monday through Friday:

Morning classes and clinic	8:30 a.m. - 12:30 p.m.
Afternoon classes and clinic	1:00 p.m. – 5:00 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.

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.

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.
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.
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.
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.
5. If the individual is not satisfied with the resolution, an appeal may be made in writing to the Vice President of the University.
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.

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:

- The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.
- 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.
- The right to request the amendment of the student's education records that the student believes is inaccurate.
- 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.
- 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.
- 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.
- 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.
- 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

- 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.
- 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 **two weeks before the first class day each trimester**, unless other financial arrangements have been made. 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, late fees will continue to accrue on the student's outstanding account balance 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. This option is available to domestic students only.

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 Officer 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 San Antonio 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:

- | | |
|---|--|
| <ul style="list-style-type: none">• 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 Association• Academic and Professional Advising• Complimentary Tutorial Program• Patient Recruiting and Retention• Housing Location Assistance• Student Identification Card• Discounted Acupuncture and Herbal Treatments• Computer Labs• Library | <ul style="list-style-type: none">• Wi-Fi Internet Access• New Student Orientation• Chinese New Year Celebration• Graduation Ceremony• Clean Needle Technique (CNT) classes (given in Austin)• Discounted Continuing Acupuncture Education (CAE) rates (given in Austin)• 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">• Disability• Registration Information• Academic history• Personal self-reported statement• Observations and Interactions with DSS | <ul style="list-style-type: none">• Previous accommodations received• Accommodations being requested• Unique characteristics of each course or program• Any other documentation provided |
|--|---|

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

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, 9240 Guilbeau Rd., Suite 102, San Antonio, TX 78250, 210-509-8080.

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 of the reception room in the main office. Please check that location 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.

Academic Dean and Dean of Students

Students may discuss any issues with the Academic Dean and Dean of Students, 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. Graduation Ceremonies are held in Austin.

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 (at the THSU Austin Campus) holdings are designed to specifically support the University's programs. The 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.

Books may be checked out for a two-week period. Materials may be renewed 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 Library offers many subscription and open-access databases for research. Alt-Health Watch and ABI Inform Research are premier alternative medicine and business management research databases that are available to all students, faculty and staff. Students may access these research databases by logging into the THSU website with a username and password administered by the Librarian.

The Library includes a computer lab, scanning services, and digital media with supporting audio-visual equipment. Additional library materials are available through City of San Antonio Libraries and the University of the Incarnate Word Library. The Librarian can assist San Antonio students with accessing library resources from San Antonio and with interlibrary loan procedures. Please see the library orientation guide for additional information or contact the San Antonio administrative staff.

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 to get an overview of the certification process. 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.

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's Dean of Students serves 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 San Antonio emergency services.

Security

Security is provided on the campus 24 hours per day, 7 days per week with security cameras. There is also a security company that patrols the complex 24 hours per day. 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.

THSU Student Association

The goals of the THSU Student 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 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 the Student Association to enhance campus involvement and develop leadership skills.

Student Lounge

The Student Lounge is located on the first floor of the Saidoff Center. THSU students are granted use of the microwave, sink, tables and chairs provided for students' convenience. However, use of the refrigerator and coffee machine is restricted to UIW students. 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

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.

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 are not permitted to 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 are not permitted 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 Student Lounge, where you will find a microwave and a sink.

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 of the building. A parking map that describes the parking zones for THSU, UIW and other suites in the complex will be provided at the start of term. Unauthorized vehicles are subject to fine and towing at the owner's expense.

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

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 enrolled in Clinic Observation and Clinic Internship.

Temperature Control

The central heating and cooling system are set to provide maximum comfort for building occupants. If needed, contact the Saidoff Center front desk or the THSU onsite administrator for modifications to the building temperature.

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.

Fire Evacuation Policies

Fire Drills

A fire drill is conducted at the beginning of the fall trimester and one fire drill is scheduled, but not announced, at the beginning of the spring trimester. The announced fire drill is designed to give students an opportunity to evacuate in non-emergency situations. All students, faculty, and staff must leave the building at the nearest exit when the alarm sounds for the drill. Once outside, all students, faculty, and staff must go to the front of the building where a campus safety officer will be available to do a head count of all persons who should have exited the building. Failure to do so will result in disciplinary action. In case of a real emergency, a campus safety officer will activate the fire alarm, and the campus safety officer for each floor will notify students to exit the building based on the following protocol.

Exit the front of the building if attending class in the classroom or exit through back door on the right side hall between the storage and bathroom in the administrative area, and then go to front of building where a campus safety officer will be available for head count and additional instructions, if warranted; Fire evacuation route maps are posted in the clinic, and all students, faculty, and staff should become familiar with the map each trimester.

The fire evacuation protocol for the San Antonio student clinic is as follows:

The student clinic manager will use **R-A-C-E** to respond to a fire situation.

