



Center for  
Healthcare  
Professionals

# Houston Community College

## Computed Tomography (CTMT) Program

[https://www.hccs.edu/finder/programs/radiography---computed-tomography-enhanced-skills\\_certificate/](https://www.hccs.edu/finder/programs/radiography---computed-tomography-enhanced-skills_certificate/)

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### **CTMT 2361: Clinical Practicum II | Clinical | #15868**

Fall 2020 | 8 Weeks (10.17.20 – 12.11.20)

Clinical | Varies | 3 Credit Hours |

24 hours per week (8 Weeks)

\*Some clinics operate during other hours

#### **CLINIC ROTATION DAYS AND TIMES:**

**Start: October 17, 2020 End: December 11, 2020**

Days: Variable with each student

Times: Variable with each student

#### **Instructor Contact Information**

**Clinical Coordinator:** Chris Daza, BSRT,(R)(CT)

Office Phone: 713-718-7645

Office: Coleman, Room 508

F 9:00 – 13:00

HCC Email: [christopher.daza1@hccs.edu](mailto:christopher.daza1@hccs.edu)

Clinic Location: Varies

Office Hours: Varies

**Clinical Instructor(s):**

Nam Nguyen AAS RT(R), (CT)

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Phone: HCC 713-718-7650 or 832-355-4081

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Phone: 713-718-7649

### **Instructor's Preferred Method of Contact**

Email is preferred.

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear the concerns and just to discuss course topics.

### **Catalog Description**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

### **My Personal Welcome**

Welcome to CTMT 2361! I will be your professor this semester. I am here to facilitate your learning. To be successful in this course, I encourage you read everything and study routinely. This will help to develop your use of clinical practice.

### **Learning Outcomes**

As outlined in the learning plan, Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

### **Prerequisites and/or Co-Requisites**

As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and

among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

## **Instructional Materials**

### **Textbook Information**

No textbook is required for clinic

### **Recommended Textbooks**

None

## **Reference/Resource Materials**

Supplemental Clinical Notebook will be provided

### **Tutoring**

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](#) website for services provided.

### **Libraries**

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <http://library.hccs.edu>.

### **Supplementary Instruction**

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

## Core Curriculum Objectives (CCOs)

CTMT 2361 satisfies the computed tomography requirement in the HCCS core curriculum. The HCCS CTMT Discipline Committee has specified that the course address the following core objectives:

- **Critical Thinking:** Students will demonstrate the ability to engage in inquiry and analysis, evaluation and synthesis of information, and creative thinking by completing a written assignment such as a book report, research paper, or essay.
- **Communication Skills:** Students will demonstrate effective development, interpretation and expression of ideas through written, oral, and visual communication by completing a written assignment such as a book report, research paper, or essay.
- **Quantitative and Empirical Literacy:** Students will demonstrate the ability to draw conclusions based on the systematic analysis of topics using observation, experiment, and/or numerical skills by completing textbook reading assignments, completing assignments, and answering questions on quizzes and exams that pertain to Course Student Learning Outcome.

## Program Student Learning Outcomes (PSLOs)

Can be found at: <https://www.hccs.edu/finder/programs/radiography---computed-tomography---enhancedskills-certificate/>

### Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Attending clinic
- Completing clinical competencies
- Participating in clinical practices for patient related exams

### Course Objectives

In the clinical education setting, using the checklist prescribed for this course, while performing CTMT procedures.

The student will be able to:

1. ready the CT room with appropriate supplies.
2. complete all paperwork, charting and patient education and screening tasks.
3. perform exams using correct patient positioning techniques.
4. perform exams using correct equipment manipulations.
5. give proper breathing instructions to the patient.
6. determine the appropriate exposure settings.
7. identify primary & secondary anatomic structures on the radiograph.
8. inform the patient of any post procedure instructions.
9. insure the privacy and safety of the patient.
10. demonstrate an attitude of cooperation with staff technologist and supervisors.
11. be dependable and accountable by regular attendance and punctuality.
12. follow dress code and professional ethics as outlined in the HCCS student handbook

13. display motivation and interest by asking questions.
14. use radiation protection to protect self and peers.
15. utilize proper techniques for sterile procedures.
16. clean and supply CT room on a daily basis.
17. prepare contrast media for all contrast studies.
18. utilize proper image handling/storage techniques.