- **Rescue** any individual directly threatened by fire. Patient safety is the primary consideration, so move patients who are immediate danger away from smoke or flames. Place the patient in a nearby room, behind a closed door.
- **Alarm.** Activate the fire alarm if a fire is discovered and respond immediately to an alarm if an alarm sound is made.
- **Confine** fire by closing doors to slow the spread of smoke and flame. Close the door to patient rooms. Per OSHA, patients are generally safer in a closed room than in a smoke filled hallway.
- **Extinguish** the fire only if the fire is small and the fire extinguisher is operational. Make sure that patients have been rescued and that the fire department (9-1-1) is called before using the fire extinguisher.

Exit doors can be found in the following locations in the clinic:

1. Glass Doors at the front of the building
2. White Metal door the back of the building.

The clinic manager is responsible for student, faculty, staff, and patient head counts.

Daily Crime and Fire Log

The daily crime log is provided in accordance with the regulations set out under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The campus safety officer maintains a public log of all crimes reported or made aware of. The log will contain the most recent 60 days' worth of information. Each entry in the log will contain the nature, date, time and general location of each crime and disposition of the complaint, if known. Information in the log older than 60 days will be made available within two business days. To review the log, persons may stop by the Texas Health and Science, main building, located at 4005 Manchaca Rd, Austin, TX 78704, between the hours of 9 a.m. and 5 p.m., Monday through Friday. The fire safety log for the student clinic is available for view at the clinic office located at 1707 Fortview Rd, Austin, TX 78704.

Texas Health and Science University and its affiliated student clinic comply with all state and local government requirements for fire, safety, sanitation, and insurance.

Campus Safety

Texas Health and Science University (THSU) is committed to contributing toward a positive learning environment by ensuring a safe, secure, and orderly campus for students, faculty, staff, alumni and visitors.

Safety at THSU is a shared responsibility that every member of the University community needs to take seriously. The key to preventing crime is awareness, which is best achieved through education and communication. Faculty, staff, and students all work together to promote a safe environment in which to learn.

Safety Tips

All students, faculty, and staff should note that the THSU campuses are located in large urban environments. As such, students and University personnel are not immune from potential dangers: theft, threat of bodily harm, and other acts of violence that exist in an urban environment. Please be advised that you should be constantly aware of your surroundings. If you leave the campus by walking, do so with someone else and pay attention to strangers and report any suspicious activity to a campus security officer or other University officials.

Campus safety is the responsibility of every member of the University family.

These are ways you can help make the University a safe and enjoyable place to live, work and learn:

1. Purchase insurance for your personal property;
2. Record personal property make, model and serial numbers;
3. Secure your valuables;
4. Never leave your purse or wallet unattended, even for a short time;
5. Be cautious of strangers asking for change or directions;
6. Report suspicious activity to Campus Safety Officers immediately. Be prepared to provide a brief description of the individual's activity and direction of travel when last observed; and
7. At night, travel with a friend. Always tell someone where you are going and when you can be expected to return.

You need to be aware that theft, loss, or vandalism of personal property is a possibility in a setting where there are large numbers of people. The University cannot and does not accept responsibility for lost, damaged, or stolen property.

Steps you can take to reduce the risk of theft or loss are:

1. Keep your vehicle locked. Do not keep expensive, attractive equipment stored in plain view in your car;
2. Lock your bike with a sturdy chain and lock;

3. Keep a written record of the model and serial numbers of valuables. Photographs are also often helpful;
4. Do not carry or keep large amounts of cash around campus;
5. Purchase property insurance for items such as stereos, computers, media players, etc.;
6. A report of loss or damage should be made to the Campus Safety Officer;
7. Identify your property, especially electronics, with your name and a state issued driver's license number or a personal identification number;
8. All guests must be properly registered and should never be left unattended;
9. Suspicious persons found in or around the building should be reported to Campus Safety Officer;
10. Do not tamper with security cameras and monitors;
11. Stay alert at all times and tuned in to the surroundings (wearing headphones while walking or jogging can reduce the level of alertness);
12. Plan routes in advance, and vary those routes, whenever possible;
13. Get to know the neighborhoods where you live and work: find out what stores and restaurants are open late and where police and fire stations are located;
14. When walking or jogging, use busy streets and avoid shortcuts through deserted parks, vacant lots and unlit passages;
15. At night, walk or jog only on streets with plenty of light and traffic, and avoid walking alone, if possible;
16. Walk on the part of the sidewalk close to the street and away from shrubbery, trees or doorways (on less busy streets at night, it is sometimes safer to walk in the street rather than on the sidewalk);
17. Stand tall and walk confidently;
18. Trust your instincts: get help right away if the situation or place is uncomfortable;
19. Do not carry large sums of cash or display cash in public;
20. Do you give anyone your apartment or house key;
21. If possible, carry only identification, phone numbers and the credit cards you need. Keep a list at home of credit cards and other important material you would need to replace in case of loss;
22. Separate house keys from car keys (women should keep their keys in places other than their purses);
23. Keep names and phone numbers of relatives or friends handy in the event of an accident or emergency; and
24. Keys and key cards should never be loaned to another person.