### **Student and Instructors**

Students shall not take the responsibility or place of qualified staff technologist. All students enrolled in this course are part of the HCC CTMT Clinical Educational Training.

### **Instructor and Student Responsibilities**

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

As a student, it is your responsibility to:

- Participate actively by continuous practice and review of course material, interacting with peers, clinical staff, and responding promptly in your communication with the clinical instructor
- Complete the required competency exams
- Ask for help when there is a question or problem
- Keep copies of clinical syllabus
- Be aware of and comply with academic integrity policies in the HCCS Student Handbook

## **Assignments, Exams, and Activities**

### **Competencies**

Students will be expected to follow the program rules and regulations as outlined in the program's Computed Tomography Student Handbook for: **Attendance, Dress Code, and Professional Conduct**

A student **MUST** complete all of the "Computed Tomography Clinical Experience Requirements" as outlined by the ARRT (See ARRT document).

**COMPETENCIES:**

During this semester, each student is to competency test over five (5) exams from the following categories:

- a. Head
- b. Neck
- c. Spine/Musculoskeletal
- d. Chest
- e. Abdomen
- f. Pelvis

You may do more than one exam in a category if it is a different protocol. Ex. Brain and Inner Ear. This is at the CI's discretion.

## Grading Formula

### Expectations:

Each student will be expected to make regular appointments with the instructor in the clinic to review evaluations.

If a student's behavior is such that a letter is written concerning them from the clinic (asking that they be removed or not return to that facility) that student will be dismissed from the **CTMT** program.

### Grade Policy:

**Students will be assessed in the following manner:**

1 Staff Evaluations	20%
1 CI Evaluations	20%
5 Clinical Competencies	60%
<b>Total</b>	<b>100%</b>

It is the student's responsibility to keep track of grades. The student is to record their own grades when they receive their grades. All students are to make sure that they have access to Canvas.

### Grading Scale

Grade	Total Points
A	90 - 100
B	80-89
C	75-79
D	60-74
F	<60

**\*A minimum of 75% is required for successful completion of this course.**

**\*A "D" is not accepted as a passing grade in a CTMT Clinic course (Refer to Program Handbook)**

### **Incomplete Policy:**

Refer to Attendance Policy.

**HCC Grading Scale can be found on this site under Academic Information:**  
<http://www.hccs.edu/resources-for/current-students/student-handbook/>

### **Syllabus Modifications**

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

## **Instructor's Practices and Procedures**

### **Academic Integrity**

Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty.

Scholastic dishonesty includes, but is not limited to cheating on a test, plagiarism and collusion. For detailed definitions of these terms, refer to the HCCS Student Handbook.

Possible punishments for academic dishonesty may include a grade of 0 or F on the particular assignment, failure in the course and/or recommendation for probation or dismissal from the College System. A recommendation for suspension or expulsion will be referred to the College Dean of Students for disciplinary disposition.

Scholastic Dishonesty will result in a referral to the Dean of Student Services. See the link below for details.

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

### **Repeating Courses**

Students who repeat a course three or more times will face significant tuition/fee increases at HCC and other Texas public colleges and universities. In 2007, the Texas Legislature passed a Law limiting students to no more than six total course withdrawals throughout their academic career in obtaining a baccalaureate degree. HCC has instituted an Early Alert process by which your instructor will "alert" you and the HCC Student Services of the chance you might fail a class because of excessive absences and/or poor academic performance. You should visit an HCC counselor or HCC Online Student Services to learn about what, if any,

HCC interventions might be offered to assist you – tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance. You must visit with a Faculty Advisor prior to withdrawing (dropping) a class and this must be done prior to **April 27, 2020 @ 4:30 pm**. Faculty will not be able to assign a W for classes dropped after this date.

## **Attendance Procedures**

Daily attendance represents dependability. The attendance regulations will follow the procedure outlined in the CT Clinical Notebook.

**Required Hours to complete this course (8 wks. X 24 hrs. = 192 – 16 hrs holiday) 176 hours**

All students are required to "clock-in" each day upon arrival and "clock-out" upon departure from the clinical education site. This procedure allows the instructor in the clinic to keep accurate records relating to attendance as well as records of time spent at each rotation. There is a seven-minute "grace" time for arrival and departure.

**If a student is going to be late, the student must telephone the instructor in the clinic or adjunct faculty member in charge to let them know when that student may be expected to arrive. Failure to do so will result in the reduction of the course by one letter grade.**

***Catastrophic leave will be handled on a case-by-case basis***

Students in CTMT 2361 are required to complete 184 hours and catastrophic leave will be handled on a case by case basis. Please contact the Clinical Coordinator Christopher Daza [Christopher.daza1@hccs.edu](mailto:Christopher.daza1@hccs.edu)

## **Withdrawal**

The last day to drop and still receive a "W" is **November 20, 2020 at 4:30 pm**.

In accordance with the HCCS Withdrawal policy, the instructor may not withdraw any student after the drop deadline of the semester. Faculty is not able to assign a grade of "W" after the college drop date. If a student has not withdrawn themselves from a course, the grade assigned will be the grade the student earned by the end of the semester, which more than likely will be an "F".

The Clinical Instructor can be available for individual instruction during scheduled office hours, please schedule ahead for this help.

## **Course Requirements**

Students will be expected to follow the program rules and regulations as outlined in the program's Student Handbook for: Attendance, Dress Code, and Professional Conduct.

## **Clinical Policy**



Students are expected to conduct themselves in a professional manner. Clinical affiliates can refuse to allow any student to attend a practicum course in their institution should the student display unacceptable behavior.

It is considered a major infraction of program policy to:

1. take weapons to the clinic
2. leave clinic before notifying instructor in the clinic or adjunct faculty member
3. falsify attendance, competencies, evaluations or any other program documentation
4. conduct personal business during clinic hours
5. wear pagers and cell phones that beep or ring
6. use or be under the influence of drugs or alcohol
7. use abusive or foul language
8. fight on hospital property, physical or verbal
9. steal hospital or college property
10. appear to be asleep or sleeping during clinic hours
11. challenge the authority of the clinical instructor and/or clinical staff

**VIOLATION OF ANY OF THESE POLICIES MAY RESULT IN IMMEDIATE DISMISSAL FROM THE CT PROGRAM.**

## **SOCIAL NETWORKING AND STUDENTS IN HEALTH CARE PROGRAMS**

Students in health care programs must adhere to federal laws regarding HIPPA protected information and college policies regarding protection of privacy of the student's patients. Students may not post any photos, videos, patient information, or any other data regarding patients or affiliations on Social Networking sites, including but not limited to Facebook, MySpace, Twitter, YouTube.

### **Clinical Code of Conduct and Clinic Policies**

A student must:

1. Provide safe and professional patient care at all times and implement measures to promote a safe environment for each patient.
2. Comply with policies, procedures, and rules related to academic and clinical performance that are issued by Coleman College, by a Coleman health science program, by HCCS, or by any clinical agency.  
Not commit acts of omission or commission that cause or are likely to cause harm to patients/clients.
3. Not attempt care/activities without adequate orientation, theoretical preparation, assistance, or supervision.
4. Maintain patient/client confidentiality.
5. Take appropriate action to assure the safety of patients/clients, self, and others.
6. Provide care for the patient/client in a timely, compassionate, and professional manner.
7. Communicate with patient/client and healthcare team in a truthful, timely, and accurate manner.
8. Actively promote the highest level of moral and ethical principles, and accept responsibility for his/her actions.
9. Treat others with respect and promote an academic and clinical environment that respects human rights, values, and choice of cultural and spiritual beliefs.