Preventing Textbook Theft

It is unfortunate but some people steal. One of the major expenses of attending a university is the cost of textbooks. The average student spends \$300-\$400 per semester on textbooks. And because textbooks may be re-sold for cash, they make attractive targets for thieves.

Remember...

Textbooks often are left unattended in public areas;
 Textbooks can be easily resold;
 Textbooks are increasing in value; and
 Often, owners cannot be identified.

Textbook Theft Prevention Tips

Never leave your possessions unattended in public places. Remember, the majority of thefts on campus are thefts of opportunity. Most items are stolen because they are left unattended.

The only way to stop a person from selling a book back or accuse a person of stealing someone's book is to see if the book has a designated mark.

Marking your possession with an identifying number is an effective method of deterring theft.

Thieves find it more difficult to dispose of stolen articles that can be traced through an owner making identification marks.

Students should mark the textbook with an identifying number on a specific page of the textbook and keep a record of it. Mark the corresponding page with your own initials. This way, if the book is stolen, both the police and the bookstores will have a better chance of tracing the book once it is sold back.

If caught with a marked item, the thief can be convicted. The marked items can also be returned to the rightful owner.

Make a list of your books and include the name of the book, type of book, the author, and any identifying marks to help the Campus Safety Officer in the recovery of the lost or stolen book(s). Report all textbook thefts immediately to the Campus Safety Officer. By doing so, you can enhance your chances of recovering your textbook.

Ways to Mark Your Textbooks

Print your full name on the inside cover of each textbook.

Print the current school year and trimester under your name.

Print an identifiable number that you can remember on a specific page with your own initials on the corresponding page.

DO NOT USE YOUR SOCIAL SECURITY NUMBER, STUDENT ID NUMBER, OR BIRTH DATE TO MARK YOUR TEXTBOOKS!

Annual Disclosure of Crime Statistics

The University's Campus Safety Officer prepares the Annual Crime Report for the entire University, to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The Report is prepared in cooperation with information and data from other state and local law enforcement agencies. Campus crime, arrest and referral statistics include those incidents reported to the local law enforcement agencies and the University's Campus Safety Officer. The statistics may also include crimes that have occurred in private residences or businesses that touch the University's boundaries. Each year, by email and flyers placed on bulletin boards and electronic message boards, notification is made to all faculty, staff and students that the THSU website provides access to this report. Copies of the Report may also be obtained at the Campus Safety Officer. Campus Law Enforcement.

The Campus Safety Officers do not possess arrest power. Criminal incidents are referred to the local law enforcement having jurisdiction on the campus. All crime victims and witnesses are strongly encouraged to immediately report crimes to the Campus Safety Officer and the appropriate local law enforcement agency. Prompt reporting will assure timely warning notices on campus and timely disclosure of crime statistics. Accurate and Prompt Crime Reporting Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the University Campus Safety Officer in a timely manner. To report a crime or an emergency on the THSU Campus, call 911 or 512.444.8082. To report a non-emergency security or public safety related matter, you may also call 311 with the City of Austin or the Campus Safety Officer.

Reporting of Criminal Offenses

THSU is committed to a safe and secure environment for all employees, students, and visitors. The entire campus community shares the responsibility for a safe and secure campus. All members of the campus community, staff, students, and visitors are required to report any emergency, crime, threatening or violent situations or knowledge of any criminal activity to the Campus Safety Officer or local law enforcement as soon as possible. These situations may include any conduct that threatens the health or safety of any person, or creates a reasonable fear that such a result will occur, including but not limited to: acts of violence, threats of violence, possession of weapons(s) on University controlled property without proper written authorization, threatening behavior, and/or reckless disregard for the health or safety of any person. Delaying your report may unnecessarily allow the behavior to continue, harm your own well-being, or jeopardize an investigation due to the passage of time, fading memories, or departure of witnesses. All incident reports are reviewed by the Campus Safety Officer and the University President for review.

Voluntary/Confidential Reporting

If you are the victim of a crime and do not want to pursue action within the University or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Campus Safety Officer can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the University and the Campus Safety Officer can keep an accurate record of the number of incidents involving faculty, staff and students and determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

Timely Warning

In the event that a situation arises, either on or off campus, that, in the judgment of the school security committee constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. The notification will include a short description of the crime or incident, giving the time and date, location, reported offense, suspect description, and any other pertinent information used to facilitate the crime. The notification will also include personal safety information to aid members of the THSU community in protecting themselves from becoming victims of a similar crime. The warning will be distributed via direct contact, phone, or email to students, faculty and staff. Depending on the nature of the emergency, a decision will be made to utilize other methods of notification including broadcasts on the local television network and posting of red colored flyers entitled "Security Alert" on building entrances.

SEXUAL ASSAULT, DOMESTIC & DATING VIOLENCE AND STALKING Violence Against Women Act (VAWA)

On March 7, 2013 President Obama signed into law an amendment to the Violence Against Women Act. This new amendment covers both students and employees of institutions of higher education. It amends the Clery Act to include statistics for the crimes of domestic violence, dating violence, and stalking such that these crimes, if they occur, must now be included in the Annual Security Report. THSU prohibits and will not tolerate dating violence, domestic violence, stalking, sexual assault or other forms of sexual misconduct as defined by this policy and federal law. The University will respond promptly and effectively to reports of dating violence, domestic violence, stalking or sexual assault, and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates this policy on Sexual Harassment and Sexual Violence. Sexual violence is a form of sexual harassment and services are available to students, faculty, and staff who experience sexual violence, domestic violence, dating violence, and instances of stalking. THSU prohibits retaliation by its officers, employees, students, against a person who exercises his or her rights or responsibilities of reporting any violations dating violence, domestic violence, stalking or sexual assault; Further, the University prohibits and will not tolerate any attempts by any person(s) or group to prevent the institution from investigating incidents of these actions or to "cover up" their occurrence.

Definitions

The Family Code defines Domestic/Family Violence:

Domestic violence/ Family Violence to mean an act, other than a defensive measure to protect oneself, by a member of a family against another member of the family that is intended to result in physical harm, bodily injury, or sexual assault or that is a threat that reasonably places the family member in fear of imminent physical harm, bodily injury, or sexual assault. (Texas Family Code 71.004)

Dating Violence

is defined in Texas as an act, other than a defensive measure to protect oneself, that is committed against a victim with whom the actor has or has had a dating relationship; or because of the victim's dating relationship with an individual with whom the actor is or has been in a dating relationship. The act is intended to result in physical harm, bodily injury, or sexual assault or that is a threat that reasonably places the victim in fear of imminent physical harm, bodily injury, or sexual assault.

A Dating Relationship means a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature which is determined based on consideration of the length, nature, frequency and type of interaction between the persons involved in the relationship. (Texas Family Code 71.0021) Texas Penal Code defines:

Sexual Assault is an offense if committed by a person that intentionally or knowingly causes the penetration of the anus or sexual organ of another person by any means, without that person's consent; or causes the penetration of the mouth of another person by the sexual organ of the actor, without that person's consent; or causes the sexual organ of another person, without that person's consent, to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor. (Texas Penal Code Sec. 22.011)

Without Consent in regards to sexual assault is defined in Texas Penal Code as: (1) the actor compels the other person to submit by the use of violence; (2) the actor compels the other person to submit by threatening to use violence against the victim or against any other person; (3) the other person has not consented and the actor knows the other person is unconscious or physically unable to resist; (4) the actor knows that as a result of mental disease the other person is at the time of the sexual assault incapable of appraising the nature of the act; (5) the other person has not consented and the actor knows the other person is unaware that the sexual assault is occurring; (6) the actor has intentionally impaired the other person's power to appraise the victim's conduct by administering any substance without the victim's knowledge. (Texas Penal Code Sec. 22.011).

Stalking is when a person commits an offense on more than one occasion and pursuant to the same course of conduct directed specifically at another person, knowingly engages in conduct that: (1) the actor knows or reasonably believes the victim will regard as threatening bodily injury or death for the other person; bodily injury or death for a member of the other person's family or for an individual with whom the other person has a dating relationship; or that an offense will be committed against the other person's property; (2) causes the other person, a member of the other person's family, or an individual with whom the other person has a dating relationship to be placed in fear of bodily injury or death or fear that an offense will be committed against the other person's property. Further, it would cause a reasonable person to fear bodily injury or death for themselves; bodily injury or death for a member of the person's family or for an individual with whom the person has a dating relationship; or that an offense will be committed against the person's property. (Texas Penal Code Sec. 42.072)

Consent means assent in fact, whether express or apparent. Consent is an act of reason and deliberation. A person who possesses and exercises sufficient mental capacity to make an intelligent decision demonstrates consent by performing an act recommended by another. Consent assumes a physical power to act and a reflective, determined, and unencumbered exertion of these powers.

Educational and Prevention

THSU will take proactive measures to prevent sexual harassment and violence. To accomplish this, THSU will consider educational programs that address sexual harassment and sexual violence.

Whistleblower Policy

The Higher Education Opportunity Act (HEOA) establishes safeguards for whistleblowers by prohibiting retaliatory action against any individual with respect to the implementation of any provision of the Clery Act.

The Vice President for Academic Affairs, Assessment and Research is assigned to communicate directly and regularly on the progress of the inquiry with the individual raising the allegations. The Vice President for Academic Affairs, Assessment and Research will respond to any concerns about personal retaliation or unfair treatment linked to the raising of such allegations.

Education

Students. THSU will provide a primary prevention and awareness program for incoming students, as well as ongoing prevention and awareness campaigns for students, both of which shall include the information in this policy.