10. Collaborate and cooperate in every reasonable manner with the academic faculty and clinical staff to assure the highest quality of patient/client care.
11. Abstain from the use of substances that impair judgment.
12. Report and document all patient/client assessments or observations, the care/ practice provided by the student for the patient/client, and the patient=s/client's response to that care/practice.
13. Accurately and timely report to the appropriate practitioner errors in or deviations from the prescribed regimen of care/practice.
14. Not falsify any patient/client record or any other document prepared or utilized in the course of, or in conjunction with patient/client care/practice.
15. Delineate, establish, and maintain professional boundaries with each patient/client. When providing direct patient/client care, the student shall provide privacy during treatment and care/practice and shall treat each patient/client with courtesy, respect, and with full recognition of dignity and individuality.
16. Not engage in behavior that causes or may cause physical, verbal, mental or emotional abuse to a patient/client; or engage in behavior toward patient/client that may reasonably be interpreted as physical, verbal, mental or emotional abuse.
17. Not misappropriate a patient/client's property or engage in behavior to seek or obtain personal gain at the patient's/client's expense; engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's/client's expense; engage in behavior that constitutes inappropriate involvement in or interference with the patient's/client's personal relationships; or engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient=s/client's personal relationships.
18. For the purpose of this paragraph, the patient/client is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.
19. Not engage in sexual contact or romantic relationships with a patient/client; engage in conduct that may be reasonably interpreted as sexual or romantic; engage in any verbal behavior that is seductive or sexually demeaning to a patient/client; or engage in verbal behavior that may reasonably be interpreted as seductive or sexually demeaning to a patient/client. For the purpose of this paragraph, the patient/client is always presumed incapable of giving free, full, or informed consent to sexual or romantic activity with the student.

### **Unsafe or Unprofessional Practice**

A student whose clinical practice is judged unsafe or unprofessional may be removed from clinic. In order to be eligible to resume the clinical experience, the student who has been removed, must comply with stipulations prescribed by the faculty for readmission in to the clinic.

The faculty responsible for the clinic will review the clinical care/practice of a student who exhibits weaknesses that may lead to unsafe or unprofessional practice. The faculty, with appropriate input from the student, will develop a set of expectations that the student is to attain to remedy those weaknesses in the current and subsequent semesters.

#### **Rationale:**

Faculty have a legal and professional responsibility to assure for the public, other students, Coleman College, and the Computed Tomography (CTMT) program that students can practice safely and professionally in their various clinical duties.

A student shall provide safe and professional patient care at all times. Performance that will result in disciplinary action by the Computed Tomography Program include, but is not limited to, the following:

1. does not meet the practice standards for Radiography as published on the American Society of Radiologic Technologists website at <http://www.asrt.org> ,
2. does not comply with the Standards of Ethics as published on the American Registry of Radiologic Technologists website at <http://arrt.org>
3. does not comply with HCCS Policy
4. does not comply with Radiography Program Policy

Depending upon the degree of actual or potential harm a patient may suffer, a one time deviation from safe practice may be sufficient to judge a student unsafe.

Examples of unsafe, unprofessional or unacceptable practice include, but are not limited to, the following and will result in the stated consequences.

The following behaviors will result in immediate dismissal from the HCCS CTMT program:

1. Bring or carry a weapon into the clinic
2. Being under the influence of drugs or alcohol
3. Theft of hospital or college property
4. Students who engage in sexual activity during clinic hours

Falsification of attendance, competencies, evaluations or any other program documentation (including clocking in other students time cards for them) will result in a drop of one letter grade for the 1st offense. Any subsequent offense will result in dismissal from the program.

Altercations, physical or verbal, will result in immediate removal from clinic until the matter is resolved. Punishment can range from reduction of the clinic grade, up to dismissal from the program. The time out of clinic will be deducted from the student's attendance.