Faculty and Staff. All employees will be required to complete an online training program which includes information on this policy. New employees will be required to complete the online training during employee orientation.

Sexual Violence - Risk Reduction Tips

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

1. Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
2. Understand and respect personal boundaries.
3. **DON'T MAKE ASSUMPTIONS** about consent; about someone's sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically

and/or mentally able to consent. If there are any questions or ambiguity then you DO NOT have consent.

4. Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.

5. Don't take advantage of someone's drunkenness or drugged state, even if they did it to themselves.

6. Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don't abuse that power.

7. Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.

8. Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

9. Ask for permission every step of the way.

10. If you have to read body language, you do not likely have clear consent. Ask for consent.

Respect the reply.

Risk reduction tips can often take a tone of "blame the complainant," even unintentionally. With full acknowledgement both that only those who commit sexual violence are responsible for those actions and that we have control over our own actions, these suggestions may nevertheless help you to reduce risk in experiencing a non-consensual sexual act:

1. Make any limits known as early as possible.

2. Tell a sexual aggressor "NO" clearly and firmly.

3. Try to remove yourself from the physical presence of a sexual aggressor.

4. Find someone nearby and ask for help.

5. Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.

6. Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

How to Be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. An active bystander is someone who makes a conscious decision to make a bad situation better. This can involve simple acts such as asking if a person is okay, getting an authority figure involved, or if it feels safe, personally intervening especially if the person being harmed is unable to defend themselves or disadvantaged in another way.

An active bystander takes steps that can make a difference. Some suggestions for being an active bystander include: - Speak up! If something is not quite right, than you are probably not the only one who notices. Say something and you might be joined by others. But even if not, your voice is important. - Listen to your gut instinct. If you think something is wrong, investigate it. Think about what you can do to improve the situation and then determine how to act without compromising your personal safety. - Don't be content to pass the buck. If you think something is suspicious, don't just tell one person and leave it alone. Check back in. See what happened and if anything was done. If the issue was dropped, pick it back up and find someone else to discuss the issue with. Active bystanders don't just let things drop and hope for the best. They do everything they can to help improve things for others, knowing that someday they might need help too.

Campus Sexual Assault Victims' Bill of Rights

The United States Congress enacted the "Campus Sexual Assault Victims' Bill of Rights" as a part of the Higher Education Amendments of 1992, as amended by the Campus Sexual Violence Elimination Act (Campus SaVE). This law requires that all universities afford sexual assault victims certain basic rights such as:

- Accuser and accused must have the same opportunity to have others present including an opportunity to be accompanied at any related meeting or proceeding by an advisor of their choice.
- Both parties shall be simultaneously informed of the outcome of any disciplinary proceeding in writing.
- Survivors shall be informed of their options to notify law enforcement, including on-campus and local police.

- Survivors shall be notified of counseling services.
- Survivors shall be notified of options for changing academic and living situations, transportation and working situations, if so requested by the victim and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

Reporting of Dating Violence, Domestic Violence and/or Stalking

A guiding principle in the reporting of domestic violence, dating violence, sexual assault, and stalking is to avoid possible re-victimizing of the complainant by forcing the individual into any plan of action. Victims of sexual assault, domestic & dating violence and stalking or persons who have information regarding these crimes are strongly encouraged to report the incident to the Campus Safety immediately. It is the Campus Safety policy to conduct investigations of all sexual assault, domestic & dating violence, and stalking complaints with sensitivity, compassion, patience and respect for the victim. Investigations are conducted in accordance with guidelines established by the Texas Penal Code, Code of Criminal Procedure. Campus Safety will report all acts of sexual violence to the Title IX Coordinator on campus. It is recommended that a person who has experienced domestic violence, dating violence, sexual assault, or stalking consider each of the following:

- 1 Getting to a safe place.
- 2. Avoiding the destruction of evidence by bathing, douching, changing clothes, or cleaning up in any way. Preserve evidence in a paper bag for possible future action. Also, keep copies of emails, text messages, and voice messages.
- 3. Pursuing medical treatment. Post-assault medical care can be performed at a local emergency room. Many hospitals have a specialized examiner who can complete an exam for victims of sexual violence. Such an exam can help the victim receive an appropriate medical assessment and treatment, and can preserve evidence for possible future action.
- 4. Seek support. Call a friend, family member, or someone else nearby whom you trust, and ask that person to stay with you. You may also contact a campus consultant or outside source of support, as described below.
- 5. If the alleged perpetrator was unknown to you, try to remember any helpful details that may lead to his or her identification, such as scars or other marks, jewelry, dress, language, approximate height and weight in comparison to your own, vehicle description, tag number. Write these down as soon as you can, and include the date and time of writing.
- 6. At this moment, or later, you will need to decide whether to pursue legal remedy. To support legal remedies, do the following:
 - Do not disturb the area, room, or vehicle where the incident occurred.
 - If you were sexually assaulted, do not bathe, shower, douche, brush your teeth, or eat or drink.
 - Please see below about forensic examinations and preservation of physical evidence. To help provide a secure and safe environment, all members of the THSU community and visitors are requested, encouraged and expected to report any criminal activity or emergency they observe for the purpose of reporting campus crime statistics.

Complainants will be informed of their right to notify law enforcement officials, including College and/or local police, and will be assisted in doing so if they so choose. Complainants may also decline to notify such authorities. If you are victim of any form of sexual assault, domestic & dating violence, and stalking should immediately call the Austin Police Department (911), or the Campus Safety Officer at 512-444-8082. Reporting these crimes does not mean that the victim must press charges, take the case to criminal trial and/or a university disciplinary hearing. Even if a victim is undecided about filing criminal charges, calling the police, preserving evidence, and going to the hospital will provide for their emotional and medical needs and preserve the option to file criminal charges at a later time.

All assault data are kept strictly confidential. In accordance with the Texas Code of Criminal Procedures Art. 57, victims may use a pseudonym to protect their identity. A pseudonym is a set of initials or a fictitious name chosen by the victim to be used in all public files and records concerning the sexual assault and domestic & dating violence. The victims of sexual assault, domestic & dating violence, and stalking are not required to file criminal charges or seek judicial actions through the university disciplinary process. However, victims are encouraged to report the assault in order to provide the victim with physical, academic and emotional assistance.

Violation and Complaint Procedures

Typically Student Code of Conduct violations and complaints are processed in the following manner:

1. Reporting an Incident – Students are strongly encouraged to report any instances of sexual violence to the Campus Safety Officer (512-444-8082), or other University official. Survivors of sexual assault are strongly encouraged to seek medical attention immediately. The choice to seek medical attention is separate from pressing criminal charges and/or pursuing the University's conduct process. While the University encourages survivors to pursue all criminal and University conduct processes available, the choice of whether a matter will be pursued is up to the survivor.
2. Contact Safe Place (512.267.SAFE) for a rape crisis counselor;
3. Work with the Austin Police Department to secure a safe and private location to meet with an officer;
4. Work with APD's Victim Services (512.974.5037) and other agencies to advocate for the Survivor;
5. Contact professors to assist with missed classes;
6. Make academic and living accommodations to assist the survivor.
7. Review the student's options to follow-up via the University's conduct process.

Do I have to report the assault?

It is up to you to decide what is right for you. Whether you make a report or not, you are eligible to receive the free and confidential services of your local sexual assault program. If you are not sure about reporting the assault, the local program can give you more information about the reporting process to help you make that decision. If you do not want to make a report, you may tell the responding officer at that time and still receive the medical treatment you need and a forensic exam if requested.

Why should I report the sexual assault?

After the sexual assault, you may be embarrassed or scared; feeling this way is completely normal. These feelings may prevent you from wanting to report the assault right away. However, there are benefits to reporting the assault as soon as you can, such as being eligible for Crime Victim's Compensation.

What happens if I choose to make a report?

A law enforcement officer will take your statement and ask you questions about what happened. This starts the investigation process. The police will also refer you to a sexual assault program for assistance.

If I make a report, will the offender be arrested?

If a suspect can be identified, the police will submit your statement and a report of the offense to the District or County Attorney, who makes the determination if an arrest warrant will be issued. Once the suspect is arrested, the prosecutor's office will file formal charges as soon as possible. After the arrest, the suspect may be released from jail on bond. If the grand jury indicts the suspect, the case will be set for trial. For more information on the legal system in your area, contact the detective assigned to your case, the prosecutor's office, or your local sexual assault program. If you receive threats of further harm after the sexual assault, you may ask a judge for a protective order for yourself and other members of your family or household. The protective order may be in effect for two years or longer, and violation of the order is a Class.

Do I need medical attention?

It is very important to seek immediate medical care following a sexual assault to get treatment for any injuries you may have. Not all injuries from the sexual assault will be instantly apparent. You can also ask the nurse or doctor about the possibility of pregnancy or contracting sexually transmitted diseases as a result of the sexual assault, and receive appropriate care. A sexual assault examination is not medical treatment. A sexual assault exam is performed by medical personnel to collect and preserve evidence following a sexual assault. This is important because certain types of evidence that may be present immediately after the attack will disappear as time passes. Getting a sexual assault exam as soon as you can will increase the chances of collecting this evidence. Your immediate medical needs and referrals for follow-up care will also be addressed at the time of your visit to the hospital.

Working Together to Prevent Sexual Assault

A member of the THSU community, who is the victim of sexual misconduct, has knowledge of another person being the victim of sexual misconduct or believes in good faith that he/she has witnessed a possible warning sign of sexual misconduct as defined by this policy, is urged to make a formal report to the police and the appropriate Campus Safety Officer. Whether or not the individual makes a formal report, all victims of sexual misconduct are urged to seek appropriate help, which may include a medical evaluation, and obtain information, support and counseling, either on or off campus. Victims should use the resources listed in this policy to assist them in accessing the full range of available services.