The following behaviors will result in a reduction of the final clinic grade by one letter for each offense:

1. Failure to stay in assigned clinic area. This includes not being able to locate a student in a reasonable amount of time
2. Leaving clinic without notifying the Clinical Instructor or Adjunct Faculty
3. Cell phones and pagers will not be worn or used by students during clinic hours and if brought to clinic must be stored and placed in silent mode. A student may use their cell phones during lunch but only in non-patient care areas as defined by the Clinical Instructor.
4. Use abusive or foul language
5. Sleeping or the appearance of sleeping while on clinic hours

6. Lack of professional respect for authority, i.e., the C.I. or clinical staff

**Documented violation of any of these policies will result in a meeting with the clinical coordinator and/or the program director followed by discipline, if substantiated.**

Any behavior that is considered unprofessional or reflects negatively on the college, program or clinic will be viewed as unacceptable. Documented violation of any of these policies will result in the actions(s) indicated. The student has the right to Due Process, i.e., the student can in writing submit their side of the event to the Program Director, within 3 days of the documented violation. The Program Director will follow up within 5 business days. The Program Director may call in the student and others who can give factual information. A decision will be made within 2 days of the final meeting.

**If there is a documented catastrophic event, an extension may be granted:**

- The student contact must be communicated directly with the instructor.
- Under no circumstances will the extension be granted for more than one (1) class day following the student's return to class.

## Electronic Devices

Please refer to clinical Policy.

## HCC Policies

Here's the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/> in it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities

- Student Services
- Testing
- Transfer Planning
- Veteran Services

### **Campus Carry Link**

Here's the link to the HCC information about Campus Carry:  
<http://www.hccs.edu/departments/police/campus-carry/>

### **HCC Email Policy**

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID](#) and activate it now. You may also use Canvas Inbox to communicate.

### **Housing and Food Assistance for Students**

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

### **Early Alert**

The Houston Community College Early Alert program has been established to assist in the overall effort to retain students who are at risk of failing, withdrawing, or dropping a course. This process requires instructional faculty and student support staff to identify students who are performing poorly as early as possible and provide relevant support services to help students overcome their deficiencies. A student is identified when an instructor notices academic or personal difficulties that affect student's academic performance. The possible problem (s) could be tardiness, missed/failed test scores, excessive absences, or a number of other circumstances. Once a referral is made counselors' will then contact students to discuss the issues and possible solutions to their academic difficulties.

### **Final Grade of FX**

Students who stop attending class and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their professor for excessive absences or be assigned the final grade of "FX" at the end of the semester. Students who stop attending classes will receive a grade of "FX", compared to an earned grade of "F" which is due to poor performance. Logging into a DE course without active participation is seen as non-attending.

Please note that HCC will not disperse financial aid funding for students who have never attended class. Students who receive financial aid but fail to attend class will be reported to the Department of Education and may have to pay back their aid. A grade of "FX" is treated exactly the same as a grade of "F" in terms of GPA, probation, suspension, and satisfactory academic progress.

## **Texas House Bill 1508**

Texas HB 1508 requires the following information be given to students. If you are applying for admission to a program that prepares an individual for an initial occupational license or certification and/or if you later decide to change to a program that prepares you for an initial occupational license or certification, in accordance with state law, please be advised of the following:

1. An individual who has been charged or convicted of an offense or who is on probation may not be eligible for issuance of an occupational license or certification upon completion of the educational program.
2. It is the responsibility of the individual to immediately report to the program any change in status that would affect that individual's eligibility to apply for a license or certification.
3. Local, state or national licensing and certification authorities may issue additional guidelines related to criminal history. Applicants should contact their respective licensing or certification authority for more details.

Most health care programs require all students, admitted to the program, to submit to a national background check which may include fingerprinting. Applicants are encouraged to review all applicable eligibility requirements related to the respective occupational license or certification. Questions related to eligibility requirements should be directed to the individual program and applicable licensing or certification authority.

## **Office of Institutional Equity**

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<http://www.hccs.edu/departments/institutional-equity/>)

### **disAbility Services**

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/support-services/disability-services/>

### **Title IX**

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due

to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross  
Director EEO/Compliance  
Office of Institutional Equity & Diversity  
3100 Main  
(713) 718-8271  
Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu)  
<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

### **Office of the Dean of Students**

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>

### **Program Director Contact Information**

Program Director: Faye Strayhorn,  
Email address: [faye.strayhorn@hccs.edu](mailto:faye.strayhorn@hccs.edu)  
Office phone number: 713-718-7588