Campus Security Authorities

The Vice President for Academic Affairs serves as the University's Campus Safety and Security Officer. The Financial Aid Officer and Dean of Students are the school officials to whom all reports related to actual or potential criminal activity should be directed. The chart below provides the names and contact information of the designated Campus Security Authorities.

Antonio Holloway	Financial Aid Officer	512-444-8082
Roberto Guerrero, L.Ac., DAOM	Dean of Students, San Antonio Campus	210-509-8080
Marty Calliham, L.Ac.	Dean of Students, Austin Campus	512-444-8082

Additional off-campus resources for victims of sexual assault:

SafePlace - (512)-267-SAFE (512-267-7233)
 Austin Police Department 911
 National Sexual Assault Hotline at 1.800.656.HOPE.
 Texas Department of Public Safety - Victim Services Counselor (254) 759-7225 Williamson County Crisis Center - (800) 460-SAFE

Websites that have support information for victims and those who support the victims:

<http://www.rainn.org/>
<http://www.safeplace.org/> <http://www.ithappenedtoalexa.org>

Campus Emergency Response and Evacuation

An Emergency Management Plan has been developed by the School security committee as part of its ongoing effort to protect THSU students, faculty, and staff. The development of this plan is based on a realistic assessment of potential incidents that could affect our community and the capabilities to react to those situations.

Because of the size of the Texas Health and Science University campus, an announcement will be made by direct communication from the administrative staff to the classrooms and instructors. The system is used to distribute emergency notifications without delay in situations where a clear and active (e.g., in progress) threat or emergency exists that impacts the campus and where it is recommended that the recipients take some form of action in response to the active threat or emergency. This procedure is to be tested 3 times a calendar year, once during each semester.

The THSU – San Antonio Campus, located on the University of Incarnate Word – Saidoff building, coordinates with UIW security guards to ensure the safety of all persons located within the campus buildings.

Evacuations

Instructions to evacuate will be issued by the school security committee as described above. Students, faculty, and staff are to evacuate quickly, in a calm and orderly fashion to a safe area.

Students, faculty, and staff should remain calm and assist handicapped persons or those in need and not turn off lights or equipment or lock doors to a room or building. If community members observe something unusual or suspicious, they should not touch it and notify a member of the school security committee. Students, faculty, and staff should remain in a safe area until receiving notification to return to the facility.

In situations where THSU is forced to evacuate the campus, the School security committee will notify the public that campus is closed and that traffic will not be allowed to enter.

If the emergency occurs on a day and time prior to the start of classes, notification of all members of the School community will occur according to normal weather closing policies and procedures. In addition, notification will be made to all staff members. Evacuation will be performed by personal vehicles if possible, and students, faculty and staff are directed to their homes or other safe havens.

Cancellations

If the emergency occurs on a day and time prior to the start of classes, notification of all members of the School community will occur according to normal weather closing policies and procedures. In addition, notification will be made to all staff members. THSU follows the lead of the University of Incarnate Word (<http://www.uiw.edu/emergency/>) with regard to class cancellations and closures due to inclement weather and other emergency situations. Students are advised to listen to the radio and television stations to determine if a situation necessitating closure exists. THSU also posts class cancellation on its website and Facebook pages when such situations occur.

Missing Student Notification Procedures

Students age 18 or above, including emancipated minors, will be provided the opportunity during each registration process to designate an individual to be contacted by THSU in the event the student is officially reported as missing. If the missing student is 18 or older, or an emancipated minor, and has not identified an emergency contact, THSU will contact the local Police Department. THSU will continue to assist all outside agencies in the investigation as needed. Any questions or concerns regarding a student who is missing or appears to be missing should be referred to a member of the school security committee.

Security of and Access to Campus Facilities

Students, faculty and staff of the School have access to academic and administrative facilities on campus. The general public may attend certain events on campus with their access limited only to the facilities in which these events are held.

Campus Law Enforcement Policy

The School security committee does not provide services outside the boundaries of campus property, nor do any officially recognized student organizations exist off campus. The School enjoys a close working relationship with local and state agencies when violations of federal, state, or local laws involving students occur.

City, State, County and Federal Polices

Texas Health and Science University maintains a highly professional working relationship with federal law enforcement, the Texas Department of Public Safety, the Travis County and Bexar County Sheriffs, the City of Austin Police Department and the City of San Antonio Police Department. THSU follows all applicable policies and laws regarding confidentiality of records and reserves the right to provide police any information obtained as a result of a criminal investigation. THSU strongly encourages anyone who is the victim or witness to any crime to promptly report the incident to a member of the school security committee. It is the right of any member of the School community to contact the local Police Department to investigate any crime. Assistance in contacting the local Police Department may be arranged through the school security committee.

There are currently no formal written agreements with local, state, or federal agencies.

Drug and Alcohol Regulations

THSU enforces drug and alcohol regulations as required in the Drug Free Schools and Communities Act of 1988 and amendments of 1989. The unlawful possession, use, or distribution of alcohol by employees on School property, or as part of any School activity, is prohibited. The Family Educational Rights and Privacy Act (FERPA) as amended in 1998 enables institutions to release to parents of students under the age of 21 information concerning alcohol or drug-related disciplinary violations.

Students documented for an alcohol violation may be referred to substance abuse programs outside the School. If more information is desired, please contact the Office of the Dean of Students and/or the Registrar for a copy of the Alcohol and Substance Abuse policy.

Illegal drugs and drug paraphernalia are prohibited on the grounds of the School. The possession, sale, manufacture, or distribution of any controlled substance is in violation of School regulations and illegal under both state and federal laws.

Therefore, any employee or student engaging in such illegal action will be subject to disciplinary procedures, which could result in sanctions, including termination of employment, suspension or expulsion from school, and criminal prosecution. In addition, the use and/or possession of weapons of any type, including facsimiles, except those in possession of a bona fide law enforcement agency, are not permitted on campus.

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
Campus Safety Officers
Academic Dean
Clinic Director

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. Fire Evacuation Policy

Fire Drills

A fire drill is conducted at the beginning of the fall trimester and one fire drill is scheduled, but not announced, at the beginning of the spring trimester. The announced fire drill is designed to give students an opportunity to evacuate in non-emergency situations. All students, faculty, and staff must leave the building at the nearest exit when the alarm sounds for the drill. Once outside, all students, faculty, and staff must go to the front of the building where a campus safety officer will be available to do a head count of all persons who should have exited the building. Failure to do so will result in disciplinary action. In case of a real emergency, a campus safety officer will activate the fire alarm, and the campus safety officer for each floor will notify students to exit the building based on the following protocol.

Floor 1- Exit the back of the building if attending class in one of the downstairs classrooms, or exit through front door if working in the administrative area, and then go to front of building where a campus safety officer will be available for head count and additional instructions, if warranted;

Floor 2- Follow the exit sign to downstairs exit, and then exit the building where a campus safety officer will be available for head count and additional instructions, if warranted.

Fire evacuation route maps are posted on all floors, and all students, faculty, and staff should become familiar with the map each trimester.

The fire evacuation protocol for the student clinic is as follows:

The student clinic manager will use **R-A-C-E** to respond to a fire situation.

- **Rescue** any individual directly threatened by fire. Patient safety is the primary consideration, so move patients who are immediate danger away from smoke or flames. Place the patient in a nearby room, behind a closed door.
- **Alarm.** Activate the fire alarm if a fire is discovered and respond immediately to an alarm if an alarm sound is made.
- **Confine** fire by closing doors to slow the spread of smoke and flame. Close the door to patient rooms. Per OSHA, patients are generally safer in a closed room than in a smoke filled hallway.
- **Extinguish** the fire only if the fire is small and the fire extinguisher is operational. Make sure that patients have been rescued and that the fire department (9-1-1) is called before using the fire extinguisher.

Exit doors can be found in the following locations in the clinic:

3. Brown door at front of building
4. Student Intern Waiting room

5. Room C
6. Room D
7. Laboratory

The clinic manager is responsible for student, faculty, staff, and patient head counts.

Daily Crime and Fire Log

The daily crime log is provided in accordance with the regulations set out under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The campus safety officer maintains a public log of all crimes reported or made aware of. The log will contain the most recent 60 days' worth of information. Each entry in the log will contain the nature, date, time and general location of each crime and disposition of the complaint, if known. Information in the log older than 60 days will be made available within two business days. To review the log, persons may stop by the Texas Health and Science, main building, located at 4005 Manchaca Rd, Austin, TX 78704, between the hours of 9 a.m. and 5 p.m., Monday through Friday. The fire safety log for the student clinic is available for view at the clinic office located at 1707 Fortview Rd, Austin, TX 78704.

Texas Health and Science University and its affiliated student clinic comply with all state and local government requirements for fire, safety, sanitation, and insurance.

VIII. 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.

Appendix A
CONFIDENTIAL CRIME REPORT

Describe the nature of the crime:

Where did the crime occur:

Provide the date and times associated with this crime:

Please provide the suspect's name, if known:

If unknown, please provide a detailed description:

Would you like us to contact you? If so, please provide your necessary contact information:

ACTIONS TAKEN:

Appendix B
INCIDENT REPORT FORM

Describe the nature of the incident

Where did the incident occur:

Provide the date and times associated with this incident:

Please provide any names of individuals that were involved:

If the names are unknown, please provide a detailed description:

Are there any actions you believe that the school needs to take in this matter?

Would you like the school to report this matter to other authorities or assist you in seeking further assistance?

Would you like us to contact you? If so, please provide your necessary contact information:

Received by THSU Safety Committee Member:

_____) Name)

on _____ Date

at _____ Time

ACTIONS TAKEN:
