

2016-2017 University Catalog



TOURO UNIVERSITY
CALIFORNIA

EFFECTIVE DATE AUGUST 1, 2016

CATALOG DISCLAIMER

This Student Catalog contains only general guidelines and information. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the policies and procedures of Touro. While there has been an attempt to be comprehensive, some of the subjects described in this catalog are covered in greater detail in official policy and procedure documents located in academic program handbooks and posted within Blackboard. Students should refer to these documents for specific information, since this catalog only briefly summarizes some of those policies. For that reason, if students have any questions concerning a particular policy or procedure, they should address specific questions to the Academic Program or Student Affairs administrators. Please note that the terms of the full official policies are controlling in the case of any inconsistency.

This catalog is neither written nor meant to confer any rights or privileges on students or impose any obligations on Touro University California (TUC). No individual or representative of Touro (except the President) has the authority to enter into any agreement or understanding contrary to the above.

This catalog is written for informational purposes only and may contain errors. The policies, procedures and practices described herein may be modified, supplemented or discontinued in whole or in part, at any time with or without notice. However TUC will attempt to inform students of any changes as they occur. However, it is each student's responsibility to keep current on all university policies, procedures and practices. It is a student's responsibility to review university policies and procedures in detail and to request any clarification needed from the academic or student affairs administrator in charge of the area in question. Violation of university policies or procedures may result in disciplinary action, including dismissal from the academic program and/or university. Action may be taken against a student notwithstanding their failure to appear or otherwise participate in disciplinary or grievance proceeding.

Students are required to investigate for themselves as to whether the program they enroll in meets their personal and career needs. Thus, TUC disclaims any liability for promises, assurances, representations, warranties or other statements made in its marketing or promotional materials, and makes absolutely no promises, assurances, representations, warranties or other statements concerning a student's academic success. While students expend significant sums associated with higher education, successful completion of a course, program, or degree is dependent on many factors. The payment of tuition entitles a student to register and matriculate in the courses and programs available and offered by the TUC college or program in which the student is enrolled. In order for a degree to be earned, the required grades and grade point averages must be achieved and maintained, and all other requirements of the school and program must be fulfilled.

Registration and matriculation at Touro after the issuance of this catalog is consideration for and constitutes a student's knowing acceptance of the binding Alternative Dispute Resolution ("ADR") mechanisms (including binding arbitration) contained herein. Thus, any dispute, claim or controversy arising out of or related to your application, registration, matriculation, graduation or other separation from Touro and/or this catalog, which is not resolved through Touro College and University System's ADR mechanisms shall be resolved exclusively through final and binding expedited arbitration conducted solely before the American Arbitration Association ("AAA"), or any successor in interest, in accordance with the AAA Rules then in effect. The location of the arbitration shall be at a convenient office on a Touro campus where the student is (or was last) affiliated.

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Provosts' Welcome



WELCOME TO TOURO UNIVERSITY CALIFORNIA

You have made a great choice for the next phase of your education! Touro University California was established to educate caring professionals to serve, to lead, and to teach. Our mission is to provide quality programs in the fields of health care and education in concert with the Judaic commitment to social justice, intellectual pursuit, and service to humanity. Touro University California is an outstanding learning community preparing health professionals and teachers for contemporary leadership roles. Thank you for choosing to be a part of the Touro University family.

Shelley Berkley, JD
CEO and Senior Provost
Touro Western Division

THIS CATALOG IS YOUR RESOURCE TO THE UNIVERSITY

Please use this catalog as a primary resource for your education and training at Touro University California. Please don't hesitate to contact the faculty, your Dean, the Dean of Student Affairs or me at any time if you have any questions or concerns. We wish that your education and training at Touro University of California is all that you have hoped for and need.

Marilyn Hopkins, PhD
Provost and Chief Operating Officer
Touro University California



Master Calendar 2016-2017

FALL SEMESTER - 2016 (Official)

Aug 1 (Mon) SON Session 6 & Session 1 Begins
MSPAS/MPH Class of 2018 Session Begins
MSPAS/MPH Class of 2019 Orientation (Farragut Ballroom)
COM Class of 2020 Orientation in Lander LHA (8AM to 5 PM)
COM Class of 2019 Orientation in Lander LHB (8AM to 12 PM)
Aug1-3 (Mon-Wed) COP Class of 2020 Orientation in Lander Auditorium, Gym, L160 L170
Aug 2 (Tues) COM Class of 2020 Orientation in Lander LHA (8AM to 5 PM)
Aug 3 (Wed) COM Wellness & Learning Orientation LHA (8-10AM)
COM Class of 2019 Advisor/ Advisee Lunch in Farragut Inn (12 to 2 PM)
SON Cohort 3 Classes Begin
Aug 4 (Thu) COP Fall Block A Classes Begin
Aug 8 (Mon) COM Class of 2020 Advisory Lunch in Farragut Inn (12 to 2 PM)
Aug 10 (Wed) Faculty Senate Meeting (12-1PM)
Aug 11 (Thu) GSOE Student Teacher Orientation
Aug 13 (Sat) Eve of Tisha B'Av - Preferably no testing
Aug 14 (Sun) Tisha B'Av - No school in session and no testing the following day
Aug 15-19 (Mon-Fri) MSPAS/MPH Class of 2017 Callbacks
Aug 18 (Thu) GSOE New Student Orientation
Aug 21 (Sun) Amplify Leadership Event for COP Students in Farragut Inn (11 AM- 3 PM)
Aug 22 (Mon) GSOE Classes Begin
MSPAS/MPH Class of 2019 Basic Science Block Exam I
Aug 22 - Sep 30 MSPAS/MPH Class of 2017 Rotation 5
Aug 23 (Tues) Club Day (3:30 to 7 PM in the Grove)
MSPAS/MPH Class of 2019 Pharmacology Block Exam I
Aug 25 (Thu) Fall Session Orientation for PA Joint Program & Independent MPH Students
Aug 26 (Fri) MPH New Student Orientation continues
Aug 28 (Sun) COM/COP Whitecoat Ceremonies
(COP Ceremony begins at 9 AM & COM Ceremony begins at 1 PM)
Aug 29 (Mon) MPH Classes Begin
COM Class of 2010 Basic Life Support (8:30 AM - 4:30 PM)
Aug 30 (Tue) SGA Blood Drive - In front of Lander Hall (11 AM to 3 PM)
Sep 1 (Thu) MSPAS/MPH Class of 2018 Clinical Medicine Block Exam I
Sep 2 (Fri) COP Block A Exams Begin
Sep 5 (Mon) Labor Day - University Closed
Sep 6-8 (Tue-Thu) COP Block A Exams (Continued)
Sep 6-9 (Tue-Fri) COM Class of 2019 Block 1 Exams
Sep 7 (Wed) MSPAS/MPH Class of 2019 Anatomy Lab Exam 1
Sep 9 (Fri) MSPAS/MPH Class of 2019 Anatomy Lecture Exam 1
Sep 12 (Mon) COP Block B Classes Begin
Sep 12-14 (Mon-Wed) COM Class of 2020 Block Exams
Sep 14 (Wed) Faculty Senate Meeting (12-1 PM)
Sep 16 (Fri) MSPAS/MPH Class of 2018 Clinical Applications III OSCE Exam
Sep 20 (Tue) VSPA Multicultural Show - LH 170 - 5 to 6:30 PM
Sep 23 (Fri) MSPAS/MPH Class of 2018 Pharmacology III - Block Exam 1
Sep 25 (Sun) Mare Island 5 K Run (7 AM - Early Afternoon)

Master Calendar 2016-2017

Sep 27-29 (Tue-Thu) MSPAS/MPH Class of 2018 ACLS/BLS Training (Farragut Ballroom)
Sep 28 (Wed) MSPAS/MPH Class of 2019 Basic Science Block Exam II
Sep 30 (Fri) MSPAS/MPH Class of 2018 Maternal Child Health Block Exam I
Oct 2 (Sun) Eve of Rosh Hashana - Preferably no testing - (TUC Closes at 2PM)
Oct 3 - 4 (Mon-Tue) Rosh Hashana (Day 1 & 2) No school in session
Oct 5 (Wed) Fast of Gedaliah - Fast Day - Preferably no testing
Oct 5- Nov 11 MSPAS/MPH Class of 2017 Rotation 6
Oct 6 (Thu) TOURO IDOL - Lander Auditorium (6 to 9 PM)
Oct 7 (Fri) SON Session 6 & Session 1 Ends
Oct 10-14 (Mon-Fri) SON Break
Oct. 11 (Tue) Eve of Yom Kippur - Preferably no testing - (TUC Closes at Noon)
Oct. 12 (Wed) Yom Kippur - No school in session and no testing the following day
Oct 14 (Fri) COM Class of 2019 Neuro Mid-Block Exam
MSPAS/MPH Class of 2018 Clinical Medicine Block Exam III
COP Open House in LH 112 & 113 and in Library Classroom 112
(8 AM to 2PM)
Oct 16 (Sun) Sukkot - (TUC Closes at Noon)
Oct 17-18 (Mon-Tue) Sukkot (Day 1 & 2) - No school in session and no testing the following day
Oct 19-22 (Wed-Sat) Intermediate Days of Sukkot - Preferably no testing
Oct 21 (Fri) MSPAS/MPH Class of 2019 - Behavioral Medicine for Primary Care - Cumulative Exam
Oct 23 (Sun) Hoshana Rabba/Eve of Shmini Atzeret - Preferably no testing -(TUC Closes at 2PM)
Oct 24 (Mon) Shmini Atzeret - No school in session and no testing the following day
Oct 25 (Tue) Simchat Torah - No school in session and no testing the following day
Oct 26 (Wed) Classes Resume
Oct 27 (Thu) MSPAS/MPH Class of 2019 Basic Science Block Exam III
Oct 28 (Fri) MSPAS/MPH Class of 2018 Pharmacology III Block Exam II
Oct 30 (Sun) EMIG Symposium (Daylong in Farragut Inn & Lander Hall Classrooms)
Oct 31-Nov 4 (Mon-Fri) COP Block B Exams
Nov 1 (Tue) MSPAS/MPH Class of 2019 Anatomy Law Exam II
Nov 2 - Dec 30 MSPAS/MPH Class of 2017 Rotation 7 Elective 1
Nov 4 (Fri) MSPAS/MPH Class of 2019 Anatomy Lecture Exam II
Nov 4 - 11 (Fri - Fri) COM Class of 2020 Block Exams
Nov 7-11 (Mon-Fri) COM Class of 2019 Block Exams
Nov. 7 (Mon) COP Block C Begins
Nov. 7-9 (Mon-Wed) MSPAS/MPH Class of 2018 Project Prepare
Nov 9 (Wed) Faculty Senate Meeting (12-1 PM)
Nov 10 (Thu) CEHS Community & University Presentation: Understanding Homelessness in Lander Auditorium at 7PM and Information Booths in the Lander Gym
Nov. 13 (Sun) TUC Turkey Bowl Flag Football Tournament at Dan Foley Park (1-5 PM)
Nov 14 (Mon) MSPAS/MPH Class of 2018 Clinical Applications III OSCE Exam
Nov 14-18 (Mon-Fri) MSPAS/MPH Class of 2017 Callbacks
Nov. 15 (Tue) PH Profession Development & Career Day (9 AM to 5 PM)
Nov 17 (Thu) Rho Chi Honor Society Induction/Initiation Ceremony in Farragut Inn (6-8 PM)
TUC vs TUN VOLLEYBALL TOURNAMENT in Lander Gym
Nov 21 (Mon) MSPAS/MPH Class of 2019 Basic Science Block Exam IV
MSPAS/MPH Class of 2018 Clinical Medicine III Block Exam IV



Master Calendar 2016-2017

Nov 22 (Tue) Fall Staff Appreciation Event (Noon to 2 PM)
Nov 23 (Wed) MSPAS/MPH Class of 2018 Maternal Child Health II Block Exam II
Nov 24-25 (Thu-Fri) Thanksgiving - University Closed
Nov 28 (Mon) MSPAS/MPH Class of 2019 Principles of Pharmacology Block Exam II
Dec 1 (Thu) MSPAS/MPH Class of 2018 Pharmacology III Block Exam III
Dec 2 (Fri) MSPAS/MPH Class of 2018 Clinical Medicine III Block Exam V
Dec 5 (Mon) MSPAS/MPH Class of 2018 Clinical Applications III OSCE Final Exam
Dec 6 (Tue) MSPAS/MPH Class of 2019 Anatomy Lab Exam III
MSPAS/MPH Class of 2018 Pharmacology III Cumulative Exam
GSOE Master's Thesis/Capstone Research Poster Presentations
Dec 7 (Wed) MSPAS/MPH Class of 2019 Basic Science Cumulative Exam
MSPAS/MPH Class of 2018 Maternal Child Health Cumulative Exam
Dec 8 (Thu) GSOE Classes End
MPH Capstone Master's Thesis Presentations
Dec 9 (Fri) MSPAS/MPH Class of 2019 Anatomy Lecture Exam III
MSPAS/MPH Class of 2018 Clinical Medicine III Cumulative Exam
COM Class of 2019 Mandatory Board Prep Information in LHB (8-10 AM)
Dec 12-15 (Mon-Thu) COP TJE Exams & OSCEs
Dec. 12-16 (Mon-Fri) MSPAS/MPH Remediation Week
COM Class of 2019 & Class of 2020 Block Exams
Dec. 13 (Tues) SON Poster Presentations by SON Graduating Cohort
Dec 14 (Wed) Faculty Senate Meeting (12-1 PM)
SON Cohort 3 Regular class is canceled so students can attend the Poster Presentations for the graduating cohort on Dec. 13th
Dec 16 (Fri) SON Session 7 & Session 2 Begins
MSPAS/MPH Remediation Week
Dec. 16-22 (Fri-Thu) COP Block C Exams
De. 19 - Jan 3 Winter Break for SON Cohort 3
Dec. 23 - Jan 2 WINTER BREAK (Officially designated but not observed by all programs due to varied instructional hour requirements. Check with Program Director for program-specific information.)
Dec 23 (Fri) Start of Winter Break (Last Day of Fall Semester)
Dec 24 - Jan 1 Chanukah

SPRING SEMESTER - 2017 (Official)

Jan 1 (Sun) New Year's Day - University Closed
Jan 2 (Mon) New Year's Day Observed - University Closed
Jan 2 - Feb 10 MSPAS/MPH Class of 2017 Rotation 8 (Elective 2)
Jan 3 (Tue) SON Session 3 Begins
MSPAS/MPH Class of 2018 Session Begins
COP Spring Classes for Block A Begin
Jan 8 (Sun) Tenth of Tevet (Fast Day) - Preferably no testing
Jan 11 (Wed) Faculty Senate Meeting (12-1 PM)
Jan 12 (Thu) GSOE Student Teacher Orientation
Jan 16 (Mon) Martin Luther King Day - University Closed
JFor the most current version of the Master Calendar visit:

http://studentservices.tu.edu/resources/docs/otherservices/Master_Calendar.pdf Updated as of 8/6/2015

About Touro University

TOURO UNIVERSITY CALIFORNIA HISTORICAL DEVELOPMENT

Touro University California is a Jewish-sponsored independent institution of higher and professional education founded by Bernard Lander, PhD, LHD. The institution derives its name from Judah and Isaac Touro, leaders of colonial America who represented the ideal upon which we base our mission. Touro College was chartered by the State of New York in 1970. The first students enrolled in 1971; the class consisted of 35 liberal arts and science students. Since those early days, the Touro College and University System has experienced substantial growth. Touro College has developed into a major institution of higher education, which includes the following schools: The College of Arts and Sciences (1971); the School of Health Sciences (1972); the School of General Studies (1974), the Graduate School of Jewish Studies (1979); the Jacob D. Fuchsberg Law Center (1980); the School for Lifelong Education (1989); the New York School of Career and Applied Science (1995), the Graduate School of Education and Psychology (1995); Touro University College of Osteopathic Medicine Vallejo (founded in 1997 as the San Francisco College of Osteopathic Medicine); Touro University International, offering degree programs on the internet in Cypress, California (1999); the Lander College for Men in Kew Garden Hills (2000) created in 2001 through a merger of two previously separate divisions, the School of General Studies (founded in 1974) and the School of Career and Applied Studies (created in 1995); Touro University Nevada (2004); and Touro College, Rome, Italy (2005). Touro opened a branch in Moscow in spring of 1991 and its operations now include the Institute of Jewish Studies (branch campus) and a business program with Moscow University Touro (an independent entity) operated through an inter-institutional agreement.

The branch campus in Jerusalem is home to the Graduate School of Jewish Studies, an undergraduate business program and the Touro Israel Option (year abroad program). In October 2003, Touro opened a small branch campus in Berlin.

The Touro College and University System has long been interested in medical education. In 1983, Touro established the Center for Biomedical Education, a cooperative program leading to an M.D. from the Technion-Israel Institute of Technology, Israel's premier school of applied sciences. Success in this and other related programs led Touro founder, Dr. Bernard Lander to explore the possibility of establishing a college of osteopathic medicine. Touro University sought incorporation in the State of California, and in 1997 located a campus in the San Francisco Bay Area. The campus was moved to Mare Island, California in 1999. Touro University College of Osteopathic Medicine (TUCOM) is the Founding College of Touro University California. Touro University California is now composed of three colleges: the College of Osteopathic Medicine (grants the Doctor of Osteopathic Medicine Degree - D.O. and the Master of Science of Medical Health Science); the College of Pharmacy (founded in 2004 grants the Doctor of Pharmacy and the Master of Science of Medical Health Science - Pharmacy Science); the College of Health Sciences (founded in 2003) and the College of Education (founded in 2004) were combined into the College of Education and Health Sciences in 2012, and grants the Master of Science in Physician Assistant Studies-MSPAS; Master of Public Health-MPH; Master's degree in Teacher Education and provides teacher credentials; and the School of Nursing (founded in 2014) which grants the Masters of Science Nursing.

As Dr. Lander looked to other potential sites for a college of osteopathic medicine, Nevada was chosen as a potential site due to the current physician shortage in Nevada and the rapidly growing population within Las Vegas and the surrounding communities. The Touro University California branch campus, Touro University Nevada, began the College of Osteopathic Medicine and matriculated its first class in



About Touro University

fall 2004, providing programs in osteopathic medicine and physician assistant studies. In 2005 Touro University Nevada added the College of Health and Human Services providing graduate programs in nursing, occupational therapy, and education.

DR. BERNARD LANDER - FOUNDER & FORMER PRESIDENT OF TOURO COLLEGE

Dr. Bernard Lander, from his early years as a Rabbi, as a Professor of Psychology, as the first Commissioner of Human Rights in the State of New York, as a life-long educator, and as the founder and President of Touro College and Touro University, embodied the finest concepts of a scientist and a visionary in action. Many presidents dream of starting a new college, constructing a new building, or developing new programs. Our founder opened 29 campuses which now enroll over 30,000 students within a broad spectrum of undergraduate, graduate, and professional programs. Excerpts from his Commendation from the New York Legislature noted his consultative service to U.S. Presidents, his talents as a compelling orator, his courageous championship for youth and the disenfranchised, and his gift as a visionary who changed the landscape of learning.

About Touro University

University Location Information

Touro University California Main Address:

Touro University California
1310 Club Drive, Mare Island
Vallejo, CA 94592

Main Reception Telephone Number.....(707) 638-5200

Building Street Addresses

Student Health Center/Translational Research H89.....	1549 Azuar Drive
Administration and Faculty 1 - Building H83	1549 Azuar Drive
Administration and Faculty 2 - Building H84	1553 Azuar Drive
Lander Hall - Building H86	1557 Azuar Drive
Library - Building 1322	1545 Azuar Drive
Farragut Inn.....	1750 Club Drive
Wilderman Hall	1310 Club Drive
Student Affairs	690 Walnut Drive
School of Nursing	1091 Azuar Drive

Driving directions to the campus can be found on the university homepage (tu.edu) under the “Contact Us” tab on the lower half of the front page <http://www.tu.edu/contact.html>.

Visitors

Only registered students, Touro University California faculty and staff are permitted in the TUC buildings. Non-students are not allowed to attend any instructional sessions without the special permission of the College Dean or Program Chair and the course instructor. Students wishing to bring a visitor to any campus building must pre-arrange for approval of the visitor. Students can ask for this permission, for a special visitor’s pass, and for a visitor parking pass by contacting the Associate Dean of Student Affairs. Guests must be chaperoned by a community member at all times.

About Touro University

TOURO COLLEGE AND UNIVERSITY SYSTEM BOARD OF TRUSTEES

Mark Hasten, D.H.L., Chairman
Abraham Biderman, Chairman of the Board
Alan Kadish, MD, President and Chief Executive Officer, Touro College & University System
Rabbi Doniel Lander, Chancellor, Touro College & University System,
Dean and Vice President, Yeshiva Ohr Hachaim
Abraham Biderman
Shmuel Braun
Benjamin Chouake, MD
Allen Fagin
Howard Friedman
Rabbi Menachem Genack
Solomon Goldfinfer
Abraham Gutnicki
Leah Karfunkel
Brian Levinson
David Lichtenstein
Martin Oliner
Larry Platt, MD
Stephen Rosenberg
Zvi Ryzman
Israel Sendrovic
Jack Weinreb
Rabbi Shabsai Wolfe

About Touro University

MISSION:

Touro University California provides graduate and professional educational excellence in the fields of health sciences, public health, and education. The TUC learning experience is student-centered, enriched by focused research and scholarship, and prepares professionals for rewarding lives in service to others both locally and around the globe.

VISION :

Touro University California – inspirational teaching and scholarship, transformative leadership, exemplary service.

VALUES:

Touro University California is a university under Jewish auspices founded upon the universal values of commitment to social justice, intellectual pursuit, and service to humanity. As such, Touro University California is dedicated to the following:

- Respect for the inherent value and dignity of each individual
- Intellectual inquiry, discovery, and passion for life-long learning
- Acceptance and appreciation of diversity
- Compassion and service to society
- Student-centered education
- Collaboration and sense of community
- Promotion of interprofessionalism

INSTITUTIONAL STUDENT LEARNING OUTCOMES

Touro University California students will demonstrate the ability to:

1. Use knowledge, skills and effective communication to benefit diverse communities
2. Collaborate across disciplines toward a common goal
3. Think critically to make evidence-informed decisions and evaluate conclusions in a real world context
4. Act in a professional and ethical manner

Catalog Rights

CATALOG RIGHTS

The catalog contains policies and requirements which govern academic performance and student conduct. These policies are unique to Touro University California and are designed to promote standards for academic competency, professional discipline and personal responsibility. It represents the parameters of achievement and behavior the faculty expects of its students. It is the responsibility of all students to be knowledgeable about Touro University California policies. These policies will be applied to all aspects of the student's academic progress and personal conduct for as long as the student is enrolled.

This catalog applies to all currently enrolled students in the College of Osteopathic Medicine, College of Pharmacy and College of Education and Health Sciences; and only where stipulated do policies and requirements apply differently for individual schools or colleges.

Touro University California reserves the right to make changes at any time in this catalog or in the requirements for admission, graduation, tuition, fees, and any rules or regulations. Touro University California maintains the right to refuse to matriculate a student deemed by the faculty to be academically incompetent or otherwise unfit or unsuited for enrollment.

Attendance is defined as enrollment in at least one semester in each calendar year. Once catalog rights are established, absence related to an approved educational leave or for attendance to another accredited institution is not to be considered an interruption, providing the above attendance criteria are met and the absence does not exceed two years.

While catalog rights hold degree requirements, they do not shield students from changes in prerequisites required in a given course. Prerequisite requirements, which all students must follow, are those stated in course descriptions in the current catalog. The only exceptions to this are in cases in which the addition of course prerequisites also increases the number of units required in the major and minor. In these cases, students are encouraged to meet current course prerequisites, but are not required to do so.

Accreditations

INSTITUTIONAL REGIONAL ACCREDITATION

Touro University California, and its branch campus in Henderson, Nevada, are fully accredited by the WASC Senior College and University Commission (WSCUC) . WSCUC reaffirmed Institutional Accreditation on July 13, 2010 after a three stage review which demonstrated core commitments to Institutional Capacity and Educational Effectiveness. The next regional accreditation review is scheduled for spring 2018. Additional information about WSCUC can be found on the WSCUC website.

WASC Senior College and University Commission (WSCUC)

985 Atlantic Avenue, Suite 100

Alameda, CA 94501

Phone: (510)748-9001

Fax: (510) 748-9797

<http://www.wascsenior.org>

CONSUMER COMPLAINTS

There are several forums for student consumer complaints about the institution and an individual may contact the California Department of Consumer Affairs, The Bureau for Private Post-secondary Education for review of a complain. The bureau may be contacted at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833; <http://www.bppe.ca.gov>; Telephone (916)263-1897. See page 24 for information on Non-discrimination and Appendix F on information on student complaints.

ACADEMIC PROGRAM ACCREDITATIONS

College of Osteopathic Medicine (COM)

Doctor of Osteopathic Medicine (DO) degree program is accredited by the Commission on Osteopathic College Accreditation (COCA). In Spring 2015, the Commission on Osteopathic College Accreditation (COCA) of the AOA conducted a site visit to renew the TUCOM accreditation. At the time of this catalog publication, COCA had not yet taken formal action on the visiting team recommendations. The TUCOM site visit report will be presented to the commission in August 2015 and it is expected that TUCOM will be awarded a 7-year renewal status. Additional AOA information can be located at the AOA website; AOA website and contact information is noted below:

American Osteopathic Association (AOA)

142 East Ontario Street

Chicago, IL 60611

(800) 621-1773

www.osteopathic.org

The Master of Science of Medical Health Science (MSMHS) degree is granted under the institutional regional accreditation authority to offer Masters degrees by the WSCUC. The next accreditation review is scheduled for spring 2018.

College of Pharmacy (COP)

Doctor of Pharmacy (Pharm D) degree program is accredited by the Accreditation Council for Pharmacy

Accreditations

Education (ACPE) and by the Council on Education for Public Health (CEPH). See MPH degree accreditation information below for detail. In 2009, ACPE awarded accreditation status to College of Pharmacy, with the next onsite evaluation scheduled for 2015. Additional ACPE information can be located at the ACPE website; ACPE website and contact information is noted below:

Accreditation Council for Pharmacy Education (ACPE)

135 S. LaSalle Street, Suite 4100
Chicago, IL 60603-4810
(312) 664-3575
<http://www.acpe-accredit.org>

Master of Science of Medical Health Science degree is granted under the institutional regional accreditation authority to offer Master degrees by the WSCUC. The next accreditation review is scheduled for spring 2018.

College of Education & Health Sciences (CEHS)

Master of Science in PA Studies/MPH

The Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) has granted Accreditation-Continued status to the Joint Master of Science in Physician Assistant Studies/ Master of Public Health (MSPAS/MPH) Program sponsored by TUC Accreditation-Continued is an accreditation status granted when a currently accredited program is in compliance with the ARC-PA Standards.

Accreditation remains in effect until the program closes or withdraws from the accreditation process or until accreditation is withdrawn for failure to comply with the Standards. The approximate date for the next validation review of the program by the ARC-PA will be September, 2019. The review date is contingent upon continued compliance with the Accreditation Standards and ARC-PA policy. Additional ARC-PA information can be located at the ARC-PA website and contact information is noted below:

**Accreditation Review Commission on Education for the Physician Assistant, Inc.
(ARC-PA)**
1200 Findley Road, Suite 150
Johns Creek, Georgia 30097
(770) 476-1224
<http://arc-pa.org>

Master of Public Health Program

The Touro University California (TUC) Public Health Program is accredited by the Council on Education for Public Health (CEPH). On June 22, 2015, the TUC Public Health Program received notice of accreditation from the Council regarding the decision of its Board of Councilors to reaccredit the MPH Program at TUC for a 7-year term, the maximum period of accreditation for a graduate public health program. Previously, in October 2009, the TUC MPH Program received accreditation from the Council for a 5-year term, the maximum period of accreditation for a new graduate public health program.

Master of Science Nursing (MSN)

Accreditations

The Master of Science Nursing (MSN) degree inaugural class entered in fall 2014. Application for Accreditation by the Commission on Collegiate Nursing Education (CCNE) has been accepted and the School of Nursing will host the site visit on February 1, 2016. The California Board of Registered Nursing approved the Public Health Nursing Certification for graduates. The School of Nursing is recognized by the Commission on Nurse Certification (CNC) which enables graduates to sit for the National Clinical Nurse Leader Certification upon graduation..

Graduate School of Education

The Graduate School of Education (GSOE) is granted the authority to offer Masters of Arts in Education (MA. Ed) and Masters of Education (M.Ed.) degrees by the WSCUC. The next accreditation review is scheduled for spring 2018.

The GSOE is granted the authority to recommend and authorize teacher credentials by the [California Commission on Teacher Credentialing \(CCTC\)](#). The last CCTC site visit, 2009, fully endorsed Touro University California until fall 2017.

California AB 2086 requires that all teacher preparation programs provide a link to the most recent data available about teacher licensure pass rates. That data can be found at:
http://www.ctc.ca.gov/reports/T2_State_Report_2010-2011.pdf

California Commission on Teacher Credentialing (CCTC)

1900 Capitol Avenue
Sacramento, CA 95811
(916) 445-7254

Council on Education for Public Health (CEPH)

800 Eye Street, NW, Suite 202,
Washington, DC 20001-3710
Phone: (202) 789-1050
<http://www.ceph.org>



University Administration

PRESIDENT & CHIEF EXECUTIVE OFFICER

Alan Kadish, MD (212) 463-0400

CEO AND SENIOR PROVOST TOURO WESTERN DIVISION

Shelley Berkley, JD (702) 777-1775

TOURO UNIVERSITY CALIFORNIA

Provost & Chief Operating Officer - Marilyn Hopkins, PhD (707) 638-5276

Associate Vice President of Administration - Jay Ritchie (707) 638-5802

Associate Vice President for Institutional Advancement - James Sotiros (707) 638-5460

Director of External Relations - Andrea Garcia (707) 638-5272

Director of Human Resources - Kathy Lowe (707) 638-5806

Director of Information Technology - Julia Welch, MSBA (707) 638-5425

Director of Institutional Research - Meiling Tang, PhD (707) 638-5417

Director of the Library - Tamara Trujillo, MLS (707) 638-5314

Director of Research Development & Sponsored Programs -
Alejandro Gugliucci, MD, PhD (707) 638-5237

Chief Financial Officer - Jonalee Adriano (707) 638-5259

College of Osteopathic Medicine

Dean - Michael Clearfield, DO, FACIO (707) 638-5982

Senior Associate Dean - Gregg Lund, MD, MS, FAAP (707) 638-5923

Associate Dean of Academic Affairs - Walter Hartwig, PhD (707) 638-5291

Associate Dean of Pre-Clinical Education -
H. Eduardo Velasco, MD, MSc, PhD (707) 638-5291

Associate Dean for Clinical Education - JC Buller, MD (707) 638-5279

Associate Dean for Research - Alejandro Gugliucci, MD, PhD (707) 638-5237

College of Education & Health Sciences

Dean - Jim O'Connor, PhD (707) 638-5997

Assistant and Director of the Graduate School of Education -
Justin Heard, EdD (707) 638-5406

Director - Joint MS in Physician Assistant Studies/MPH Program -
Grace Landel, MEd, PA-C (707) 638-5978

Director - Master of Public Health Program -
Gayle Cummings, MPH (707) 638-5834

Assistant Director - Public Health Program -
Elena Lingas, MPH (707) 638-5831

Director - School of Nursing - Ann Stoltz, RN, PhD (707) 638-5845

College of Pharmacy

Dean - Rae Matsumoto, PhD (707) 638-5221

Associate Dean for Academic Affairs & Research -
Paul Goldsmith, PhD (707) 628-5247

Associate Dean for Clinical & Professional Affairs -
Debra Sasaki-Hill, PharmD (707) 628-5906



University Administration

Student Affairs

Dean – Lisa Waits, EdD	(707) 638-5270
Associate Dean for Student Affairs– James Binkerd, DO	(707) 638-5270
Director of Admissions – Steven Davis.....	(707) 638-5270
Bursar – Tena Casey	(707) 638-5229
Director of Counseling Center – Drew Walther, PhD.....	(707) 638-5822
Interim Director of Financial Aid – Jacqueline Bradley	(707) 638-5280
Director of Student Activities & SGA Advisor - Irene Favreau, PhD.....	(707) 638-5254
Registrar – Ron Travenick	(707) 638-5984
Director of Academic Support – Jill Alban, EdD	(707) 638-5961
Director of Student Health – Laura Schwartz, RN, MSN, FNP	(707) 638-5220

Kitchen

Chef Raymond Nottie	(707) 638-5505
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Degrees Offered

COLLEGE OF EDUCATION & HEALTH SCIENCES

Joint Master of Science in Physician Assistant Studies/Master Public Health (MSPAS/MPH)

Master of Public Health (MPH)

Master of Science Nursing (MSN)

Master of Arts in Education (MAEd) with or without Credential with emphasis in:

Applied Behavior Analysis

Autism Spectrum Disorders

Educational Leadership

Educational Technology

Teaching and Learning

Special Education

Teaching Mathematics

Urban Education

Master of Education (MEd) emphasis in:

Innovative Learning (Online)

Teaching Credentials

These credentials could be combined with a MAEd or MEd degree program:

Preliminary Education Specialist Credential (Mild/Moderate)

Preliminary Education Specialist Credential (Moderate/Severe)

Preliminary Multiple Subject Credential

Preliminary Single Subject Credential

Dual Credential: Multiple Subject and Education Specialist (Mild/Moderate)

Dual Credential: Multiple Subject and Education Specialist (Moderate/Severe)

Dual Credential: Single Subject and Education Specialist (Mild/Moderate)

Dual Credential: Single Subject and Education Specialist (Moderate/Severe)

Clear Education Specialist Credential (Mild/Moderate)

Clear Education Specialist Credential (Moderate/Severe)

Preliminary Administrative Services Credential

Clear Administrative Services Credential

COLLEGE OF OSTEOPATHIC MEDICINE

Doctor of Osteopathic Medicine (DO)

Master of Science in Medical Health Sciences (MS-MHS)

COLLEGE OF PHARMACY

Doctor of Pharmacy (Pharm.D)

Master of Science in Medical Health Sciences - Pharmacy Science (MS-MHS)

Non-Discrimination Policy

UNIVERSITY NON-DISCRIMINATION POLICY

Touro University California does not discriminate on the basis of race, color, national origin, religion, sex (including pregnancy or childbirth), gender identity or expression, marital status, disability, medical condition, genetic information, age, sexual orientation, ethnicity, veteran status, or any other status characteristic protected by applicable laws in employment, or in admission, treatment or access to educational programs or activities.

To the extent provided by law, the university will reasonably accommodate qualified individuals with disabilities which meet the legal standards for documentation, whenever the individual is otherwise qualified to safely perform all essential functions of the position and meet the academic program technical standards.

This notice is given pursuant to the requirements of Title IX of the Educational Amendments of 1972, Title VI of the Civil Rights Act of 1964, Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973 and the Clery Act of 1998.

The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Kathy Lowe, Director of Human Resources and Title IX Coordinator

Touro University California
690 Walnut Avenue
Vallejo, CA 94592
(707) 638-5806

Dr. Lisa Waits, Dean of Student Affairs

Touro University California
690 Walnut Avenue
Vallejo, CA 94592
(707) 638-5226

Dr. James Binkerd, Associate Dean of Student Affairs

Touro University California
690 Walnut Avenue
Vallejo, CA 94592
(707) 638-5883



Admissions

The Office of Admissions staff is charged with implementing program-specific admissions policies and procedures in a manner that is fair and equitable to all applicants and in a manner that is consistent with applicable local, state, and federal law.

The department is currently staffed with six full-time staff members including a director, assistant director, program admissions support staff and the university receptionist. Office hours are generally Mondays through Thursdays 7:30AM - 5:30PM; Fridays 8:00AM - 3PM. Please note that hours will vary according to holidays and other university wide changes in schedules.

ADMISSIONS OFFICE CONTACT INFORMATION

Touro University California
Office of Admissions
1310 Club Drive
Vallejo, CA 94592

Admissions Campus Location:690 Walnut Avenue
Telephone Number:.....(707) 638-5200
Fax Number: (707) 638-5250
Email: admit@tu.edu

Eligibility

It is the policy of the university to admit qualified students irrespective of race, age, gender, color, creed, national origin, religion, sexual orientation, or disability (see non-discrimination statement page 21). To be considered for admission to any program offered by the university, a student must possess the academic credentials and professional attributes deemed essential by the respective program's admissions committee for selection to the program.

All applicants to Touro University California must have earned a baccalaureate degree from a regionally accredited U.S. institution prior to matriculation excluding the ADN to MSN program in the School of Nursing, which requires an associate degree in Nursing as the entry level degree with a minimum of 90 units of degree applicable coursework. In addition to the baccalaureate degree requirement, or associate degree requirement for Nursing, each program has specific requirements described later in this catalog. Applicants who have earned a degree from outside of the United States must have that degree and coursework evaluated by a recognized transcript evaluation service and that evaluation must indicate equivalency to a baccalaureate degree, or for the School of Nursing an associate degree in Nursing, from a regionally accredited U.S. institution.

All applicants must be either U.S. Citizens or Permanent Residents at the time of application. TUC does not consider applicants with temporary, work, employment or other VISAs. Applicants with DACA (Delayed Action Childhood Arrival) or Asylum status are not considered.

All Touro University California colleges maintain minimum GPA and academic (prerequisite) course requirements which vary by program.

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APPLICATION INFORMATION

Each TUC program requires, at minimum, a primary application for admission, letters of recommendation, and official transcripts from all colleges/ universities attended. The number and type of letters required varies by program. Official transcripts are required from all prior institutions attended, even if a degree was not earned at that institution. For some programs, unofficial transcripts can be submitted for application processing purposes but all programs require official transcripts to be submitted prior to matriculation or shortly thereafter (dependent upon timing of the offer of acceptance).

An application fee is required for the primary application for most programs. The COM, COP, and MSPAS/MPH programs however, utilize application agencies, thus, an application fee is paid for the supplemental application.

APPLICATION TYPES AND SOURCES

TUC employs two different types of applications in the various admissions processes – Primary Applications and Secondary Applications. The first application submitted for any TUC program is considered the Primary Application and can be submitted either through a Centralized Application Service (CAS) or directly to the University, dependent upon program. Some programs, by invitation only, also require a secondary application, designed to collect information that is much more specific to our program. A list of TUC programs and their application source(s) is provided below.

- Osteopathic Medicine – Primary application from American Association of Colleges of Osteopathic Medicine Application Service (AACOMAS); Secondary Application by invitation.
American Association of Colleges of Osteopathic Medicine Application Service - <https://aacomas.aacom.org/>
- Pharmacy – Primary application from Pharmacy College Application Service (PharmCAS); Secondary Application by invitation.
Pharmacy College Application Service - <http://www.pharmacas.org/>
- Joint Master of Science in Physician Assistant Studies/Master of Public Health – Primary Application from Centralized Application Service for Physician Assistants (CASPA); Secondary Application by invitation.
Central Application Service for Physician Assistant Programs - <https://portal.caspaonline.org/>
- Public Health – Dependent upon academic option selection, Primary Application either from Schools/Programs of Public Health Application Service (SOPHAS) or Direct Application.
Schools and Programs of Public Health Application Service - <http://www.sophas.org/>
- Master of Science in Medical Health Sciences (COM) – Direct Application.
- Master of Science in Medical Health Sciences (COP) – Direct Application.
- Graduate School of Education – Direct Application.
- School of Nursing – Direct Application.

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TECHNICAL STANDARDS FOR ADMISSION

Both the Osteopathic Medicine and Physician Assistant Studies programs require a signed Technical Standards for Admission certification. Via this certification, applicants attest that they satisfy the physical, mental, and emotional requirements for completing the programs.

Technical standards for the Osteopathic Medicine program may be found at <http://admissions.tu.edu/com/COMtechstand.html>.

Technical Standards for the Physician Assistant Studies program may be found at <http://admissions.tu.edu/paprogram/PASuppApp2017.doc>.

Pharmacy program may be found at <http://cop.tu.edu/studentresources/NEWCOPHANDBOOK22514.pdf> on pp. 46-47

Application Deadlines and Entry Points

Both rolling and deadline-based admissions cycles are used at TUC. Deadlines vary for each program. The GSOE allows three entry points each year (spring, summer, fall) and the MPH program allows two entry points each year (summer, for dual degree students, and fall for all other students), and the School of Nursing offers two entry points (fall and spring). All other TUC programs offer only a single entry point each fall.

Re-Admission Policy

University students for whom more than 365 days (one calendar year) have elapsed since the last official date of attendance will be considered to have withdrawn from their academic program and their student records will be updated accordingly. Such students will, at minimum, be required to submit a new application for admission and must be re-admitted by their academic program before they are permitted to return to classes. Each academic program reserves the right to establish additional requirements for returning students, as noted within their respective Student Handbooks. This policy does not apply to students granted an official Leave of Absence provided they return to classes prior to the expiration of that leave.

Correspondence

Correspondence between applicants and the university is primarily conducted via email, through the Office of Admissions staff. Phone discussions regarding requirements and procedures are generally discouraged. Official communication of admissions decisions is always done in writing, either via the United States Postal Service mail or email to the applicant.

Decision

During the application process, the Office of Admissions, collectively, acts as an agent of the admissions committees for each program. In this role, admissions staff apply the requirements that have been created by the committees and make professional judgments as to whether or not those requirements have been satisfied. In the event a requirement is not clear, a member of the respective committee is consulted.

Recommendations for final admissions decisions (Accept, Waitlist, or Deny) are made by the respective admissions committees, and then approved by the program Dean or Director. Admissions decisions are based on criteria established by the committees, and are made based on file review, interviews and/or other application materials/interactions, as mandated by the specific program. Admissions decisions are

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final and cannot be appealed.



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Advanced Placement Credit

Touro University California accepts advanced placement credit as having met program requirements as long as such credit appears on the undergraduate transcript and indicates either specific subject credit (e.g. General Chemistry - 4 units) or specific course credit (e.g. Chem 101 - 4 units). General advanced placement credit without such specifications is not accepted as meeting program pre-requisites.

Advanced Standing/Credit for Previous Courses

With the exception of the GSOE, Touro University California programs do not grant advanced standing or credit for previously completed coursework.

Background Check Disclosure

Students/Graduates of the Doctor of Osteopathic Medicine, Doctor of Pharmacy, and Joint MSPAS/ MPH programs are required to pass a background check in order to participate in required pre-clinical and/or elective clinical experiences. Passage of a background check is required in order to obtain professional licensure. At the point of acceptance, each student in the above referenced programs is provided a disclosure statement advising them of the program background check requirements. Further, the disclosure statement advises that background checks, whether for pre-clinical or other clinical experiences or for professional licensure, are between the student and the respective agencies and that failure of a background check may affect the student's ability to continue in the program and/or become licensed.

GSOE students who are interns or student teachers must provide Touro University California with proof of current negative TB results, LiveScan, and an up-to-date Certificate of Clearance issued by the California Commission of Teacher Credentialing.

By signing the disclosure statement, students acknowledge this information, and in the event they are unable to proceed in the program and/or become licensed, they acknowledge that they still retain a responsibility for tuition and other costs associated with their education and that TUC, its faculty, employees, and agents are held harmless.

Visiting Student Status (formerly Special Status Student)

The Public Health Program is currently the only academic program that permits students to enroll in up to twelve (12) units as "Visiting Students." This is a non-degree seeking enrollment status. An application for admission and an application fee are required, but letters and transcripts are not required. At the end of twelve (12) units, the student must either apply for and be admitted into the MPH program (and satisfy all requirements for that program), or they must withdraw from the program.

Dual Degree Credit

Students within the Doctor of Osteopathic Medicine and Doctor of Pharmacy programs may be concurrently or consecutively enrolled in the Master of Public Health program as dual degree students. For Dual Degree Students, the Public Health program grants up to twelve (12) units of credit based upon course completion within the Doctor of Osteopathic Medicine or Doctor of Pharmacy programs, meaning that Dual Degree students are only required to complete thirty (30) units in residence within the Master of Public Health program. The specific courses for which credit is granted have been identified and are tracked by the Public Health program.

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APPLICANT RECORDS

Once submitted, all application materials, including, but not limited to, applications, letters of recommendation and transcripts become the property of TUC and are not released back to the applicant. Applicants who wish to review a specific letter of recommendation, whether or not they have waived their “right of review” with the letter writer, are referred back to the letter writer. University faculty and staff may have access to application materials on an as needed basis, in accordance with FERPA regulations. The official admissions file for each applicant, with original documents, is never removed from the Office of Admissions during an admissions cycle. Files for those who matriculate into each program are transferred to the Office of the Registrar only after Admissions has confirmed that all pre-matriculation requirements have been satisfied. Letters of reference do not become part of the students’ academic record. Application materials for all other applicants are destroyed by secure services within three months of the close of the cycle.

Data Integrity

The integrity of student records is critical. Currently, and with the exception of the joint MSPAS/MPH program, data is only entered into the Student Information System (SIS) for TUC applicants who are accepted into a program and who, subsequent to that acceptance, remit an acceptance deposit and response form. For the joint MSPAS/MPH program, all applicant data is entered into the SIS system when the acceptance offer is generated. The university is beginning the implementation of a new SIS in fall 2014 and with the new system.

Document Inclusion/Exclusion Policy

Effective November 19, 2013, the Office of Admissions will no longer include within the candidate file a copy of the “Candidates for Class of 20XX” Committee spreadsheets, as those spreadsheets contain Personally Identifiable Information for other candidates. Documents containing Personally Identifiable Information for other candidates will be excluded from the file.

TRANSFER STUDENTS

Transfer of Credit Policies and Articulation Agreements

The College of Osteopathic Medicine, the Graduate School of Education, and the Master of Public Health program provide a means by which students may transfer from other programs and receive advanced standing. Currently, these are the only TUC programs which consider transfer candidates. Touro University California has no official articulation agreements with any other institution.

College of Osteopathic Medicine Transfer Policy

The Touro University California College of Osteopathic Medicine (TUCOM CA) only considers transfer applications from students who currently attend medical schools/colleges accredited by the Commission on Osteopathic College Accreditation (COCA). Transfer applications from students currently attending medical schools/colleges accredited by the Liaison Committee on Medical Education (LCME), or an international medical school/college will not be considered. Transfer applicants who have been dismissed from the prior medical school/college for any reason will not be considered. Transfer applicants who previously applied to TUCOM CA, interviewed and who were subsequently denied admission will not be considered. Applicants assigned to a waitlist who were ultimately not offered acceptance are not included.



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Eligible candidates may only transfer into the beginning of the 3rd year and must obtain a passing score on the COMLEX Level 1 exam, on the first attempt, prior to July 1st. Failure to obtain a passing score on the first attempt by the required date may result in rescission of the transfer acceptance, delayed start of the clinical curriculum, and/or postponed graduation date, all at the sole discretion of TUCOM CA. Transfer candidates are strongly encouraged to take the COMLEX Level 1 exam at least four weeks prior to the start of clinical clerkships to avoid a delay in beginning the 3rd year. Transfer students must complete the last two years of instruction at TUC to be granted a D.O. degree.

College of Osteopathic Medicine Transfer Procedure

Required Documentation

Transfer applicants must provide the following documentation:

1. A letter to the Director of Admissions indicating specifying all compelling reasons for requesting a transfer.
2. A supplemental application and \$100.00 application fee.
3. Most recent format of the Medical College Admission Test (MCAT) score.
4. Official copies of transcripts from all post-secondary schools and colleges.
5. Official copy of most current medical school transcript.
6. A letter from the medical school/college in which the applicant is currently enrolled, stating that the applicant is in good academic standing.
7. A letter of recommendation from the Dean of the medical school/college in which the applicant is currently enrolled.
8. A letter of recommendation from an active physician.

With the exception of item numbers 4 and 5 above, which are submitted directly to the Office of Admissions, all other transfer application materials are submitted through the TUC ApplyYourself system. Consideration and acceptance of transfer applications will be dependent upon the applicant's qualifications, curricular compatibility, and available space. Submission of application materials and, if invited, attendance at an interview do not guarantee acceptance.

Procedure

1. **Admissions and Standards Committee review.** Once the candidates file is complete, the Admissions Committee will meet and determine admissibility based upon the student's academic record and compatibility with the mission of the institution. Admissions may reject the applicant at this stage, or if found acceptable, may send the file on for consideration by the Student Promotions Committee.
2. **Student Promotions Committee review.** The Student Promotions Committee will review the file to determine compatibility with the curriculum and, if appropriate, specify the deficiencies to be addressed. If the candidate's records are found incompatible with the curriculum, the file will be returned to the Director of Admissions with the recommendation to deny transfer. If the candidate's records are found acceptable at this stage, the transfer application file will be returned to the Director of Admissions in preparation for the Personal interview.
3. **Personal Interview.** The Director of Admissions, on the recommendation of both the Admissions and Standards Committee and Student Promotions Committee will invite the

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transfer candidate to TUCOM to be interviewed by the Admissions and Standards Committee.

- 4. Final Decision.** Following the personal interview, the Admissions and Standards Committee will either charge the Director of Admissions with advising the candidate that the request for transfer has not been approved, or will recommend to the Dean of the College that the request for transfer be granted. The Dean shall finally determine admission status and class standing.

Transfer Deadlines

First Monday in February..... All application materials due by close of business (5:00 pm PDT).

Third Monday in February.....Determination will be made if an invitation to interview will be extended. Candidates will be notified via email.

Third Wednesday in March. Tentative interview date.

First Wednesday in April. Tentative final decision date.

GRADUATE SCHOOL OF EDUCATION TRANSFER POLICY

Transfer of Coursework

Coursework may be transferred into Touro University California Graduate School of Education programs using the following guidelines:

- A minimum of 2/3rd of the units for a degree or program must be completed at Touro University California in order to be recommended for a degree, certificate, and/or credential.
- In certain circumstances, additional credits may be accepted for transfer toward a Master's degree upon approval of the Dean of the Graduate School of Education
- Waiver and substitutions of credits will only be approved upon acceptance into a program of study.
- Coursework is not automatically transferable from another institution of higher learning to Touro University California. Units to be transferred must have been completed within 7 years of admission to the Touro University California GSOE program. A grade of B or higher must have been earned. The transferred course must be equivalent in content to the Touro course being waived. The coursework must be from a regionally accredited institution of higher learning or its equivalent
- Official transcripts and course descriptions must be provided to the Program Chair prior to acceptance to evaluate transferred courses.

Waiver of Degree Requirement

Students may request a required course to be waived based on university work completed.

Course Substitution

Students may request to substitute coursework taken at another university. Course substitutions do not



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result in a reduction of the number of units required to complete a program. The process for requesting a course substitution or waiver is outlined below

- A substitution or waiver form must be completed for each requested course transfer.
- For course substitutions or waivers the student should provide course description from the catalog of the institution at which the course being used for the substitution was originally taken and a course syllabus if requested.
- The program chair will review the submitted information to determine if the substitution or waiver is justified.
- The Dean of the Graduate School of Education reviews all requests to determine if the course or work is a legitimate substitution/waiver and approves the transfer of credits.

PUBLIC HEALTH PROGRAM TRANSFER POLICY

Transfer Coursework

Students who have completed applicable public health coursework at TUC or other accredited colleges or universities may be eligible to apply that coursework towards the MPH degree. A maximum of 12 semester units from other institutions MAY be applied toward the MPH degree prior to admissions at TUC. Applied coursework from TUC programs or other colleges or universities must have been completed within 5 years of the of the application date and must be approved by the program director.

ADMISSIONS CYCLES

The various programs at Touro University California utilize one of two types of admissions cycles – Rolling Admissions Cycles and Deadline-based Admissions Cycles. In a Rolling Admissions Cycle, applications are received up to the posted deadline, but applicants are considered, interviewed, and accepted throughout the cycle until the cohort has been filled. In a Deadline-based Admissions Cycle, applications are received up to the posted deadline, but applicants are only considered, interviewed, and accepted after the deadline has passed and until the cohort has been filled.

ADMISSIONS REQUIREMENTS BY ACADEMIC PROGRAMS

College of Osteopathic Medicine (COM)

All COM applicants are required to satisfy the following:

- Submission of an AACOMAS (primary) application
- Submission of a Secondary Application and fee (if invited)
- Submission of qualifying MCAT scores within the last three years
- Submission of three letters of recommendation
 - One letter from a physician (MD or DO)
 - Two letters from science faculty members or one letter from the Pre-Health Advisory Committee
- Completion of the following with a grade of “C” or better:
 - 8 semester units of Biology with lab
 - 8 semester units of Inorganic Chemistry with lab
 - 8 semester units of Organic Chemistry with lab
 - 8 semester units of Physics with lab

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- Candidates must also complete the following:
 - 2 courses of College English
 - 2 courses of Behavioral Science
 - 1 course (minimum 4 semester units) of Math/Computer Science
- For additional preparation, the College of Osteopathic Medicine also recommends that incoming students enroll in the following courses:
 - Human Anatomy
 - Human Physiology
 - Biochemistry

Though not required, enrolling in these courses will provide a valuable foundation and will ease your transition into medical school.

All required coursework must be completed prior to the start of classes. Candidates missing required coursework at the time of application may be permitted to proceed provisionally in the application process, provided they meet all other requirements. Candidates are informed of this provisional status via email sent with the supplemental application message.

To automatically qualify for a secondary application, COM applicants must earn cumulative and science GPA's of 3.0 or better, with a MINIMUM total MCAT score of 26 or better (old exam) or 502 or better

(new exam). An on-campus, in-person interview is required. Typically, candidates who qualify for an interview earn cumulative and science GPA's of 3 or better with a total MCAT score of 29 or better (old exam) or 506 or better (new exam). The College of Osteopathic Medicine operates using a rolling admissions cycle.

Additional Requirement for Graduates of Foreign Institutions

The Touro University California College of Osteopathic Medicine considers applications from graduates of foreign institutions. The College does not, however, evaluate foreign transcripts. Transcripts and coursework from foreign institutions must be evaluated by a recognized evaluation agency. Evaluations must be sent directly to AACOMAS and must indicate that the foreign degree can be considered equivalent to a Bachelor's degree from a regionally accredited US institution.

Master of Science in Medical Health Sciences - COM (MS-COM)

All MS-COM applicants are required to satisfy the following:

- Submission of an Application for Admission and required fee
- Submission of transcripts
- Submission of three letters of recommendation
 - One letter from a physician (MD or DO)
 - Two letters from science faculty members or one letter from the Pre-Health Advisory Committee
- Completion of the following with a grade of "C" or better:
 - 8 semester units of Biology with lab
 - 8 semester units of Inorganic Chemistry with lab
 - 8 semester units of Organic Chemistry with lab

Admissions

- 8 semester units of Physics with lab

MS-COM applicants must earn cumulative and science GPA's of 2.75 or better. No interview is required.

The MS-COM program operates on a deadline-based admissions cycle.

College of Pharmacy (COP)

All COP applicants are required to satisfy the following:

- Submission of a PharmCAS (primary) application
- Submission of a Secondary Application and required fee (if invited)
- Submission of three letters of recommendation
 - One letter from a science faculty member
 - Two additional letters (a letter from a Pharmacist is recommended, though not required)
- Completion of the following with a grade of "C" or better:
 - 8 semester units of Inorganic Chemistry with lab
 - 8 semester units of Organic Chemistry with lab
 - 4 semester units of Microbiology with lab
 - 4 semester units of Human Anatomy with lab
 - 4 semester units of Human Physiology with lab
 - 3 semester units of Calculus

To automatically qualify for a secondary application, COP applicants must earn cumulative and science GPA's of 2.75 or better. An on-campus, in-person interview is required. Typically, candidates who qualify for an interview earn cumulative and science GPA's of 3.00 or better. The College of Pharmacy operates using a rolling admissions cycle.

Master of Science in Medical Health Sciences Pharmaceutical Science (MS-COP)

All MS-COP applicants are required to satisfy the following:

- Submission of an Application for Admission and fee
- Submission of official/unofficial transcripts
- Submission of two letters of recommendation
 - One letter from a science faculty member
 - One additional letter

MS-COP applicants must earn cumulative and science GPA's of 2.50 or better. An in-person interview is required. The MS-COP program operates on a deadline-based admissions cycle.

Graduate School of Education (GSOE)

All GSOE applicants are required to satisfy the following:

- Submission of a primary application
- Submission of transcripts - official/unofficial

Additional GSOE program requirements vary by degree and credential type and, given the large number of options. Applicants are encouraged to review the program website (<http://cehs.tu.edu/gsoe>) for information. The GSOE operates on a rolling admissions cycle.

Admissions

Joint Master of Science in Physician Assistant Studies/ Master of Public Health (MSPAS/MPH)

All MSPAS/MPH applicants are required to satisfy the following:

- Submission of a CASPA (primary) application
- Submission of a Secondary Application and fee (if invited)
- Submission of three letters of recommendation
 - One letter from a clinician (MD, DO, PA, NP)
 - Two additional letters
- Completion of the following with a grade of “C” or better (C- will not qualify)
 - 8 semester units of Biological Sciences with lab
 - 8 semester units of Chemistry with lab
 - 4 semester units of Human Anatomy with lab (completed within 5 years of expected matriculation)
 - 4 semester units of Human Physiology with lab (completed within 5 years of expected matriculation)
 - 4 semester units of Microbiology with lab
 - 3 semester units of Statistics

At the time of application, candidates must have obtained a minimum of 500 hours of Patient Care Experience, either as a volunteer or in a paid position. Patient Care Experience is defined as work in which you are directly responsible for a patient’s care. Examples include prescribing medications, performing procedures, directing a course of treatment, working as an EMT, etc. Preference will be given to candidates who have obtained 1,000 or greater Patient Care Experience hours. Having this experience provides an applicant with the opportunity to observe and learn about the various roles of the health care team, ensures that an applicant has an understanding of, and commitment to working with patients, and provides a foundation of medical knowledge and experience to build upon.

It is the applicant’s responsibility to sufficiently document job duties in the CASPA application. Applicants should consider the duties which they performed and use their best judgment to determine which category in the CASPA application it falls into. All health care related experiences should be documented either in the Patient Care Experience or Health Care Experience sections (not the Volunteer section). Health Care Experience includes jobs where you are not directly responsible for a patient’s care, such as with medical clerical work or cleaning patient rooms. Applicants are expected to separate hours for positions that consist of both Patient Care Experience and Health Care Experience accordingly.

In addition, working with or shadowing a PA provides an applicant with more in-depth knowledge of the profession, allowing an applicant to make an informed career decision to enter the PA training. In general, competitive candidates have over 20 hours of shadowing or working with a PA in a variety of clinical settings.

Additional requirements may apply. Please review the program admissions website (<http://admissions.tu.edu/paprofram>) for details. All MSPAS/MPH applicants must earn cumulative and science GPA’s of 2.75 or better. An on-campus, in-person interview is required. The Joint Master of Science in Physician Assistant Studies/Master of Public Health program operates using a rolling admissions cycle.

Admissions

Master of Public Health (MPH)

All MPH applicants are required to satisfy the following:

- Submission of an Application for Admission and fee, either via SOPHAS or directly to Touro University California. Refer to <http://admissions.tu.edu/mph> for details.
- Submission of transcripts – official/unofficial
- Submission of three letters of recommendation
 - One letter must be from an academic reference
 - Two additional letters

All MPH applicants should earn a cumulative GPA of 2.75 or better. No interviews are required. The Master of Public Health program operates on a rolling admissions cycle.

Limited enrollment (non-matriculant) is also available via the Visiting Student Status for up to 12 units. In such cases, only a primary application and fee are required. To continue past 12 units, however, such students must apply for and be admitted as MPH students, and satisfy all relevant admissions requirements.

Master of Science Nursing (MSN)

All School of Nursing applicants are required to satisfy the following:

- Submission of an Application for Admissions and fee
- Submission of a Resume or Curriculum Vitae
- Submission of transcripts – official or unofficial
- Submission of two letters of recommendation
 - One must be from a nursing supervisor
 - One additional letter
- Proof of licensure as a Registered Nurse

At minimum, School of Nursing applicants must earn an Associate Degree in Nursing and 90 units of degree-applicable coursework prior to matriculation. No interview is required. The School of Nursing operates on a rolling admissions cycle.

Admissions

Evaluation Agencies

All coursework completed outside of the United States must be submitted for evaluation through an approved agency. The following is a partial list of evaluation agencies that may be used for this purpose. Touro University California neither sanctions nor approves these agencies. Applicants may use any agency of their choosing.

At minimum, the official transcript evaluation must include the following information:

1. Name of each course
2. Number of semester units each course is worth
3. Letter grade for each course
4. Cumulative GPA
5. Whether or not the degree program completed should be considered to be equivalent to a Bachelor's Degree from a regionally accredited US institution

If any of this information is missing, the evaluation will not be processed. When possible, the evaluation should also include a science GPA.

World Education Services, Inc. **
PO Box 745 Old Chelsea Station
New York, NY 10113-0745
(212) 966-6311
<http://www.wes.org>

International Education Research Foundation, Inc.
PO Box 3665
Culver City, CA 90231-3665
(310) 258-9451
<http://www.ierf.org>

Josef Silny & Associates, Inc
International Educational Consultants
7101 SW 102 Avenue
Miami, FL 33173
Ph: (305) 273-1616
Fax: (305) 273-1338
Translation Fax: (305) 273-1984
info@jsilny.com
www.jsilny.com

SpanTran Evaluation Services
2400 Augusta Drive, Suite 451
Houston, TX 77057
(713) 266-8805
Apply online at:
www.spantran.com

Educational Credential Evaluators, Inc
PO Box 514070
Milwaukee, WI 53203-3470
(414) 289-3400
<http://www.ece.org>

**WES is the only option for those applying through SOPHAS.



Admissions - Accepted Students

ADDITIONAL REQUIREMENTS FOR ACCEPTED STUDENTS

PRE-MATRICULATION PHYSICAL EXAM REQUIREMENT

All students are required to have a physical exam after admittance and prior to matriculation. Please see academic program requirements on the website for specific requirements of the physical exam.

PRE-MATRICULATION IMMUNIZATION REQUIREMENTS

Touro University requires that all incoming students submit documented proof of immunization against measles, mumps, rubella, diphtheria/tetanus/pertussis, oral polio, hepatitis A, varicella and hepatitis B prior to matriculating as students.

Immunizations are required for the safety of students as well as those with whom they will come into contact during their time in the program. For this reason, immunization requirements will not be waived. No student will be permitted to attend any clinical experience nor be allowed to sit for any examination if he/she has not provided satisfactory proof of required immunizations.

Additionally, students who do not have current immunizations and titers will be prevented from registering for the next term until the deficiency is corrected. No exceptions will be made. All students must have annual tuberculosis screening unless they have a history of a positive PPD, then a chest x-ray is required. Please see specific college requirements on the Student Health Center webpage.

Important, specific information about ALL the immunization requirements needed prior to matriculation are listed by program below immediately following the statement on medical records and immunization record keeping. If admitted students have questions regarding pre-matriculation immunizations, they may need to ask their academic program director/dean or check with the Student Health Center (SHC) staff. It should be understood that from time to time immunization and health certification requirements may change. For the most current listing of your specific program's requirements, please consult the following webpage: <http://studentservices.tu.edu/studenthealth/immunization.html>.

MEDICAL RECORDS AND IMMUNIZATION RECORD KEEPING

Student medical files are maintained separately from the other student health records and files in the Student Health Center (SHC). The SHC keeps student medical records in accordance with standard HIPAA guidelines. Students may contact the Student Health Services Director to inspect their TUC medical and immunization records. The university keeps student immunization documentation on file in the Student Health Center utilizing the E*Value system.

Admissions - Accepted Students

IMMUNIZATION, HEALTH HISTORY, AND PHYSICAL EXAMINATION REQUIREMENTS

College of Osteopathic Medicine

A complete Health History and Physical Examination is required prior to matriculation at Touro University California. Proof of immunity through serum blood titers must be provided prior to matriculation for the following communicable disease listed below:

The following is a list of all health related documents that are mandatory and required prior to matriculation.

- Hepatitis B- Series requested and Hepatitis B Surface Antibody Titer Quantitative* required;
- Measles (Rubella)- Series requested and positive Antibody titer required
- Mumps- Series requested and positive antibody titer required
- Rubella- Series requested and positive antibody titer required
- Varicella- series/disease date requested and positive antibody titer required
- Current vaccination with TDAP (tetanus/diphtheria/pertussis) is required, must be within 10 years.
- Flu Vaccine-Annually
- TB Symptom Checklist
- If PPD (+)-CXR required upon entrance of 1st and 3rd year.
- Physical Examination- Annually
- Please complete TB screening between June 1st and June 25th. TB screening results must be returned no later than June 30th (only students who receive an official late admissions letter will receive a different deadline).
- PPD- 2 Step required annually** (Have PPD #1 completed. Wait 7-10 days from PPD #1 reading date, to have PPD #2 placed.)

***Please refer to Student Health page on the website for the most current requirement of qualitative or quantitative titers as these are subject to change based on health regulations and site requirements:**
<http://studentservices.tu.edu/studenthealth/immunization.html>

****Refer to the www.cdc.gov website for additional information.**

See the associated forms for detailed information related to communicable disease clearance, including the type of titers your Health Care Provider should order. Clear and legible copies of your immunizations only will be accepted (aka, vaccination, shot, or childhood disease records).

Admissions - Accepted Students

COLLEGE OF PHARMACY

A complete Health History and Physical Examination is required prior to matriculation at Touro University California. Proof of immunity through serum blood titers must be provided to the following communicable diseases:

The following is a list of all health related documents that are mandatory and required prior to matriculation:

- Hepatitis B Surface Antibody Titer-
- Measles (Rubeola) Antibody Titer-
- Mumps Antibody Titer-
- Rubella Antibody Titer-
- Varicella Antibody Titer-
- Current vaccination with TDAP (tetanus/diphtheria/pertussis) is required. TDAP is good for 10 years. Make sure you receive TDAP within that time frame.
- Flu Vaccine-Annually
- TB Symptom Checklist- Required annually
- If PPD (+) - CXR required-Annually
- Physical Examination- (Upon Matriculation-then as required by rotation site)
- Please complete and turn in TB screening between June 1st and June 25th.
 - TB screening results must be returned no later than June 30th (only students who receive an official late admissions letter will receive a different deadline).
- PPD- 2 Step required annually* (Have PPD #1 completed. Wait 7-10 days from PPD #1 reading date, to have PPD #2 placed.) *Refer to the www.cdc.gov website for additional information.

***Please refer to Student Health page on the website for the most current requirement of qualitative or quantitative titers as these are subject to change based on health regulations and site requirements: <http://studentservices.tu.edu/studenthealth/immunization.html>**

See the associated forms for detailed information related to communicable disease clearance, including the type of titers your Health Care Provider should order. Clear and legible copies of your immunizations only will be accepted (aka, vaccination, shot, or childhood disease records). Any additional pertinent information will be handled in compliance with HIPAA regulations related to protected health information.

MASTERS OF PUBLIC HEALTH

No Immunizations or titers required.

Admissions - Accepted Students

MASTERS OF SCIENCE NURSING

All students in the MSN program are required to provide proof of the following prior to matriculation:

- Hepatitis B (Hep B)
 - Serologic testing that establishes immunity through a positive antibody titer or
 - Proof of previous adequate vaccination (3 doses over 6 months)
- Rubeola (Measles), Mumps, Rubella, Varicella and Zoster (chicken pox) by one of the following:
 - Serologic testing that establishes immunity through a positive antibody titer or
 - Proof of previous adequate vaccination (3 doses over 6 months)
- Tdap Booster within 10 years
- Tuberculosis Screening: A negative TB skin test is required within the past three months of admission; A positive PPD result requires a clinical evaluation by a healthcare provider and proof of negative chest x-ray. PPD skin tests are required annually.
- Influenza vaccine verification must be received by November 1st of each year. Students may provide proof of immunization or provide a written declination statement.

TRANSCRIPT REQUIREMENTS

Student copies of unofficial transcripts may be submitted with initial application materials provided such copies include the conferral or anticipated conferral date for the baccalaureate degree. An official transcript indicating baccalaureate degree completion (except for the nursing program) and official transcripts from all post-secondary institutions attended are required. Whenever possible applicants are encouraged to submit official transcripts with their application materials; however during the application process, unofficial transcripts will be accepted.

If applicants submit unofficial transcripts as part of the application process, they must submit official transcripts to the Office of Admission prior to matriculation. Upon matriculation, all students must be able to provide official transcripts (or official transcript evaluations) from all colleges/universities attended. At minimum, transcripts must confirm completion of the appropriate degree, required coursework, and required units (where applicable). Exceptions on a case-by-case basis may be made to allow an admitted student to matriculate if the student was accepted too close to the start of the academic program to allow sufficient time to request official transcripts. In these cases, the student must provide secondary proof of degree completion such as a copy of diploma, unofficial transcripts showing final grades and/or degree conferral date, letter from the college/university registrar, letter from course professor, etc. In such cases, official transcripts are required within 30 days of matriculation or a registration hold will be placed on the student's records and the student will not be permitted to register for courses for the next semester.

COLLEGE OF EDUCATION AND HEALTH SCIENCES

Administration and Support Staff

Jim O'Connor, Ph.D., Dean of the College of Education and Health Sciences

Justin Heard, Ed.D., Assistant Dean, and Director of the Graduate School of Education

Erendira Romero, Executive Assistant

Joint Master of Physician Assistant Studies/Public Health (MSPAS/MPH) Program



Admissions - Accepted Students

Administration and Support Staff

Grace P. Landel, MEd, PA-C, Program Director, Professor
Michelle Wolfe, MD, Medical Director, Program Director, Assistant Professor
Jennifer Pimentel, MEd, Director of Clinical Education
LeAnna St.John, MPAS, PA-C, Academic Coordinator, Associate Professor
Marie Mille, MUP, Administrative Assistant
Julie Charles, MBA, Data Analyst

NEW STUDENT ARRIVAL

Registration

All new students will be required to register online as specified in the admittance letter. Failure to register prior to the start of classes may be grounds for dismissal. Full tuition and fees must be paid in full on or before registration. Current students who have applied and been admitted into a new academic program, but are not new to the university, will continue to utilize the same student ID number. Matriculation for new students and continued promotion are subject to satisfactory completion of all academic requirements and payment of all outstanding debts to the university. Prior to registration, official transcripts must be on file with Admissions (see above section on transcript requirements for more detail on this requirement).

In addition to transcripts, prior to registration, all admitted students must submit documentation and proof of having fulfilled the following requirements: a physical exam, immunizations as outlined by their academic program, and proof of health insurance and documentation that the coverage meets the hard waiver criteria. See Student Health Insurance and Pre-Matriculation Immunizations sections in the New Student section of this catalog.

New Student Orientation

Attendance during Orientation is mandatory for new students. Orientation programs are planned each year by the academic program and Student Affairs to welcome and facilitate the integration of new students into each of the colleges of the university. In conjunction with the orientation programs, students register, receive financial aid information, and learn about college services available on campus. Additionally, students are provided with opportunities to interact socially with peers, meet administration, faculty and staff members. Through orientation programs, the student will develop a sense of belonging to the university and individual college communities. Orientation dates and times, along with supporting materials, will be made available to new students approximately 45 to 60 days before the start of classes. The orientation includes an outline of the curriculum, a review of policies and procedures, and opportunities to meet fellow class-mates. For subsequent sessions/years students receive registration forms from the Registrar approximately 2-3 weeks prior to the beginning of the new Academic year.

Student Identification and Name Badges

Touro University California Facilities Department issues photo-identification (ID) badges to new students during orientation or the first week of class. This badge must be worn while a student is in any institutional facility or is participating in a clinical rotation at another facility. This ID badge must be displayed in such a manner that it is readily visible. Failure to wear and/or properly display the

Admissions - Accepted Students

student identification badge may result in a member of the security staff requesting the student to leave a building on campus, denying the student admission to a building, or referring the student to the Dean of Students. If a student identification badge is lost or stolen the student is required to inform the Office of Student Affairs and arrange for a replacement badge. The first replacement badge is free. The second badge requires a fee of \$15.00 to replace a lost or stolen ID badge.



Admissions - Accepted Students

Student Health Insurance Plan/Health Care

Because the university is concerned for the health and welfare of its students, a policy requiring each student maintain continuous health insurance coverage has been established. The student has exclusive responsibility for his/her own medical bills. The university assumes no responsibility to seek reductions or waivers. Prior to receipt of diploma from Touro University, students must be free from any medical financial responsibility with any of the university's affiliated hospitals or clinics.

To insure each student has health insurance Touro University California has instituted a mandatory insurance program. Students are automatically enrolled in the Touro University Student Health Insurance Plan (SHIP) except for students in the Graduate School of Education and the School of Nursing, upon registration. A hard-waiver program is in effect for student who can document coverage that meets the minimum requirements of the plan. If a student's waiver application is accepted they will be waived from inclusion in the Touro sponsored plan for one (1) academic year. Each student wishing continued waiver from participation must reapply every academic year during the waiver period. The waiver period generally begins in early May of each year, to be effective with the beginning of the next academic year. Students are notified via their tu.edu email when the waiver application period begins..

Drug Free Workplace

A Drug-Free Workplace and Substance Abuse Policy and Procedure have been established for Touro University in order to appropriately serve the needs of faculty, staff and students. This policy has been established to implement a drug-free work place and academic environment consistent with federal and state law, including the terms and conditions whereby employees, students, volunteers, faculty, physicians, and other professionals may be disciplined for violation of these policies and tested for suspected use of an illegal drug or alcohol.

All students of Touro University California, prior to beginning a clinical affiliation, will be required to be drug screened. The university reserves the right to have any student evaluated by the Student Health Service if he/she appears to be under the influence of illegal drugs/substance and/or alcohol which results in a diminished or impaired ability to perform usual tasks. Any student who attends a class or a clinical rotation under the influence of alcohol or illegal drugs/substances is subject to either immediate suspension or possible expulsion in accordance with this policy.

Each student will be required to submit to a background check and drug screen prior to or during their enrollment at Touro University California. The cost of the first background check and drug screen will be borne by Touro University California. The student should be aware that facts uncovered as a result of the background check and/or drug screen which may preclude licensure or practice in your profession or interfere with Touro University California's ability to procure internships/clerkships/rotation sites may impact your ability to begin or continue your education at Touro University California or to obtain licensure to practice your profession.

All students of Touro University must review the Drug Free Workplace and Substance Abuse Policy and Procedure, a copy of which has been provided at orientation and/or obtained from the Dean of Students. Touro University maintains a drug-free environment consistent with the principles of the "Federal Drug Free Schools and Communities Act" and the "Drug Free Workplace Act".

Admissions - Accepted Students

Drug Screening Procedures

TUC Students enrolled in the Osteopathic Medicine, Pharmacy, PA/MPH and Nursing programs must meet a variety of institutional and third party standards in order to participate in their clinical rotations. TUC establishes the academic standards and experiential educational standards for all educational experiences, such as for clinical rotations. Clinical rotation standards and policies are stated in full detail in each program's student handbook. However, since the clinical rotation experience is common to several academic programs, the university drug screening procedures apply to all academic programs requiring clinical rotations.

Clearance Monitoring and Release of Records

TUC Student Health Center (SHC) facilitates the gathering, collating and validation of the required health clearance data for student rotations through the E*Value system for all programs except the Nursing program. In addition to health screening, immunization, and titer requirements, students are required to pass a drug screen analysis in order to participate in any clinical activity. While the specific thresholds and drug clearance requirements vary among clinical sites, almost all of the clinical sites require that students pass a drug screen prior to the first day of rotations. SHC obtains a signed release of information that includes the student's approval for the TUC SHC to share the student's drug screen results with the student's clinical rotation sites. Additionally it is acknowledged that the clinical sites may keep copies of the student's drug screen results for up to three years after discontinuation of the rotation in order to comply with the clinical site's specific accreditation requirements.

Payment

The first drug screen test is paid for through the university collected student health fee. TUC will arrange for the third party vendor to offer the initial screening on campus at the university expense. All students who are required to have a drug screen are encouraged to utilize the services provided. Students failing to attend an on campus drug screening event sponsored by SHC may be required to obtain screening on their own and pay the costs. Students obtaining a drug screen on their own must request the vendor to provide a copy of those results to SHC staff. The university pays for the initial drug screen test (when obtained during SHC arranged on campus events) and may pay for some that are required to be conducted within 30 days of the start of a rotation. All elective rotations and student requested rotations requiring additional screening shall be completed at the student's expense. Students may be responsible for payment for initial and/or subsequent drug screen tests for other reasons, including, but not limited to student noncompliance and retesting as the result of positive results.

Screening

TUC contracts with an independent third party to conduct the laboratory analysis and TUC has no control over the results of the screening. The results are submitted by the third party vendor to the SHC staff who will record, maintain and report the results to the student's program and where needed, to clinical sites.

Notice

Students will be given notice a minimum of seven calendar days prior to the initial drug screening test. Special circumstances that prevent the student from participating in the scheduled drug screen test must be discussed with the appropriate academic program administrator prior to the test in order to receive an "excused absence." The SHC (for Nursing students the vendor) will send each academic program a roster of the students who participated in the screening. Students who do not participate are reported

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as “no show” for the initial testing to their academic program administrators and will be required to pay for their initial drug screen test and may be subject to professionalism charges and/or university student conduct code violations.. Students with an excused absence from the announced drug screen test day will still be given an opportunity to have the test paid for by the university at an agreed upon date. The “make-up” test must be completed within seven calendar days of the missed event. Again, the student who is “making-up” the drug screen test, must request that the vendor provide a copy of the test results to the SHC or to the Nursing Program administrator.

Reporting of Medication Usage

Students using prescription(s) or OTC medications that may impact the drug screen test must provide adequate documentation of the medical need and validity of the prescriptions(s) to the Student Health Center (or if in the Nursing program, to the Nursing program administrator) prior to the testing. The student is responsible for confirming that the screener noted the medications at the time of the test. A list of adequate documentation requirements is posted on the TUC SHC website.

Results

Students shall be provided two attempts to successfully pass the drug screen test.

First Failure

The student’s academic program will be notified. The student shall retest at their own expense within three to five calendar days after receipt of notification of the initial failure SHC and the academic program will make arrangements for the testing to be completed. Students acknowledge that this delay may have a serious impact on their ability to complete their scheduled clinical rotations and that this retaking of the drug screen test will mean that their rotation space may be given to another student. Furthermore, such delays may result in delayed graduation and additional tuition and/or fees. Students are referred to their academic programs for information regarding any additional programmatic disciplinary consequences.

Second Failure

Students who fail the second drug screen test will not be given a third opportunity to pass the drug test and their academic program administration will be notified of the second failure. Students may face program dismissal, professionalism charges and/or university student conduct charges for a failed second drug screen test. Please see university Student Code of Conduct and the university Drug and Alcohol Use policy as well as academic program specific student handbooks for more information on what impact this may have on student enrollment status in a program. Students who fail the drug test are recommended to seek appropriate drug and alcohol counseling /remediation intervention.

Crime Awareness & Campus Security Act (Clery Act Information)

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics (Clery Act) federal law, Touro University makes available to students and prospective students and families information about policies and procedures on how to report criminal actions on campus, current policies concerning security and access to facilities on campus, and information on campus law enforcement and statistics concerning incidents of campus crime. Each fall by October 1st Touro University California publishes this information in the Annual Security Report (ASR) that is located on

Admissions - Accepted Students

the university website under the Campus Security tab located at the bottom of the tu.edu home page or at the following website: <http://facilities.tu.edu/safety>. Paper copies of the ASR may be obtained by contacting the appropriate university administrators. Current and prospective students and employees can request a paper copy of this report by contacting Mr. Jay Ritchie, Associate Vice President of Administration (707) 638-5800 or Dr. Jim Binkerd, Associate Dean of Student Affairs (707) 638-5935.

TUC encourages victims and witnesses of crime to report crime and other serious incidents as soon as possible to Campus Security or university administrators. The ASR has specific information on how to and to whom to report crimes. Additionally, the ASR contains information on several important policy and resource issues related to Title IX and other emergency and security issues.

Students are notified at least annually via their tu.eu email of how to access the most current ASR. Students are strongly encouraged to review the policies and materials made available to them in the ASR.

EMERGENCY INFORMATION

Everbridge Emergency Alert System

During an emergency, the university will use multiple mediums to reach as many people as possible with accurate and timely information. This is especially important in the first hours and days of an emergency or a crisis. In addition to emails and the TUC webpage, the university uses the EverBridge Alert emergency notification system to notify the campus community of a significant emergency or dangerous situation affecting the university community.

Touro University California tests this emergency notification system at least once per academic year and uses the system as part of the emergency drills. Test results are used to measure the effectiveness of the system and to provide important information as the university seeks to enhance and upgrade the emergency notification tools and procedures.

Updating Everbridge Contact Information

All faculty, staff and students are annually enrolled in the Everbridge Alert emergency notification system via their official tu.edu email. Informational campaigns are conducted at the start of each semester to encourage students to provide multiple contact paths and to update the system with any changes to their primary contact information by visiting: <http://www.everbridge.net>. TUC community members will receive the latest official campus information regarding natural disasters, campus closures or other emergency situations via a text or phone call from the Everbridge alert system.

Individuals who are already registered can check their contact information at the Everbridge website (www.everbridge.net) by entering the member ID and password emailed along with the registration information.

Links for member ID and password reminders can also be requested by clicking on the appropriate links at www.everbridge.net.

Everbridge Assistance

For assistance with Everbridge, please contact the IT Department Service Desk at servicedesk@tu.edu or (707)638-5424 for further information about the TUC Urgent Notification System.

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Fire Drills, Building Coordinators & Safety Week

Fire evacuation plans are posted in all of the occupied buildings located on the Mare Island campus. Fire drills are conducted every few months. The fire drills encompass all of the occupied buildings located on the campus with each building having a fire drill at least once a year.

Each building has a faculty, staff or administrator named as building coordinators who serve as a local contact for each building to assist with emergency protocols for evacuation, lock down, or other required emergency response. The building coordinators assist with informing building occupants of proper procedures for building emergency and evacuations in preparation for an actual emergency.

All building occupants, including students in labs, are required to evacuate the building during a drill and to stay clear of the building until the staff or faculty building captain(s) give the all clear signal to return to the building. It is critical that everyone adhere to the practices of evacuation during the drills. Students failing to leave the building or to comply with directions issued by the building captains, coordinators or uniformed emergency responders may face student conduct and professionalism charges. During the fire drills, observers note infractions and make suggestions for improvement. Results of the fire drill are forwarded to the campus community via the official tu.edu email system. Reports are maintained with the chairperson of the safety committee.

Safety week is offered by the university community once a year typically in late July. Staff and faculty receive safety training opportunities for CPR, First Aid and proper use of fire extinguishers.

Emergency Management & Campus Emergency Telephones

The university's ASR lists policy and procedure information regarding the university's emergency management activities. For all non-urgent questions concerning safety and security issues, please contact the Facilities department administrator.

For emergencies call 911 or 9-911 from all campus telephones.

In fall 2014 construction began on thirteen blue light emergency telephones that will be located in the parking lots near Lander Hall, the Library building, the Farragut Inn and Wilderman Hall as well as near foot paths such as the Harter Way stairs. These special emergency telephones contact the Touro campus security

Academic Regulations & Policies

Statement on Academic Integrity

Touro College and University System is a community of scholars and learners committed to maintaining the highest standards of personal integrity in all aspects of our professional and academic lives. Because intellectual integrity is a hallmark of scholarly and scientific inquiry as well as a core value of the Jewish tradition, students and faculty are expected to share a mutual respect for teaching, learning and the development of knowledge. They are expected to adhere to the highest standards of honesty, fairness, professional conduct of academic work and respect for all community members.

Academic dishonesty undermines our shared intellectual culture and our ability to trust one another. Faculty and administration bear a major responsibility for promoting a climate of integrity, both in the clarity with which they state their expectations and in the vigilance with which they monitor students. Students must avoid all acts of dishonesty, including, but not limited to, cheating on examinations, fabrication, tampering, lying and plagiarizing, as well as facilitating or tolerating the dishonesty of others. Academic dishonesty lowers scholastic quality and defrauds those who will eventually depend on the knowledge and integrity of our graduates.

The Touro College and University System views violations of academic integrity with the utmost gravity. Such violations will lead to appropriate sanctions, up to and including expulsion from the college community. We commit ourselves to the shared vision of academic excellence that can only flourish in a climate of integrity.

The Touro College and University System's policy on academic integrity, which is outlined in this document, is designed to guide students as they prepare assignments, take exams, and perform the work necessary to complete their degree requirements, and to provide a framework for faculty in fostering an intellectual environment based on the principles of academic integrity. It is presented here in order to educate the faculty on the enforcement of the policy.

The International Center for Academic Integrity (ICAI), of which the Touro College and University System is a member, identifies five fundamental values of academic integrity that must be present if the academic life of an institution is to flourish: Honesty, Trust, Fairness, Respect, and Responsibility. To sustain these values, the TCUS Academic Integrity Policy,¹ requires that a student or researcher:

- Properly acknowledge and cite all ideas, results, or words originally produced by others;
- Properly acknowledge all contributors to any piece of work;
- Obtain all data or results using ethical means;
- Report researched data without concealing any results inconsistent with student's conclusions;
- Treat fellow students in an ethical manner; respecting the integrity of others and the right to pursue educational goals without interference. Students may neither facilitate another student's academic dishonesty, nor obstruct another student's academic progress;
- Uphold ethical principles and the code of the profession for which the student is preparing.

Registrar office hours are generally Mondays through Thursdays 7:30AM - 5:30PM; Fridays 8:00AM - 3:00PM. There are some evening hours during the academic term; see website for specific dates and times. Students are advised to pay attention to the university holiday schedule as the Registrar's office may be closed during those times.

Registrar Contact Information

Office of the Registrar
1310 Club Drive
Vallejo, CA 94592

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Registrar Location: 690 Walnut Avenue Suite 200
 Telephone number: (707) 638-5984
 Fax number: (707) 638-5267
 Email: tucaregistrar@tu.edu

Academic Record Privacy/FERPA

As noted above, the Registrar is responsible for maintaining the official student academic records. Any questions and/or requests regarding student academic records should be made in writing and addressed to the Office of the Registrar. The Registrar staff complies with the Family Educational Rights and Privacy Act (FERPA). FERPA provides for students' right to be informed about where student academic records are located, to review personal academic records, to request corrections, to grieve alleged violations of privacy, to consent to disclosures of personally identifiable information and to file complaints with the U.S. Department of Education. Touro University has designated student names, email address, term of attendance, major fields of study and certificates earned as public directory information. This means that this information about students will be shared with the Touro University California community and the public unless the student requests a privacy hold be placed on their records.

Matriculation and Registration Process

Students are enrolled in a variety of ways depending on their discipline and year. The following chart defines what type(s) of registration are utilized for each group. Block registration means that registrar's office enrolls the students as directed by the department. Flexible, or Self-Registration means the students must enroll themselves.

Block	Flexible or Self Registration
COM	GSOE
NURS	MPH
COP 1st and 2nd year	COP, 3rd and 4th year
MS-COM	
MS-COP	
PA	PA

All students are required to register and/or check the accuracy of their registration online via TouroOne by their specified academic program registration deadline. Students are encouraged to be active in their review of their TouroOne accounts to view registration, student account and other critical administrative information related to student academic records. Please see the college calendar posted on the registrar website for current registration and other important deadlines. Failure to register by the deadline posted will exclude the student from attending classes. Students who register late will be charged a late registration penalty. Full tuition and fees and any prior debts must be paid in full on or before registration day each academic term. Students who fail to register during a semester, or whose efforts to register fail to conform with university and academic program regulations, may not at the end of such semester receive credit for courses or parts of courses completed.

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Students registering for electives must complete a paper registration form with required instructor(s) signature(s) and approval of the Bursar prior to processing. See catalog section on adding classes for more detail on this process.

The university has both semester and trimester terms and students may begin their didactic portion of their degree during one type of academic calendar term and switch to the other term basis mid-way through their academic program. In general, there are three registration sessions, fall, spring and summer. Matriculation and promotion are subject to satisfactory completion of all academic requirements and payment of all outstanding debts to the university. For new students the following items are required (see catalog section *Additional Admission Requirements* for details):

- a physical exam,
- immunizations as outlined on the physical examination form,
- proof of health insurance and documentation that the insurance meets or exceeds the requirements to be granted a waiver.

Attendance during orientation is mandatory for new students. For subsequent sessions/years students receive registration forms from the Registrar approximately 2-3 weeks prior to the beginning of the new Academic year.

Late Registration

A student registering after classes have begun, must obtain the written permission of the Dean of the School in which the student is enrolled. Permission of the instructor in each course is also required in all such cases. A late registration fee of \$50.00 will be assessed against all late registrants.

Continuous Enrollment

Students must register for a minimum of 3 credit hours each semester to maintain active student status. Students with fewer than six graduate units may not be eligible for Financial Aid, but are considered an active student. Students who are progressing in the completion of their thesis or dissertation are required to register for a continuation course each semester until the thesis or dissertation is completed and is given final approval. Students who do not register as required may and for whom more than 365 days have elapsed since the date of last attendance may be administratively separated from the university and would then be required to reapply for admission should they wish to continue. Exceptions to this would be a request for a leave of absence. Leave of absences are made only with the approval of the academic program and university registrar; see Leave of Absence section of this catalog for a more complete explanation.

Enrollment Status

Graduate and profession students Programs

Full-time	9 credits
Half-time	6 credits

Note: students enrolled for less than 6 credits at any time are not eligible for financial aid

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Enrollment Verifications

Student enrollment verifications for insurance and other purposes are available through the registrar's office. Students may request verification of current and past enrollment status and/or, completion of the conferred degree at Touro University California. The letter of verification includes the following information:

- College/Academic Program
- Date of original matriculation
- Enrollment Status (Full-time vs. Part-Time)
- Expected/Actual Graduation Date

To request an enrollment verification letter, students must complete a verification request form. The form may be faxed to 707 638-5267 or emailed to tucaregistrar@tu.edu. Forms are available online at <http://studentservices.tu.edu/registrar/forms.html>

National Student Clearinghouse

The Registrar reports the current enrollment status of students on a monthly basis to the National Student Clearing House. A student enrollment is defined as follows:

- Currently enrolled full time (F) = enrolled in 9 or more units
- Currently enrolled half time (H) = enrolled in 6 or more units but less than 9 units
- Currently enrolled less than half time (LH) = enrolled in fewer than 6 units
- Withdrew (W)
- Dismissed (A)
- On a leave of absence (LOA)
- Graduated (G)
- Deceased (D)

The Department of Education and various lenders of student loans, utilize the NSCH for verification of student's status. If a student is reported as less than halftime, withdrawn on leave of absence or graduate their student financial aid loan grace period will begin in six months. See Financial Aid for more information on grace periods.

CHANGES IN ENROLLMENT ADDING/DROPPING/REPEATING CLASSES

Changes in enrollment are controlled by deadlines specific to each discipline and class year. Look to the registrars page (<http://studentservices.tu.edu/registrar/calendar.html>) for your specific dates and become familiar with the following deadlines:

Start of Registration-this is the date that students can access their record for a specific term to begin to add/drop. In the case of students who are block registered, this is the first date that they can actually see the enrollments entered by the registrars office

End of Registration - this is actually a suggested date by which time students have finalized their term schedule. Please note that adding and dropping course may impact a student's financial aid and their

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tuition and fee charges. Having your registration finalized by this time assists in your processing of financial aid or VA benefits.

The Last day to add/drop is an important deadline by which time any and all additions to your enrollment should have been complete. Dropping is still allowed after this date but will result in a “W” grade appearing on your transcript.

The last day to drop with a “w” is an equally important deadline in that drops after this time will result in the actual earned grade for the class being posted on the transcript.

Students can drop classes according to these dates BUT cannot drop all classes. If the student wishes to drop all classes, withdrawing from the University entirely, they must seek assistance through the Registrars or program coordinator. Such action may require a leave of absence request.

Repeating Classes

Repeating a course or a term of coursework is only done with specific permission of the academic program and direction to the student. When a student repeats a TUC course, the original grade will remain on the transcript but not be included in the computation of the grade point average. The repeated course grade will also appear and it will be computed into the final GPA. Rarely if ever a course may be repeated more than once, in that case then only the most recent course grade will be used when computing the grade point average. The repeat grade(s) must be on the same grading scale as the original grade. All grades will remain on the student’s transcript with suitable notation to ensure an accurate academic record. Credit will be allowed only once for successful completion of the course. There may be special tuition rates that will apply to repeated course work or a repeated term of classes and students must confer with the Bursar staff to review their particular circumstances.

Remediation

In the event of a failed course(s), every effort will be made to give students an opportunity to demonstrate competency in each area of the academic program. However, remediation is to be regarded as a privilege which must be earned by a student through active participation in the educational program as demonstrated by regular attendance, individual initiative and utilization of resources available to him/her. Decisions regarding remediation by the Student Promotion or Academic Standards Committee will be made on an individual basis after considering all pertinent circumstances in each case.

Students who do not meet the standards specified for satisfactory academic progress may be given an opportunity to correct their deficiencies in the form of an academic remediation plan as recommended by the Student Promotion or Academic Standards Committee and Program Director or appropriate Associate Dean. The committees make recommendations; final decisions regarding a student’s academic progress will be made by written notification to the student by the academic program dean or designee.

Remediation is an earned opportunity for a student to rectify unsuccessful completion of course work. An example of a remediation might be the following: In the COM, the student achieves a grade of 70% or more in the course, but fails one or more subdiscipline(s). When the student successfully remediates, the U/P score will replace the U score in the failed subdiscipline(s) and the original course weighted average grade is the course grade. Example two: if the same student in the same college receives a “U” course grade, and is allowed to remediate, upon successful completion “U/P” scores will be placed in the successfully remediated subdiscipline(s) and the “U/P” will be the course grade. In this case, the course

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grade “U/P” will be calculated at 70% for the GPA. In order to earn the U/P grade, the remediation has to be completed prior to promotion to the next term.

Elective Courses

An elective course is an institutionally approved series of instructional sessions that are developed outside of the required curriculum and offered by college faculty to currently enrolled students in addition to prescribed courses. Students officially registered in elective courses receive credit commensurate with contact hours, which is included on the student’s permanent record. Student performance is evaluated on a pass/fail basis. Students interested in registering for an elective course should first contact the appropriate academic department offering the course. Procedures for registering for elective courses can be obtained from the Registrar office staff.

Audited Courses

Students who are matriculated in an academic program and would like or are recommended to audit a course(s) (including lectures, labs or other course related activities) must make prior arrangements with the course coordinator and/or academic program administrator. The ability to participate in exams or other assessment activities is at the discretion of the course instructor and is not guaranteed. Certain lecture and lab activities might be designated as not available to unregistered students, and the student may be asked to cease attending the course, at the discretion of the course coordinator. The course coordinator may ask the student to leave from the course for nonattendance or when the presence of unregistered students may disrupt the space or flow of classes and related activities for registered students.

An audited course is defined as the participation of a student in a course for which the student receives no credit or grade. Students interested in auditing a course should first contact the appropriate academic program offering the course. Auditing a course does not qualify the student for federal financial aid.

Time Limit for Completion of Degree

In general the programs adhere to the Department of Education (DOE) timelines which require degree completion within a 150% timeframe from matriculation to degree completion. See specific Academic Program Student Handbooks for detailed information.

Class Attendance Requirements

Students must be currently registered in courses in order to attend classes. A student may not participate as official student representative of Touro University California or attend classes unless they are officially registered for classes. All instructors/professors are responsible for monitoring student’s attendance and reporting all absences to the appropriate Program Director or Dean and the Registrar office staff.

It is expected that students will attend all lectures in the required curriculum, laboratory activities, clinical rotations, elective, and audited courses. Colleges, departments and/or individual courses may establish more specific attendance requirements. Students who must miss laboratory or clerkship sessions should notify the instructor or preceptor as soon as possible prior to the session to allow for any necessary accommodations. Failure to attend elective or audited courses and/or laboratories may result in the removal of the elective credit or audit from the student’s record. Absence from any instructional session for any reason does not relieve the student from responsibility for covered material. Chronic unexcused absences may be viewed as violations of the Code of Responsibilities and Rights of the Students,

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Appendix C. In the case of an excused absence, illness or extenuating circumstance, see the appropriate academic program Student Handbook for specific requirements regarding exam make-up.

For students who do not maintain continuous enrollment or have not attempted to register for a class in the current term, the program will contact/communicate with the student within the first month of the beginning of the semester to determine student status and report that student status to the Registrar.

Transcripts

An official TUC transcript may be ordered by students and alumni electronically through a service called parchment; the link to this service is found on the Registrar's webpage (<http://studentservices.tu.edu/registrar/index.html>). There is a \$10.00 fee for each official transcript requested. The transcript is official only when it bears the signature of the Registrar and the seal of the university. Official transcript requests are normally processed within 7-10 business days. Processing time may take longer during peak periods such as near the time of graduation audits and clinical application periods; students are encouraged to allow for adequate time frame for delivery of official transcripts. Students should check with the registrar staff if they have specific needs.

Transcripts may be withheld from students who are delinquent in their financial obligations to the university, or any of its affiliated hospitals or clinics. If the university has knowledge that a student or graduate is in default on any federal, state, outside agency institutional loan or service obligation, the university will withhold all official transcripts, verification of training, and letters of recommendations.

Unofficial copies of student transcripts are available electronically through the TouroOne System. Students need to have their student ID number and password to access their TouroOne account.

Name Change

The university utilizes only the student legal name on official student records and will only adjust its records appropriately if a student legally changes his/her name. A student who has a legal change of name must submit, to the Registrar, a completed Request for Changes to Personal Information form and the legal documents (court order, marriage license, etc.) related to the change. All permanent records are changed to conform to the student's legal name.

Permanent, Local Address, Emergency Contact Information

The Registrar maintains the official permanent address for all enrolled students of Touro University California. Each student has the responsibility to provide the Registrar staff with a permanent mailing address, local mailing address, emergency contact information, personal email address, and telephone number. Students also are expected to furnish the Registrar with their local address and telephone number. Students are required to notify the Registrar staff of any change of address, email address, and/or telephone number within five (5) business days of the change. Complete and submit a contact information update form to the Registrar staff. The form can be downloaded from <http://studentservices.tu.edu/registrar/forms.html>. All official university communication with the student is done through the student's tu.edu email. The registrar staff will only email official registration or other compliance related email to the students' tu.edu address.

LEAVE OF ABSENCES

Approved Leave of Absence (LOA)

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A Leave Of Absence (LOA) is defined as when a student is officially separated from the institution for a short, defined period of time of more than a semester, but not to exceed a year.

An approved LOA means that the student enrollment will end and will not earn credit for the term therefore the student is no longer eligible for Financial Aid for the time period the student is on leave.

A student may initiate a request for a LOA for a health or other personal issue or may be asked to take a LOA by their academic program through the appropriate professional standing committee.

Regardless of whether the LOA request is self-initiated or the student is asked to initiate a LOA by the academic program, a student must submit a completed LOA request petition to the university registrar staff in order to be considered on an approved separation from the university. The student may petition for a LOA prior to the first day of the next term, or within a term; however, the student must complete the LOA request petition prior to the final week of classes or prior to the final exams for the current term. LOAs are not retroactively approved for a prior term.

The student must follow these steps:

The student must obtain and complete a Leave of Absence Request Form. This can be obtained from the Registrar's office or on the web at: <http://studentservices.tu.edu/registrar/forms.html>.

A student must meet with the Academic Dean or designee (Associate Dean or Director of the Program or Promotions Committee) to discuss the reason(s) for the requested leave and the possible effects on his/her academic program progress.

Once the student has discussed the leave request with her or his academic program administration, and received a signed approval from the academic program, the student must obtain all required signatures from administrative officials in Student Affairs. A student requesting a LOA must consult with Financial Aid and Bursar office staff members about potential impacts on their current and future financial aid and student account status. Students are encouraged to meet in person or at least have a telephone conversation with these departments as their student financial aid and student tuition payments and student account debts are impacted by a LOA. The Registrar staff will review all of the LOA paperwork and send official notification to the student and to the academic program indicating that the official leave of absence process has been completed and whether or not the LOA was officially approved or denied.

The official start date of the LOA will be the effective date listed on the LOA petition, as long as the date is within the term guidelines. Once the registrar staff receive a completed LOA petition, they will note on the student academic record the date of the approved LOA. Any tuition charges or refunds will be done in accordance with the TUC withdrawal policy. For the purposes of financial aid, a student requesting a LOA is reported to the federal aid program as a withdrawn student. The six month grace period on the student loans will begin as of the LOA effective date. When returning from the LOA, the student will be reported to the federal aid program as enrolled and any student loans will return to a deferred in-school status.

While on an approved leave, the student must notify the appropriate academic program administrator **and** the registrar's office staff of any changes in the conditions of the LOA as agreed upon by the petition process. Students who have an academic plan during their leave must adhere to that academic plan. While on LOA students are not covered by TUC health insurance or medical liability insurance and

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may no longer be able to access TUC resources or services unless approved by their academic program. Additionally, if the student needs to extend the leave, it is the student's responsibility to make that request to the academic program administrator **and** the registrar's staff prior to acting upon the requested changes.

Approved LOA for Students on Clinical Rotations

Students on clinical rotations are expected to abide by all program requirements for attendance and communication with their programs. If a student enrolled for clinical rotations must apply for a LOA, they must do so according to the above stated procedures.

COM students who have completed the didactic portion of the program and who do not pass the COMLEX 1 by the September 1 deadline must apply for a LOA. Students not enrolled in a minimum of 6 graduate credit units for the term, while preparing for the COMLEX, are not entitled to or eligible for financial aid.

Third year COP students who are about to begin clinical rotations and did not pass all requirements, may be required to remediate in the summer by taking an exam or other academic work. Students not enrolled in a minimum of 6 graduate credit units for the term are not entitled to or eligible for financial aid.

Dual Enrollment LOA

DO/PharmD students who are also enrolled in the MPH program are considered dual enrolled students. If a dual enrolled student is approved for a LOA from the COM or COP program, they may choose to continue to enroll in the MPH program with written permission and approval from the MPH program director or Dean and their representative COM/COP Dean or designee.

Required Petition to Return From LOA

To return to classes, the student on an official LOA must communicate in writing with the academic program and the registrar office their intent to return from the LOA a minimum of six weeks prior to the expiration of the LOA. Students *must* submit a completed petition to return to class and initiate contact with their academic program administrators and any pertinent Student Affairs staff to make any needed plans for their re-entry into the program. Failure to do so may result in an administrative withdrawal from the program and the university.

Once approved to return to the university, academic program administrators will reinstate the student as closely as possible to the previous point of progress in the didactic or clinical experience. The point of entry into an academic program and the order of clinical rotations for the clinical student will be determined by the academic program administrator.

Tuition charges for a student restarting classes or for subsequent academic semesters will be set at the tuition rates and policies at the time the student returns. The academic program administrators will make every effort to facilitate the re-entry of the student into their programs, but there are no guarantees of class or clinical placements.

Unapproved LOA

A student who leaves the university prior to program completion without completing the official LOA administrative process may not enroll in future terms without petitioning the program. Students who have been absent from their academic program without official approval for one or more semesters may



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be required to reapply for admission (see Admissions section of catalog). Students who may complete a term and then not re-enroll for the next term and do not complete the academic program are considered as being on an unapproved LOA. Students who leave the university without an approved LOA may be administratively withdrawn and/or dismissed by the program according to the academic program procedures and university policy; and this time away will count towards the academic program statute of time limitation for degree completion. Students who have an extended unapproved absence from the university will be required to re-apply for program admission through the normal admissions processes.

Maternity Leave of Absence

Enrolled students who become pregnant may request a maternity leave of absence. The amount of leave time granted depends largely on the personal needs of the student and the timing of the birth within an academic program. Prior to officially requesting a leave, pregnant students should contact the Associate Dean of Student Affairs to discuss how a leave will affect their progress in the academic program and to review available options. A mutual decision should be reached after careful consideration is given to personal and professional circumstances. Students returning from Maternity Leave must provide a medical release from their provider as well as the Petition to Return to Classes Form.

Medical Leave of Absence

In the event that a student must take a Leave of Absence as the result of illness or injury, the same procedures listed above will be followed whenever possible. Special accommodation will be made to initiate a Medical Leave of Absence when circumstances necessitate. In general, Medical Leave of absence may not be longer than one academic year. Longer Medical Leave may require additional consideration by the Dean or Director of the student's program. Upon return from a Medical Leave the student must provide a medical release from his/her treating physician in addition to the Petition to Return to Classes Form.

Military Leave of Absence

TUC is committed to supporting students called to active military duty. Students called to such duty will be considered on military leave of absence. Students called to active duty should immediately notify the Registrar and provide all pertinent call-up papers.

Students returning to Touro University from active duty will be eligible for reinstatement as full-time Touro University students once they have notified the Registrar and have supplied any pertinent military papers requested by the university.

Students with less than two-thirds of assignments/exams completed in didactic courses will be encouraged to re-start the courses once they return depending on length of leave. Programs, however, will have the prerogative to make special arrangements. Pre-clinical students with less than two-thirds of assignments/exams completed will be encouraged to re-start the courses once they return. Academic programs have the prerogative to determine special arrangements.

Clinical students returning to TUC will be reinstated as closely as possible to the previous point of progress in the clinical experience. The point of entry and order of clinical rotations for the clinical student will be determined by the academic program. No additional tuition will be due from students for the resumption of any "incompletes" for work that they started before leaving for active military duty.

Tuition charges for students restarting classes and for subsequent academic semesters will be set at the

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tuition rates in effect at the time the student returns from military duty. The academic program will facilitate the re-entry of students into their programs as close as possible to the point at which they were called to active military duty. **Class Rank**

Class rankings are usually provided to currently enrolled students in applicable programs and may be requested from the Registrar either in person or in writing. Class ranking is determined on the basis of the cumulative-weighted average of percentages earned from all completed required courses. Individual course grades are weighted in the formulation relative to course credit hours. Credit hours earned from courses evaluated on a pass/fail basis, including elective courses, are not used in the determination of cumulative-weighted grade point average. Class ranking is calculated once a year at the end of June after the annual commencement ceremony. Class ranking is available upon request from the Registrar.

Honors

University honors are awarded to degree candidates in recognition of their academic achievement. The honors distinction is based on the degree candidate's cumulative grade point average (GPA) which is 3.75 or greater.

For a student to be listed as having honors in the commencement program, the requirements must be met with the cumulative GPA the semester BEFORE graduation. While the number of credit hours earned during the graduation term does not affect the determination of graduation honors for recognition at the commencement ceremony, quality points earned during the graduation term are considered in calculating the final GPA which determines graduation honors.

Please note that candidacy for university honors does not guarantee that honors will be awarded when the degree is conferred. Conversely, a student who did not meet the honors criteria when the graduation audit and evaluation was conducted may still be awarded university honors if the criteria are met when the degree is later conferred.

Graduation

Students must complete all of the requirements of the major, program and the university to be eligible for conferral of the degree. Students must complete all courses required for the major and achieve a minimum of 2.0 GPA; some academic programs require a higher minimum GPA. Students are referred to their academic program student handbook for this information.

To be eligible for graduation, students must apply for graduation by submitting the application directly to the Registrar, by the posted application deadline on the university calendar. The university holds one commencement ceremony a year usually at the end of the spring semester. Degree conferral will appear on graduate transcripts according to the academic calendar dates established annually by the Registrar.

Graduation Requirements

Students must submit a formal graduation application by the due dates as indicated on the Registrar calendar posted. A degree audit of the student's academic progress is conducted only after the receipt of the graduation application. Students must complete all requirements as stipulated by their academic program.

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Summary of General Graduation Requirements and Steps

To become eligible for graduation from the university, a candidate must:

- Satisfactorily complete a curriculum in the academic program in which he/she is enrolled, including any special requirements established by the academic program and approved by the Academic Standards and Curriculum Committee.
- Achieve a cumulative grade point average of 2.00 or “C” average. /GSOE 3.00 or “B” average
- Submit to the program’s Academic Advising Coordinator an application to become a candidate for graduation. The application consists of a form certifying that all requirements except courses in progress have been met.
- Satisfy all past and current financial obligations to the university.
- Participate in the commencement exercise of his/her graduating class unless excused in writing by the Dean or Program Director of the college
- Complete exit interview with Financial Aid staff.

Release of Diplomas

Students who have met all graduation requirements as determined by an audit of their student records will have diplomas sent to the permanent address on file with the Registrar within two to four weeks of graduation. Diplomas will not be released until the Registrar confirms that the graduate has met all academic requirements and that the Bursar confirms that the graduate has paid all tuition, fees and fines. Additionally, if the graduate has participated in federal financial aid programs, the graduate is required by federal regulations to complete some form of exit interview and/or online workshop prior to separation from the university.

Withdrawal Procedures

The decision to withdraw from the university is a serious matter. A student who withdraws from their academic program is also considered to be withdrawn from the university. As such, if the withdrawn student decides at some later date to reenter the program, he/she must reapply for admission and, if accepted, will assume the status of a new student. The student must request approval from the program head, in writing, of the decision to voluntarily withdraw and voluntarily relinquish his/her position in the program. If the request is approved, an official withdrawal form is obtained from the Registrar. The student must complete the official withdrawal form, obtain all required signatures, and return the form to the Registrar within 10 days of completion.

The withdrawal process includes the clearing of all financial obligations to Touro University, completion of all administrative procedures, and completion of an exit interview with the academic program, and/or the College Dean. If the withdrawal is granted, the student receives one of the following grades for current classes: W (withdrew) or WU (withdrew unsatisfactory). “W” is defined as withdrawal in good academic standing. “WU” is defined as withdrawal not in good academic standing.

Students contemplating withdrawal are advised to discuss this issue with their faculty advisor. Students considering withdrawal are subject to the policies governing withdrawal from the university. Students should be aware that withdrawal from a course may result in a significant extension of the student’s professional program. Before withdrawing, students should discuss the issue with their faculty advisor, Program Director, or Associate Dean, and the College Dean.

Withdrawals must be completed prior to the start of the next term or within a term and cannot be

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retroactive. If a student is not registered and/or not attending classes in the current semester, and he or she has not contacted the program to declare their intentions to continue with the program within two weeks of the start of classes for the current semester, then the program will notify the Office of the Registrar and the Registrar will send a certified notification to the student that they will be administratively withdrawn from the program and university with an effective date. Students will not be allowed to resume the program after missing the first two weeks of classes, unless there are any extenuating circumstances or excused absence. Students assume responsibility for any financial and academic consequences ensuing from being administratively withdrawn from the program.

Dual Enrollment/Joint Program Withdrawal

If the student is officially enrolled simultaneously in two academic programs (dual enrollment), the student who may no longer be eligible to continue in one program and who is withdrawn may opt to seek official approval to continue as a non-dual degree seeking student in the second academic program. For example, if a dual enrolled COM/MPH or COP/MPH student is no longer enrolled as a COM or COP student, they may petition the MPH program to complete the MPH degree. The permission to continue in the second degree program is not assumed. Students must seek official approval to continue in the second degree program.

Please note that this process is especially critical to students who are enrolled in the joint MSPAS/MPH program. In all cases, students who have been admitted into more than one degree program or into the MSPAS/MPH joint program and seek to withdraw from one of the programs, must seek official approval to continue in only one of the remaining degree programs.

SUSPENSION AND EXPULSION

Suspension

A suspension is for a defined period of time during which the student is temporarily separated from the university due to academic and/or conduct issues. Suspension status means that the student is not due the normal privileges of being a student in good standing. During this period of temporary loss of student status, the student is separated from university premises and all university sponsored/affiliated events and activities for a designated period of time. The duration of the suspension is under the purview of the academic program and/or the Provost or designee. Upon termination of the suspension period, the student is eligible to petition to resume with his/her course of study. A student who has been suspended must complete the TUC Leave of Absence Form.

Expulsion

The sanction of expulsion represents the most severe response by the university to violations of the student code of responsibilities and rights. This sanction is a permanent separation of the student from the university prior to degree completion and conferral. A student who is expelled will not be eligible to receive an academic degree from Touro University California at any time. The university may withhold the awarding of a degree pending the outcome of the student discipline process for a violation of the Student Code of Responsibilities & Rights that does, or would have the potential to, result in the sanction of Expulsion.

A student who is expelled is prohibited from all university premises, and from attending university sponsored/affiliated events and activities. The sanction of Expulsion is noted on the student's academic transcript. Expulsion is a determination by the university that the student has demonstrated by his/

Academic Regulations & Policies

her conduct and/or academic performance that he/she is unqualified to continue as a member of the university community.

CREDIT HOURS

Touro University California generally follows the Carnegie unit formula for defining and assigning semester credit units. Specifically, fifty minutes to one hour of instructional contact in lecture, or two hours of laboratory instructional contact, per week equals one credit hour each. Semester hours translated into contact hours are calculated based on 15 weeks per semester:

Given that the Carnegie unit does not account for hybrid courses and distance learning instructional methods, nor with some of the learning activities associated with the number of hours of laboratory or practice session or clinical rotation, the course unit calculation does vary by college. The traditional formulae noted below are modified dependent upon the course.

1 contact hour x 15 weeks = 15 contact hours = 1 unit of credit

2 contact hours x 15 weeks = 30 contact hours=2 units of credit

3 contact hours x 15 weeks = 45 contact hours= 3 units of credit

And for clinical rotations, 1 week of assignment = 1.5 units of credit

Each College has a curriculum development and review process that includes at least an annual review of the credit value assigned to each course. The College Dean or designee communicates any credit hour changes to the Registrar office using the Course Schedule Update Form required of each program prior to student registration.

GRADES

The university uses a percentage based grading system for all course work. See chart below for how the percentages are translated into points and letter grade equivalents. The grade point average (GPA) is only used for determination of class rank.

Final grades are due from the instructor and entered into the university student information system within fourteen (14) calendar days of the last official day of the semester of the school or program or seven (7) calendar days following a final exam.

Grade System

GRADES FROM SUMMER 2005 FORWARD

Grade	Point	Letter Grade Equivalent
97-100%	3.85-4.00	A+
93-96%	3.65-3.80	A

Academic Regulations & Policies

Grade	Point	Letter Grade Equivalent
90-92%	3.50-3.60	A-
87-89%	3.35-3.45	B+
83-86%	3.15-3.30	B
80-82%	3.00-3.10	B-
77-79%	2.70-2.90	C-
73-76%	2.30-2.60	C
70-72%	2.00-2.20	C-
69% or below	0.00	F

UP Unsatisfactory/Remediation Passes - equivalent to a grade of 70%

*The "U" grade is permanent on the student transcript and cannot be replaced with another grade mark. When the course is successfully repeated, the new grade earned will be used in the GPA calculation and the "U" grade earned in the previous course will not be used in the GPA calculation though it remains on the transcript.

OTHER GRADE SYMBOLS

Counted in units earned but not calculated in GPA:	
P	Pass
P*	Pass with Honors
CR	Credit
SP	Satisfactory Progress
Grades with no credits but counted in GPA calculation:	
WU	Withdrawal not in good standing
U	Unsatisfactory
Grades counted as attempted and no credit awarded:	
IP	Course in Progress
INC	Incomplete course
W	Withdrawl in good standing

Academic Regulations & Policies

Definition of Grades:

Satisfactory “(A, B, C)”

A 70% or above is considered a satisfactory grade. The various programs / colleges may have defined 3.0 or higher cumulative GPA to receive their degree.

Unsatisfactory “(U)”

Less than 70% is considered an unsatisfactory grade.

Unsatisfactory with remediation “(U/P)”

After an unsatisfactory performance has been successfully remediated, a “(U/P)” will replace the “(U)” on the transcript.

Incomplete “(INC)”

An “INC” grade is intended to be an interim course mark. It is to be used only if a student has satisfactorily (hereby defined as a 70% average or better) completed at least 75% of the course requirements, and there is an excusable and acceptable reason for the student not having completed all requirements prior to grade reporting time. With the awarding of the grade “INC” the instructor must include information (on the Grade Reporting Form) as to the specific requirements the student must meet in order to convert the “INC” into a permanent grade.

Students may obtain credit for courses in which their marks are “Incomplete” only by completing the work of the course in a satisfactory manner. The incomplete grade must be converted into a grade within one year of the date the “INC” is originally awarded or the end of the next term that course is offered. If this is not done, the INC grade in the course automatically and permanently becomes a failure (“U”). The grade of “INC” - Incomplete - shall be neutral in the calculation of the grade point average; however, an incomplete grade may have an impact of the student’s ability to receive future financial aid.

SPECIAL NOTE: All incomplete grades for graduating seniors must be removed by October 1 for December graduates, April 1 for May or June graduates.

The GSOE has the following additional guidelines around Incomplete (INC) grades:

An incomplete grade (“INC”) indicates that a student was unable to finish all required work for issuance of a letter grade. It is a temporary grade which may be given at the instructor’s discretion only when illness, unavoidable absence, or other reasons beyond the control of the student prevented completion of a small portion of course requirements by the end of the academic term.

GSOE Instructor Responsibilities

- Incompletes may only be given if the student has regularly attended class and submitted passing class work. An incomplete does not change any point deductions for late assignments, for being late to class, or for missing classes.

Academic Regulations & Policies

- An incomplete may not be assigned in order to give a student a chance to do more work to improve a grade or because a student did not complete assignments by the last course session.
- Students who are unable to complete a course and who do not meet these circumstances should be advised to withdraw from the course.
- When completing the incomplete form: a) the deadline for completion of missing work must be specified at the time of original submission of the incomplete grade form, and b) a comprehensive list of remaining work to be completed must be listed on the incomplete form.
- Replacement of an incomplete will be under the direction of the instructor.

GSOE Student Responsibilities

- After course instructor consultation and approval, it is the student's responsibility to complete an "Incomplete Grade Form" request before the last class session of the course and turn this form into staff at the Graduate School of Education.
- It is the student's responsibility to meet all timelines for completing course requirements as stated on the "Incomplete Grade Form." No extension will be granted for more than a full calendar year from the date of the incomplete.
- Students who do not contact the course instructor regarding completion of course requirements are subject to a "U" grade. If the required work is not completed within the specified time, the (I) will be automatically converted to an unsatisfactory grade ("U" which is a grade equivalent of an "F")
- Students who are unable to complete a course and who do not meet these circumstances should consider withdrawing from the course.

Withdrawal "(W)"

A withdrawal indicates that a student has withdrawn from a course in good academic standing.

Withdrawal Unsatisfactory "(W/U)"

A withdrawal unsatisfactory indicates that a student has withdrawn from a course not in good academic standing.

Changing of Grades

All course grades (except "INC" grades) are intended to be final and permanent. It is expected that faculty will arrive at and report final grades as accurately and precisely as the nature of the evaluation of student achievement and the grading system will permit.

It is considered the faculty's direct and professional responsibility to insure that grades are fair and reported correctly the first time. Except for entering a grade for an expired INC, or noting a Withdrawal, the registrar's staff will only change a grade that was submitted in error and if they have the appropriate documentation of that error.

If an error occurs in the calculation or recording of a grade, the faculty of record will initiate the Change of Grade Form, which must include:

Academic Regulations & Policies

- The student's name, student ID number, course designation by title, course number, semester, and change desired
- An explanation identifying the person who made the error and explaining the nature of the error
- An explanation of how the new grade was computed

The *Change of Grade Form* must be endorsed by the department program director and/or the dean, and then must be forwarded to the Registrar for final approval and electronic notation of grade earned. The *Change of Grade Form* cannot be used to add a class after the end of the term.

Note: Requests for "INC" grade changes must be made by faculty members directly to the Registrar staff on the official forms provided for that purpose.

Grade Appeal Process

Once final grades have been submitted, a failing course grade may be changed only by the course faculty. The grade appeals process varies according to a student's academic program. Students must see their academic program handbook for details. Decision of the course faculty will be communicated to the Registrar in writing within two instructional days of when the appeal was approved.

Academic Progress and Disciplinary Actions

Students must meet the minimum standards and requirements set by the institution in order to remain in good academic standing. Students will be placed on academic probation if they receive a grade of unsatisfactory in any course or clerkship, fail to successfully complete licensure boards and/or fail to meet the minimal cumulative weighted academic requirements. A student will be removed from academic probation only after successfully remediating the course or clerkship, achieving the minimal cumulative weighted academic requirements and successfully completing licensure exams. Students who are directed to repeat a year of curriculum for academic reasons remain on academic probation until successful completion of all courses scheduled within that next academic year.

When a student is placed on academic probation, it is noted in the student's academic file and official transcript. Subsequently, when a student has successfully satisfied the requirements of probation, the date of removal from academic probation is noted on the transcript.

When a student is placed on academic probation, the appropriate Associate Dean or Program Director will notify the student in writing, including the reasons for probation. When the terms of academic probation have been satisfied the Program Director or Associate Dean will provide a letter to the student indicating that probation has been rescinded.

A student on academic probation may not serve as an officer of any official university club or organization and may not participate in any organized non-class trip off campus, or represent the university publicly. A student on academic probation may not serve as a representative of the College in the operations of the Admissions Office or on university committees. A student on academic probation may not serve as a representative of the College at off-campus conferences or sponsored events.

Please note that individual programs may have more restrictive criteria for extracurricular participation. Where the programmatic criteria are more restrictive they will be detailed in the program's student handbook. In such cases students will be held to the programmatic standards.

Academic Regulations & Policies

Academic Suspension

A student who has been placed on academic probation and fails to acquire the minimum cumulative GPA based on programmatic and university Satisfactory Academic Progress standards at the end of the two-semester grace period will automatically be suspended. Temporary academic suspension will result in the loss of one semester of matriculation. Academic suspension may be followed by readmission on academic probation.

Academic Standing

Academic Standing is an indication of current progress toward completion of degree program. At the end of each semester, the student's academic progress is calculated. This calculation is based on the proportion of units passed or cumulative number of failures together with the student's Academic Standing at the end of the previous semester.

Academic Standing is determined by two factors:

- Academic Standing at the end of the previous semester, and
- Academic achievement in the current semester.

Academic Standing alerts students and the academic program as early as possible to any problem that may prevent a student graduating in minimum time, or (in more extreme cases) that may prevent graduation at all. With early intervention, the more serious consequences of continued poor performance may be prevented.

All students begin with GOOD academic standing, but continued poor progress can result in a classification of poor academic standing with its own implications for student progress toward completion of the Academic Program.

What is Academic Progress?

Academic progress is defined as a student's progress towards successful completion of the academic requirements of the course in which they are enrolled. What this means in practice is that students will need to pass the units required for them to complete their course, academic program within a reasonable timeframe.

Every semester the university monitors each student's academic progress to ensure that they are making satisfactory progress towards completing their degree. Monitoring academic progress provides the university an opportunity to provide targeted advice, referral or assistance to students who are having difficulties.

What is Unsatisfactory Academic Progress?

Unsatisfactory academic progress is defined as follows:

- Failure of a course
- Failure of required standardized third party exams, e.g. COMLEX
- Falling below the required GPA for the students' academic program

Unsatisfactory Academic Progress also includes failure to progress successfully through the curriculum. The university recommends that students seek assistance early; for example, when/if students are struggling with an assessment or have failed an assignment, standardized third party (e.g. COMLEX) exam, they must contact their Student Promotion Program and or Academic Standards Committee, Adviser, Department Chair or Dean.

Academic Regulations & Policies

Student Promotion/Academic Standards Committees (SPC)S

The SPCs are charged with evaluating, recommending and implementing academic standards and assessing the progress of each student to graduation. Students who attain satisfactory academic and professional progress are promoted to the next academic year, provided all tuition and fees have been paid. The committee(s) will meet to review each student who has failed a course, a clinical clerkship, or licensing boards, fails to meet the overall academic standards, fails to show satisfactory academic progress, fails to meet graduation requirements, or fails to meet professional standards. After a thorough review of student performance the committee recommends an action to the program director, a member of the committee, or the appropriate dean.

The committee may recommend actions including, but not limited to, promotion, dismissal, academic probation, deceleration, or remediation of a course or term of study. The program director, if not a member of the committee, or appropriate dean has the authority to accept or modify their recommendations. Each academic program has specific academic guidelines each student must read and be aware of their academic program SPC processes.

Academic Appeal Process

Following written notification {electronic or certified letter} of a decision for dismissal, a student may appeal the decision. Student has seven working days within which to submit a formal written appeal of the decision to the College Dean or designee. The appeal request must be submitted in writing and delivered to the Office of the Dean within this seven day period. The request should be accompanied by a narrative explaining the basis for the appeal. The narrative should fully explain his/her situation and substantiate the reason(s) for advocating a reversal of the dismissal. All documentation supporting the appeal must also be included and submitted with the appeal. Only the narrative and supporting documentation included in the appeal submission will be considered.

The Dean may grant an appeal only on one of the following grounds:

- Bias of one or more of the members of the Student Promotion/Academic Standards Committee
- New material; documented information not available to the committee at the time of its initial decision
- Procedural error

The Dean or designee may choose any of the following options when considering an appeal to dismiss a student:

- Concur with the recommendation of the Student Promotion/Academic Standards Committee and the decision to dismiss
- Amend the recommendation of the Student Promotion/Academic Standards Committee
- Convene an ad hoc committee consisting of three members to review the recommendation of the Student Promotion Committee. The ad-hoc committee will present their findings to the Dean for consideration.

The decision of the Dean is final and he/she is required to notify the student in writing of the decision. While the appeal is pending, the status of the student is not altered.

STUDENT RECORDS Disclosure and Access to Records

Students who are currently or have been previously enrolled at the institution have the right to inspect and review certain educational records and to withhold from release certain personally identifiable information in accordance with the Federal Family Educational Rights and Privacy Act (FERPA) of 1974.

Academic Regulations & Policies

This policy regarding student access to educational records does not include the right to review such items as confidential letters and statements of recommendation if the student has waived the right to inspect and review those recommendations. The university may designate types of student data as Student Directory Information that can be distributed without prior written permission from the student (see below). Unless otherwise instructed by the student, the university will distribute directory information.

Disclosure of Student Directory Information

The university designates the following personally identifiable items as Student Directory Information: Student name, address, telephone number, email address, date and place of birth, major field of study, dates of attendance, degrees and awards received, most recent previous school attended and photograph. The university may disclose any of those items listed above as public information without prior written consent, unless notified in writing to the contrary by December 31 of each academic year. Other confidential personal information not listed above as Student Directory Information may not be disclosed to third parties without the prior written consent of the student, except under certain circumstances. These exceptions include, but are not limited to, disclosure to institutional officials performing assigned duties related to the educational or accreditation interests of the university, agencies verifying the financial aid status of the student, parties involved in health or safety emergencies related to the student or others, and certain law enforcement, legal or judicial authorities.

Procedure for Disclosure and Access to Student Records

Disclosure and access to a student's educational records may be requested through institutional policy as follows: A student desiring to inspect and review his or her records must submit a written request directly to the person in charge of the desired records (see below). The request will be granted within a reasonable time period, not to exceed 45 days. Inspection of records is made in front of the administrator or designee responsible for maintaining the records.

Academic Records

Student academic records are maintained by the Office of the Registrar and include a summary of all required and elective courses and grades. Students may access and inspect their records by making an appointment with the Registrar's Office.

Admission Records

See Admissions Policies for complete Admissions Record keeping procedures

Disciplinary Records

Disciplinary files are maintained by the Associate Dean of Student Affairs in a confidential, secured area. Contact the Associate Dean or the Dean of Student Affairs for record inspection.

Medical Records and Immunization Record Keeping

Student medical files are maintained separately from the other student health records and files in the Student Health Center (SHC). The SHC keeps student medical records in accordance with standard HIPAA guidelines. Students may contact the Student Health Services Director to inspect their TUC medical and immunization records. The university keeps student immunization documentation on file in the Student Health Center utilizing the E*value system.

See Appendix B for additional FERPA details and information on the Guidelines for Access to and Disclosure of Educational Records Maintained by Touro University California.

Academic Regulations & Policies

Satisfactory Academic Progress

Touro University has established specific guidelines for satisfactory academic progress for students enrolled in each of the academic programs of study. Those specific policies may be found in the program handbooks.

The standards of satisfactory academic progress measure a student's performance in three areas:

1. Cumulative grade point average.
2. Completion rate based on total credit hours completed compared to total credit hours attempted.
3. Maximum time frame for program completion.

Academic progress is reviewed at the end of each semester/trimester. Students who fail to maintain satisfactory academic progress at the conclusion of any semester/trimester may be placed on probation, on suspension, or dismissed. A student's failure to maintain established academic standards of the program may also result in the cancellation of financial aid eligibility.

This satisfactory academic progress policy applies to all semesters/trimesters of enrollment at Touro University, regardless of whether financial aid is awarded.

Satisfactory Progress and Veterans Benefits

Many programs of educational assistance benefits are available to those who have served in the active military, naval or air service and to their dependents. Detailed information on all veterans' benefits can be obtained from offices of the Veterans Administration.

Official copies of ALL academic transcripts reflecting previously earned college credit and military coursework must be submitted to the Office of the Registrar by all students receiving financial assistance from the Department of Veterans Affairs (DVA) for review and verification. Where applicable, based on the decision of the academic program credit will be granted for previous coursework. The DVA will not pay for a matching course previously taken.

The standards of academic progress for students receiving educational benefits through the Veteran's Administration are the same for all students.

Academic Probation

Students must meet the minimum standards and requirements set by the academic program and the university in order to remain in good academic standing. Students will be placed on academic probation if they receive a grade of Unsatisfactory in any course or clerkship, fail to successfully complete licensure boards and/or fail to meet the minimal cumulative weighted academic requirements. A student will be removed from academic probation only after successfully remediating the course or clerkship, achieving the minimal cumulative weighted academic requirements and successfully completing licensure exams. Students who are directed to repeat a year of their curriculum for academic reasons remain on academic probation until successful completion of all courses scheduled within that academic year.

Academic Regulations & Policies

Terms of Probation

When a student is placed on academic probation, it is noted in the student's academic file and official transcript. Subsequently, when a student has successfully satisfied the requirements of probation, the transcript is modified to note the date removed from academic probation, but the academic probation status remains a permanent part of the university held student academic records and is noted in the student's file and transcript.

When a student is placed on academic probation, the appropriate dean or academic program designee notifies the Registrar office staff and the student in writing, including the reasons for probation and any required remediation steps. When the terms of academic probation have been satisfied the dean, or academic program designee will provide a letter to the Registrar and the student indicating that the terms of the probation period have been met and the student is no longer on academic probation.

A student on academic probation may not serve as an officer of any official university club or organization. A student on academic probation may not serve as a representative of the college in the operations of the Admissions office or on university committees. A student on academic probation may not serve as a representative of the college or university at off-campus conferences or sponsored events.



Academic Regulations & Policies



Tuition and Financial Assistance

BURSAR

The function of the Bursar's Office is to manage student accounts and collect tuition and fees from students on behalf of the university. The Bursar's office staff receives and disburses the federal and private loans students are awarded through the financial aid office. The Bursar's staff process refund checks for students who receive funds in excess of their tuition and fees to cover their living expenses while attending the university. Additionally, the Bursar can develop payment plans with students who are having financial difficulty meeting their financial obligations to the university.

Bursar office hours are generally Mondays through Thursdays 7:30AM - 5:30PM and Fridays 8:00AM - 3PM. Students are advised to pay attention to the university holiday schedule as the Registrar's office may be closed during those times.

Bursar Office Contact Information

Touro University California
Office of the Bursar
690 Walnut Avenue
Vallejo, CA 94592

Telephone Number: (707) 638-5253
Fax Number: (707) 638-5852
Email: tuc.bursar@tu.edu

Tuition and Fees

The Bursar is responsible for managing tuition, fees and billing processing for all student accounts. Students are required to maintain a current mailing address with the Registrar to ensure receipt of any correspondent/checks. If a student has a balance on their account an electronic bill will be generated each month and sent to the student's TUC email account. All balances should be paid in full the first Friday of classes to avoid any late charges. The remainder of the semester, statements are available online through TOUROONE account. To access student accounts via TOUROONE, students must log-in to www.touroone.touro.edu. enter your username then password. Click on TouchNet to view student account information.

Refunds

The Bursar is responsible for processing refund checks for students who receive financial aid funds in excess of their tuition and fees. Refunds take approximately 14 business days to process from the time financial aid is posted to the student account. Students will be notified via their tu.edu email when the refund is available.

Any student in overpayment of tuition will typically receive a refund of the funds due them by the manner in which payment was received. Students must affirm in writing their refund choice (by check or have credit applied to last used credit card) prior to the disbursement of funds. Students who have paid their tuition and have Federal Financial Aid loans for living expenses can request to receive a refund in the form of a bank card or check.

Starting in fall 2014, students will have three options to receive their refund either by check, Automated



Tuition and Financial Assistance

Clearing House (ACH) or Touro Money Card (debit card). If students choose the Touro Money card, they can access their account by logging onto moneynetwork.com.

Scholarships

The Bursar's office staff works with the Financial Aid office to process refunds for miscellaneous scholarships and Veterans (VA) Benefits. If students have questions about how these funds are applied to their student accounts, please contact the bursar office staff.

Third Party Access to Student Accounts/Student Privacy

The Bursar's office staff takes the privacy of student records very seriously. If a student would like a third party (i.e. a spouse or parent) to be able to access their student account, the student must sign and return a FERPA release form. Under no exceptions will the Bursar's office staff be allowed to speak with a third party in regards to a student account without written documentation from the student.

Tuition Memos

Each academic year the Bursar's Office staff posts the official tuition memos in Blackboard on the university web-site, under Student Resources/bursar's office. The tuition memos outline the full cost of each program. This information is also found on the Financial Aid webpage under the "cost of attendance tab." If students have any questions regarding the tuition memos, please contact the Bursar's office staff by emailing: tuc.bursar@tu.edu or by telephoning (707) 638-5253.

Tuition and Fee Payment

All payments are made online through TCWeb and QuikPay. TUC accepts VISA, MasterCard, Discover and American Express. Students may pay by check using the e-check option. All tuition and fees are due the first Friday of classes.

Tuition Charges to Students in Special Enrollment Circumstances

Approved Remediation/Deceleration

If the student has already paid full time tuition and is required by the program to remediate/ decelerate and will be enrolled into less than what is considered the regular full time load for the rest of the class cohort for the program, that student *will not* pay the course(s) s/he has already paid for and *will* pay for any additional courses at the new semester tuition charges at the per credit amount for the new enrollment term, plus any current fees or prior charges. All students must pay for student health insurance (or have an approved waiver) and pay for all of the fees associated with being an enrolled student.

Students who have already paid for one full term and then are required to remediate or decelerate their program, do not have an option to carry the FT cohort load and should not be charged double the tuition for the same courses.

Less than full time to qualify for a per unit tuition charge is defined as the student is enrolled in a semester load that is less than what the *current cohort of students* are enrolled in for that term. (Note: This would not apply to the MPH or GSOE program tuition charges as students are already charged per unit when enrolled in those programs.)

Student enrollment status for reporting to the National Student Clearinghouse (NSC) will follow university standards for full and half time students and Financial Aid eligibility enrollment status will be

Tuition and Financial Assistance

determined by SAP standards.

Withdraw Notes

If a student withdraws from the program prior to the full refund date, the student will be fully refunded, AND/OR the loan will be fully returned to the lender, OR the Title IV funds will be returned less what the student has kept. The student remains fully responsible for the funds that were disbursed to them, even if the student did not complete the term, and must repay that loan under their student loan terms. Under this circumstance, the student would pay the full tuition for the next term.



Tuition and Financial Assistance

TUITION

Tuition Payment

All checks and money orders should be made payable to Touro University California. If tuition payments are made through the mail, please address the envelope to the Bursar; see Bursar office contact information for address.

Tuition and Fees

A. College of Osteopathic Medicine

Tuition - Fulltime (each of two semesters)	\$ 25,725
Per Credit - applies to less than full time students not on rotations.....	1,000
Student Health Insurance Plan (SHIP-Monthly Fees).....	403
Supplemental Application Fee	100
Deposit - one-time fee; billed in two payments of \$2,000 and \$1,000 credited to tuition at time of matriculation	3,000
COMLEX Exam Fees	
Second Year students only (Spring)	615-1,285
Third Year students only (Spring)	1,510
1. MS in Medical Health Sciences.....	11,500
Student Health Insurance Plan (SHIP-Monthly Fees).....	403
Deposit - one-time fee; credited to tuition at time of matriculation.....	2,000

B. College of Education and Health Sciences

Physician Assistant Program (MSPAS/MPH)

Tuition - Fulltime Students	
First Year	\$ 15,425
Second Year	15,425
Third Year	15,425
Student Health Insurance Plan (SHIP-Monthly Fees).....	403
Per Credit Charge	
First and Second Year.....	640
Third Year	640
Deposit - one-time fee; credited to tuition at time of matriculation.....	500
Master of Public Health Program	
Tuition - Per Credit.....	\$ 800
Student Health Insurance Plan (SHIP-Monthly Fees).....	403
Deposit - one-time fee; credited to tuition at time of matriculation.....	500
Graduate School of Education	
Tuition - Graduate Per Credit.....	\$ 550
CAL-TPA - Per Assessment	100
School of Nursing	
Per Credit Fee.....	\$ 795
Deposit - one-time fee; credited to tuition at time of matriculation.....	500

C. College of Pharmacy

Tuition and Financial Assistance

Tuition - Fulltime (each of two semesters) 1st & 2nd years.....	\$ 22,050
Tuition - Full Time (per trimester) 3rd*/4th years	14, 700
Per Credit Fee.....	1,100
Student Health Insurance Plan (SHIP-Monthly Fees).....	403
Deposit - one-time fee; billed in two payments of \$2,000 and \$1,000 credited to tuition at time of matriculation	3,000

*3rd year students not enrolled in the summer trimester will be charged the semester price for fall and spring

1. Master of Pharmacy Sciences..... \$ 11,025

D. General Fees - All Programs

Student Health Center Fee - (except GSOE & Nursing) annual	\$ 275
Technology Fee (annual)	100
Supplemental Application Fees COM & COP (one time)	100
Application Fee - All Other Programs (one time).....	75
Late Registration Fee.....	100
Returned Check Fee	40
Transcript Fee - per copy	10

The fees listed are the most accurate available as of this printing and are subject to change. Please contact the Bursar's office at (707) 638-5229 for current information.

Tuition Refund Schedule

A student wishing to withdraw from classes must notify the Registrar by filling out an Add/Drop form. On approved applications, the following refund schedule will apply:

Before the opening of class	100% of tuition and fees (excluding tuition deposit)
During the first week of classes	90% of tuition and fees
During the second week of classes	75% of tuition and fees
During the third week of classes	50% of tuition and fees
During the fourth week of classes	25% of tuition and fees
After the fourth week of classes	No refund

**Withdrawing from All Classes: Summer Semester

Before the opening of classes	100% of tuition and fees (excluding deposit)
During the first week of classes	60% of tuition and fees (excluding deposit)
During the second week of classes.....	20% of tuition and fees
During third week of classes	No refund

*Withdrawing from One or More Classes

Students dropping courses before classes began (Week R), student is not financially liable for this course. If a student dropped one class between week 01 and week 19, the student is financially responsible for this course and no adjustments will be made to their account.

*Please note that as of the summer 2000 semester, new Federal Regulations are in effect when a Title IV funds recipient withdraws from school. Students may obtain a copy of these regulations from the



Tuition and Financial Assistance

Financial Aid Director or on the Financial Aid website. These Federal Regulations will supersede the policy for refunds established by Touro University California.

If the student has not paid full tuition and fees for the term in which the withdrawal takes place, he or she must pay the proportionate amount noted above before leaving the university. The withdrawal date is the date that the Dean of Students receives written notice of withdrawal, i.e., a completed Official Withdrawal Form. In cases of academic dismissal, tuition paid in advance for the term immediately following the dismissal date will be 100% refundable.

FINANCIAL ASSISTANCE

Student Financial Aid

Touro University California participates in financial assistance programs to help students fund their educational goals. TUC financial assistance programs receive funds from federal, state, and private sources, some of which may include: Federal Unsubsidized Stafford Loans, Federal Graduate PLUS Loans, Private Alternative Loans, Armed Forces Health Professions Scholarship Program, Air Force Health Professions Scholarship Program, Navy Health Professions Scholarship Program, Veterans Administration Benefits, and Federal Work-Study Program.

Furthering education is a financial investment in the future. Students need to take the time to fully understand, evaluate, and educate themselves on the financial obligations they are undertaking. Making educated decisions in terms of financing education will help prepare students for other financial matters in life.

The financial aid funds that a student will receive while in attendance at TUC are primarily student loans, some of which are credit based (Federal Graduate PLUS and Private Alternative Loans). In order to maintain as limited indebtedness as possible, TUC encourages students to budget carefully and borrow conservatively as well as investigate private resources for possible grants and scholarships. Private resources include religious organizations, professional associations and other organizations with which students or family members are currently affiliated, as well as scholarship search sites.

Eligibility for financial assistance is determined by means of a federally recognized Needs Analysis System. The Needs Analysis System reviews and evaluates information reported on the Free Application for Federal Student Aid (FAFSA) and determines the amount of personal resources a student may have available to use towards educational expenses. If resources are less than expenses, students are considered to have financial need and may be eligible for need based financial aid funds such as Federal Work-Study. The above is based on the premise that students will submit all required documentation on time to the Financial Aid Director and that there are financial aid funds available at the time the application is reviewed.

The Touro University California financial aid philosophy assumes that all students should be prepared and willing to provide some of the financial resources needed during their enrollment. Students may do this by providing funds to cover their living expenses (rent, food, utilities, and transportation). If necessary, students may apply for credit based Federal Graduate PLUS Loans or Private Alternative Loans to help with living expenses and any remaining tuition and fees due.

Note: For students receiving financial assistance from the Department of Veterans Affairs (DVA), official copies of ALL academic transcripts reflecting previously earned college credit must be submitted to the Registrar for review and verification. Where applicable, based on the decision of the academic program, credit will be granted for previous coursework. The DVA will not pay for a matching course previously taken.

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Financial Aid Office Hours

Financial Aid is generally open Monday through Thursday 7:30AM – 5:30PM; Fridays 8:00AM – 3:00PM. Students and visitors are encouraged to verify availability of extended hours prior to arrival as this schedule may be affected by holidays, illness, vacations or periods when classes are not in session. Financial aid staff has an open door policy. Students wishing to speak with the Financial Aid Director are encouraged to make an appointment or stop by with questions or if they need assistance. Walk-in appointments are accepted as time permits.

Financial Aid Office Contact Information

Touro University California
Financial Aid
1310 Club Drive
Vallejo, CA 94592

Financial Aid Campus Location: Suite 200, 690 Walnut
Telephone Number:..... (707) 638-5280
Fax:..... (707) 638-5262
Email:..... finaid@tu.edu

Financial Aid Website

Further details on the financial aid process can be found on the Financial Aid page of the Touro University California website at: <http://studentservices.tu.edu/financialaid/>

Touro University Financial Aid Handbook, Financial Aid Forms, and Cost of Attendance from each program are posted on the website. Helpful Web Links are available on topics such as Federal Student Loan Borrowing History, Free Credit Reports, Loan Entrance/Exit Counseling, Money Management, and Loan Repayment.

Types of Loans Available

- Unsubsidized Direct Loan, for maximum see web-site for College of Osteopathic Medicine - Interest rate is fixed. Interest starts to accrue when the funds disburse and will continue to accrue for the life of the loan
- Unsubsidized Direct Loan, for maximum See web-site for College of Pharmacy
- All other graduate programs, maximum unsubsidized loan amount is on the Financial Aid web-site
- Graduate Plus Loan up to remaining Cost of Attendance or
- Alternative Private Loans up to remaining Cost of Attendance

The maximum aggregate amounts students can borrow unsubsidized loan program is \$224,000 for College of Osteopathic Medicine and Doctor of Pharmacy. The aggregate for all other graduate programs is \$138,500.



Tuition and Financial Assistance

The loans are disbursed each academic term in equal payments, e.g. one payment for summer, fall and a final payment in spring for each award year. Loan payments are applied first to tuition, then fees and unpaid fines within the award year if a credit balance exists on the student account the Bursar staff issues a refund. If students paid tuition and fees using a credit card prior to Financial Aid disbursement, and do not want their federal financial aid to be applied to their original method of payment, e.g. credit card, then students must request their refund to be made with a check or debit card.

Federal Work-Study Program

The purpose of the Federal Work-Study Program is to stimulate and promote part-time employment for those students with great financial need. Part-time positions available through the Federal Work-Study Program may involve work at the university or in a public or private non-profit organization. Students may work no more than an average of 20 hours per week during fall and spring terms and up to 30 hours per week during the summer term. The Federal Work-Study program is a need based program. Therefore, eligibility should be reviewed and approved by the financial aid office prior to submitting required paperwork.

The current minimum pay rate for Federal Work-Study positions at Touro University range from \$10.50 to \$15.00 per hour and students are paid according to established payroll procedures. The university reserves the right to adjust the pay scale at any time without prior notification. Eligibility for the university Work-Study Program is determined by TUC's Financial Aid Office.

Financial Aid Professional Judgement

The Higher Education Act (HEA) Section 479(a) provides authority for the financial aid administrator to exercise discretion in a number of areas. This authority allows the aid administrator to treat a student individually when the student has special or extenuating circumstances that are not sufficiently addressed by a standard approach or the institutions' verification procedures. Professional judgment is administered on a case-by-case basis, in response to an examination of a student's particular situation. Across the board changes are not permitted, nor may aid administrators substitute data elements for a group of students when the substitution is not necessarily based on special circumstances. The Touro University California the Director of Financial Aid completes the professional judgment with a monthly review by the Executive Director of Financial Aid New York.

Loan Repayment Plan Options

There are limits to the amount of money students may borrow. Please check web-site for annual limits. There are several repayment options. The Direct Lending website, www.studentloans.gov will have a calculator so students are able to determine the method of payment that is right for their personal circumstances.

- **Standard:** repayment plan is a consistent amount over a period of 10 years.
- **Graduated:** repayment plan starts with lower payments, and then increases in increments, usually every two years. This repayment plan is also for 10 years.
- **Income Sensitive:** repayment plan is based on your annual income. As income increases or decreases, so do the payments. The maximum repayment period is 10 years.
- **Extended:** repayment plan is extended up to 25 years. Students will find that the monthly payment is lower than it would be under the standard plan, but students will ultimately pay more interest as it accumulates for a longer repayment period.

Tuition and Financial Assistance

- **Income Contingent:** Monthly payments are based on annual income, family size and total amount of your student loans. Repayment may extend up to 25 years.
- **Income-Based Repayment:** Monthly payment amounts are based on annual income during any period when students have a partial financial hardship. It will be adjusted annually based on reported income and the student may extend the repayment period past the 10 year period.
- **Pay As You Earn:** Monthly payments are based on income and the student must have a financial hardship. A partial financial hardship is when the monthly amount the student would be required to pay on eligible federal student loans under a 10 year Standard Repayment Plan is higher than the monthly amount the student would be required to repay under Pay As You Earn. The payment amount may increase or decrease annually based on income and family size.

Financial Aid Basics

In order to be eligible for financial aid, students must complete the Free Application for Federal Student Aid (FAFSA) found online at www.fafsa.gov. To apply for financial aid, simply follow the steps on the cost of attendance sheet. Both the FAFSA and Entrance Exam must be completed online. To complete the FAFSA, students will need to apply for a PIN number from the Department of Education at www.pin.ed.gov. The Federal school code for Touro University, which is required for completing the FAFSA, is 041426. Students may complete the FAFSA immediately, even before they receive an admission decision however; it is required that students wait until they have filed taxes. In addition to completing the FAFSA, applicants must also complete the entrance counseling at www.studentloans.gov.

All the needed forms can be downloaded directly from the TUC website. Financial aid awards at the beginning of the academic year; however, TUC students may still apply at any point in a term for financial aid next semester.

If students have not already applied for a GRAD PLUS or private alternative loan, which is predominately used for living expenses, please do so as soon as possible so that Financial Aid staff can certify the financial need. Complete the credit approval process at www.studentloans.gov for the grad plus Loan. Make sure to complete the master promissory note and electronically sign the application with the personal PIN number. TUC school code is G41426. Or if students prefer an alternative loan, select a lender that participates in educational loans and apply online at their website.

Once students have completed the application and been approved for financial aid, the funds will disburse to the school electronically. When the funds have arrived at the university the Bursar staff will deduct tuition and fees and issue refunds if a credit exists. Financial Aid checks are issued at the start of each semester. Students must be enrolled in at least 6 credits and have satisfactory academic progress to qualify for financial aid. Students are granted a six-month grace period after graduation or withdrawal (this includes leave of absence periods) from the university before repayment begins on the principal and interest.

Students direct unsubsidized and GRAD PLUS funds will be sent electronically to the university and then credited to students account. Once the university receives the funds, it takes no more than 14 days to issue a refund check if one is due. Refund checks are picked up in the Office of the Bursar.

New students have to sign a Master Promissory Note at www.studentloans.gov in order for the Direct loans and GRAD PLUS loan funds to disburse. Please take care of this online. The Master Promissory Note (MPN) is valid for ten years and only needs to be signed once while attending Touro University California.

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Students who have been awarded Federal Work Study, are encouraged to secure a position on campus as quickly as possible. The most common opportunities are with the library, IT department, and as research assistants. Please see the Financial Aid web-site under Employment Assistance for assistance with job placement process.

Students are highly recommended to apply for as many scholarships opportunities as possible each year. They are not only a great way to help reduce loan debt, but it also helps enhance a student's resume. Please see the extensive list of opportunities on the Financial Aid website. Financial Aid staff will use the official tu.edu email to notify students of scholarship opportunities as the year progresses.

Students must re-apply each year for financial aid. This should be done after students file their federal tax return each year. Make sure to select the TUC institutional code, 041426. Funds like Perkins and Federal Work Study generally run out early, so priority is given to those who apply on time.

Important Financial Aid Terms

- **Default:** Failure to repay a student loan according to the terms agreed to at the time the promissory note was signed. The school, lender, State and the Federal Government may all take action against a defaulted student in order to recover lost money.
- **Entrance Interview:** A counseling session will be required of all first time borrowers at the time they apply for a Direct Loan, advising them of their obligations, rights and responsibilities as borrowers. At TUC, this requirement is fulfilled by an on-line tutorial found on website: <http://studentservices.tu.edu/financialaid/interview.html>
- **Exit Interview:** A counseling session borrowers must attend before leaving school. At this session, the school will give the borrower information on the amount owed, the amount of monthly repayment, and information regarding deferment, refinancing and loan consolidation options.
- **Financial Need:** The difference between the cost of education (tuition, fees, room, board, books and other related expenses) and the amount the student and his/her family can afford to pay as determined by federal prescribed formulas used to calculate need from information reported on the FAFSA.
- **Promissory Note:** A legal document signed by a borrower at the time he/she gets a student loan. It lists the conditions under which the borrowing takes place and the terms under which the borrower agrees to pay back the loan.
- **Statement of Educational Purpose/Certification Statement on Refunds and Default:** Students are required to sign this statement in order to receive Federal Student Aid. By signing it, the student indicates that he/she does not owe a refund on a Pell Grant or SEOG and is not in default on a Perkins Loan, Stafford Loan, PLUS, or SLS Loan. The student is also agreeing to use any student aid received only for education related purposes.
- **Statement of Registration Status:** A student who is required to register with the Selective Service must sign a statement indicating he has done so before he can receive any Federal Student Aid. This requirement applies to males who were born on or after January 1, 1960, are at least 18 years of age, are citizens or eligible non-citizens, and are not currently on active duty in the Armed Forces. (Citizens of the Federated States of Micronesia, the Marshall Islands, or the Trust Territory of the Pacific (Palau) are exempt from registering.)
- **Alternative Loans:** There are private educational loan programs that provide an affordable, effective solution to the financing needs of healthcare students. These loans are non-need

Tuition and Financial Assistance

based; however, the student must demonstrate credit worthiness. The loan amounts, repayment periods, as well as rates and fees vary. For additional information about the various loan sources, contact the Financial Aid staff or visit the financial aid website.

Federal Graduate Plus Loans

The Federal Graduate PLUS loan can be used to help bridge the gap between the Federal Direct Loans and the remaining cost of attendance. As part of the grad plus eligibility process students must complete the FAFSA application and utilize their annual Direct Loan eligibility. To receive the grad plus loan students must apply online at www.studentloans.gov. The grad plus Loan requires a credit check at the time of application and a determination that the applicant does not have an adverse credit history. Applicants with an adverse credit history may be eligible to receive an approval with a creditworthy endorser. The Graduate PLUS loan is unsubsidized with a fixed interest rate. Interest begins to accrue from the date of disbursement and repayment begins within 60 days of the final disbursement of the loan. Borrowers may receive forbearance on payments while enrolled in at least 6 units (half-time) at an eligible school. This loan has a standard repayment term of 10 years and qualifies for the Federal Consolidation Loan program.

Monitoring Academic Enrollment and Satisfactory Academic Progress

Verification of enrollment and satisfactory academic progress will be made prior to all financial aid disbursements. The student must complete the units for which he/she receives financial aid funds and maintain a cumulative grade point average of at least 2.0 for each semester financial aid is received.

As required by federal law, reasonable standards of satisfactory academic progress for maintaining financial aid eligibility have been established by Touro University for all degree granting programs. These standards apply to all students. The policy and procedure for “Assessing Financial Aid Status” are as follows:

Financial Aid Satisfactory Academic Progress (SAP)

Federal regulations require that all students receiving financial aid comply with the financial aid Satisfactory Academic Progress Policy established by the university. Financial Aid refers to all federal, state and local funds administered by the Financial Aid Office.

Satisfactory Academic Progress (SAP) ensures students are able to complete their academic program in a timely manner while achieving minimum academic standards. In an age of increasing accountability of the use of federal student aid funds (and other federal and institutional funds), institutions and students must demonstrate financial aid funds are being used to assist students in completing their academic goals in the most efficient way.

The three standards of measurement in assessing satisfactory academic progress are;

1. **Cumulative grade point average (Cum GPA).** Students are required to maintain a minimum Cum GPA of 2.0 in the College of Osteopathic Medicine, College of Pharmacy and Joint Physician Assistant/Master of Public Health programs. A minimum Cum GPA of 3.0 is required for the Graduate School of Education and the Independent Master of Public Health programs.

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- 2. Pace** The minimum pace a student is required to maintain is 67% of all cumulative units attempted. Pace is the rate at which a student completes requirements for their educational goal and is calculated by dividing the number of cumulative units completed by the number of cumulative attempted.
- 3. Timeframe** The maximum timeframe a student is allowed to reach his/her educational objective is 150% of the published length of the student's declared program. The maximum timeframe includes any transfer units that have been accepted by the university.

Satisfactory Academic Progress is reviewed and monitored annually after the spring grades have posted. A student determined ineligible to receive financial aid for failure to meet the Touro University California's Satisfactory Academic Progress standards has the right to make a written appeal to the Financial Aid Director and appeals committee. The written appeal will be reviewed by an appointed committee in order to make a determination. The student must be able to demonstrate:

- Their failure to meet the minimum standard was caused by extreme or unusual circumstances beyond his or her control, and
- He or she has resolved the issue(s) that caused the deficit, and;
- The issue(s) will not affect his or her performance in the future.

The complete Financial Aid Satisfactory Academic Progress (SAP) Policy is available in the Financial Aid office and on the Touro University California website at: http://studentservices.tu.edu/resources/docs/financialaid/policiesprocedures/Tourowide_Satisfactory_Academic_Progress_Policy_FINAL_APPROVED_.pdf

SCHOLARSHIPS

Western Interstate Commission for Higher Education (WICHE)

WICHE scholarships are available to osteopathic medical applicants from Arizona, Montana, New Mexico, Washington, and Wyoming. These states may be able to assist students in achieving professional goals through the Western Interstate Commission for Higher Education. WICHE's Professional Student Exchange Program enables students to enroll in out-of-state graduate/professional programs when those fields of study are not available at public institutions in their home state. Home states pay a support fee to the College to help cover the cost of the student's education for the "normal" length of the program.

Western States students are urged to apply for certification in the program by October 15th of the year preceding anticipated admission.

California Graduate State Fellowship

The California Student Aid Commission awards approximately 500 Graduate State Fellowships annually to California residents. Candidates must plan to pursue recognized degrees at eligible California graduate/professional schools and must demonstrate their intent to become a college or university faculty member. This program assists with tuition and fees. Details and application forms are available from the Financial Aid Office at www.tu.edu, by clicking on 'Current Students', then 'Financial Aid'.

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Veterans Benefits

Many programs of educational assistance benefits are available to those who have served in the active military, naval or air service and to their dependents. Detailed information on all veterans' benefits can be obtained from offices of the Veterans Administration or from the VA website: <http://studentservices.tu.edu/registrar/veterans.html>. At TUC, the Registrar is the VA certifying official. To be eligible to receive VA benefits, students will need to provide a letter of eligibility and copy of military form 214.

Students receiving educational benefits through the Veteran's Administration are expected to remain in good academic standing. The Veteran's Administration has additional terms regarding students not in good academic standing:

1. Probation is defined as a period of time during which the student's progress will be closely monitored by the Student Promotion Committee and the Program.
2. The period of probation will be a maximum of three (3) consecutive semesters.
3. A student who is placed on probation for more than three (3) consecutive semesters will be ineligible for certification of educational benefits through the Veterans Administration.

Students receiving financial assistance from the Department of Veterans Affairs (DVA) must submit official copies of **ALL** academic transcripts reflecting previously earned college credit to the Registrar, who is the certifying official at Touro University California. Military coursework must be submitted to the Registrar staff for review and verification.

First-time Use of Veteran Benefits

In order to initiate veteran educational benefits, students must turn in the proper paperwork to the Registrar. The Veterans Affairs (VA)-certifying official on the TUC campus must have copies of each of the required forms prior to submitting the request for benefits from the VA. Student enrollment will not be verified if copies of these forms are not submitted to the Registrar.

It is recommended that applications be submitted to the VA office at least two months prior to the start of the proposed term of enrollment. Doing so ensures that the student application is processed in a timely manner and you will be approved for your benefits when the term starts.

Required Documents:

- Letter of Eligibility from the Department of Veterans Affairs,
- A copy of the DD-214
- TUC request for Veterans Educational benefits.

Where applicable, based on the decision of the academic program, credit may be granted for previous coursework. The DVA will not pay for a matching course previously taken.

The standards of academic progress for students receiving educational benefits through the Veteran's Administration is as follows

- Students must maintain satisfactory academic progress as defined by respective program
- Students must apply for VA educational benefits each semester with the campus Veterans Certifying Official. At TUC that official is the Registrar
- Probation is defined as a period of time during which the student's progress will be closely monitored by the Student Promotion Committee and the Dean of Students or designee.
- A student who is placed on probation for more than three (3) consecutive semesters will be ineligible for certification of educational benefits through the Veterans Administration

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Principles of Excellence - Executive Order 13607

On April 27, 2012 President Barack Obama signed Executive Order 13607, *Establishes the Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members*, to protect and ensure that Service members, Veterans and their families have access to information which will enable them to make informed decisions concerning the use of their well-earned educational benefits. Touro University California is in agreement with Executive Order 13607 and proudly provides services to active Service members, Veterans and their families.

Yellow Ribbon Program Participation

TUC in agreement with the Department of Veterans Affairs participates in the Yellow Ribbon Program. As participation in this program TUC agrees to make additional funds available for the students' educational program. TUC determines the amount of tuition and fees that will be contributed and distributed to eligible students on a first come, first served basis. VA matches that amount and issues payment directly to the institution.

To receive benefits under the Yellow Ribbon Program:

1. Student must be eligible for the minimum benefit rate under the Post-9/11 GI Bill
2. Student must not be on active duty or a spouse using transferred entitlement

Health Professions Scholarship Program (HPSP) Military Scholarship Program

Each year the United States Military awards scholarships through the Armed Forces Health Professions Scholarship Program (HPSP). HPSP is one option to pay for a graduate Medical or Physician Assistant degree. This program pays for the student's entire tuition, books and most fees. Additionally the HPSP provides students with a monthly stipend for living expenses while attending TUC.

HPSP SCHOLARSHIP ELIGIBILITY

- Must be a US citizen.
- Conduct a background check & physical exam
- Be under the age of 34.
- Be accepted to one of the aforementioned graduate schools (may apply for scholarship prior to acceptance).
- Must have a competitive GPA above 3.0.
- Student must apply directly to the specific branch of service.

Campus Resources

PARKING

Parking on campus is free in unreserved spaces. A parking permit is required and free to students with completed application. Students, faculty, and staff are required to obtain a parking decal for each vehicle they own from the Office of Student Affairs or Human Resources (as appropriate) to park on campus. Vehicles parked without parking decals will be ticketed and fined.

In order to receive a Parking permit a driver must fill out an application. All drivers will be briefed to the fact that there are inherent hazards of driving on Mare Island. These are railroad crossings that do not have automatic barricades and that when driving in the industrial area there are open dry docks and heavy equipment operating and people should drive with care. This is explained in more detail in the permit application.

Signs are posted at all entrances to the campus stating that permits are required to park on campus. Faculty and staff receive their permits from Human Resources. Students receive permits from Student Affairs. The driver will be issued a hanging permit to be displayed on the rearview mirror. If the driver borrows a car for the day, the driver must contact Campus Security to obtain a temporary pass to be returned to Security when leaving campus. If driver has more than one vehicle each vehicle will require its own permit. Motorcycles are registered using the license plate number but are not issued a permit to be displayed.

There is no charge for a permit. Student permits have an expiration date. Each permit has an assigned number. All lost parking permit can be replaced for a \$25.00 fee.

Parking lots are designated as general parking. Anyone with a valid permit is allowed to use the general parking lots. There are designated spots for handicapped, motorcycle and visitor parking. Visitors are assigned a specific date stamped pass for the day. Temporary parking passes may be picked up from Campus Security or from the department or college being visited. The Admission Office secures Temporary Visitor Parking Passes for candidates for the interview day.

Enforcement and Fines

Tickets are issued by Campus Security. Campus Security is responsible for enforcement. Facilities and Campus Security will be responsible for tracking tickets that are issued. Fines will range depending on the infraction. There is a fine of \$15.00 for parking in a designated lot without a proper decal or for parking in a space that is not a legal parking space, \$25.00 for parking on campus without a permit or in a Red Zone and \$100.00 for parking in a handicapped space. In the case of a second occurrence, the fine will double and the third occurrence will result in losing parking privileges on the campus for the remainder of the school year. Students, Faculty and Staff pay fines at the Bursar office at 690 Walnut Avenue. A traffic committee made up of the HR, the Associate Vice President for Administration, a faculty member and a student serve as the appeal process for those wishing to dispute tickets. The committee meets once a month to hear cases.

Vehicle Towing

Vehicles parked illegally are subject to towing. The cost of towing and retrieval of the vehicle is the responsibility of the owner. Touro University assumes neither liability nor responsibility for operational or structural damage incurred as a result of towing or storage of a vehicle in such instances.

Campus Resources

Lockers

Upon matriculation, students may register lockers once each academic year for personal use on a first come, first served basis while enrolled at the university. No fee is charged for use of the lockers. Students must provide their own locks. Contact the Office Student Affairs for locker assignment and registration. Information on the locker registration procedure and forms may also be obtained online at: <http://studentservices.tu.edu/other/lockers.html>.

Lockers that are not registered may have their locks cut and the contents of the locker may be donated to a charitable organization. All lockers must be cleared at the end of the student's academic year.

Lockers for students are located in the hallways of Lander Hall. Locker space is limited so students will be asked to share. To obtain and register for a locker please follow the following steps:

1. STUDENTS MUST HAVE A LOCKER BUDDY to register for a locker. This means there must be at least two students sharing one locker.
2. Locate a locker to use
3. Place personal lock on the locker
4. Note the locker number and color (both will be needed to register the locker)
5. Print and complete a Locker Registration Form.
 - This can be found on-line or in the Student Affairs Offices in Suite 200 at 690 Walnut Avenue.
6. Take the form to the Student Affairs Office at 690 Walnut or drop it in the Student Drop off box located in The Faculty Administration Building 1 in the reception area.
7. Students will receive a confirmation email that their locker has been registered.

Lost and Found

The Facilities Department maintains a Lost and Found Service for the university. Lost articles may be claimed from Facilities located in Wilderman Hall during regular business hours or by calling (707) 638-5800. Students are urged to label all books and other personal belongings so that they can be easily identified if turned into the Lost and Found.

Library

The TUC Library is centrally located on the lower level of the campus and often acts as the hub of the university. The Library supports the reference, research and teaching needs of the university's students, faculty, and staff. The Library occupies about one half of a 15,000+ square foot building and is divided into spatial zones to accommodate different study styles; including a "commons" study area, a silent reading area, and group study rooms with a total seating capacity for 181.

To further accommodate the long study hours of our students, the Library has: eight group study rooms, two ergo-friendly height adjustable desks, one conference room; one computer lab with eighteen computer stations, four printers and worktables; a break room equipped with vending machines, sink, microwave, hot/cold water dispenser and a small eating area, there is also a separate room that houses two high-speed, commercial-level copiers/scanners/printers for student use.

The Library is staffed by four faculty librarians including the library director and one part-time library assistant and typically a range of 10-15 student assistants. The librarians serve as library and information subject specialists to the different curricular areas of the campus: osteopathic medicine, pharmacy, public

Campus Resources

health, physician assistants, education, and nursing. Librarians typically provide an orientation to the library as part of the students' orientation process and offer additional library instruction throughout the academic year in response to curricular needs. Each new student is issued a library card and library barcode that allows the students to check-out, print library materials and also access online library resources from off campus.

The Library faculty offers group and individual instruction on how to access and utilize its print and electronic resources and have created online research guides to further support utilizing library resources. The Library also houses a "reserve" collection; each semester, in collaboration with each program faculty, the library acquires and places on reserve, at least one copy of all required and recommended texts for each class taught that semester either in eBook format when available or in print.

As a policy, the Library purchases books and journals in electronic format whenever available. For study and research the TUC Library collection includes: nearly 7,000 print monograph and AV materials, over 110,000 online monographs, approximately 400 print journals, approximately 50,000 online journal titles, and nearly 100 databases in the fields of medicine, public health, education, pharmacy, physician assistant studies, and nursing. These resources are easily accessible through links on the Library's homepage. The Library provides TUC students, faculty and staff with web-based resources via many different portals including: eBook platforms, PubMed, TOXNET, Scopus, EBSCOHost, JStor, ScienceDirect, Ovid, PsycInfo, and ProQuest. These resources are also available to students off campus and some are available on mobile devices.

For materials not held or subscribed to by the TUC Library, the Library offers extensive interlibrary loan service through its participation in the National Library of Medicine's DOCLINE service and OCLC's WorldShare.

Library Hours

The Library offers extensive hours. Regular Library hours, August through May, are Mondays through Thursdays 7:30 am - 1 am; Fridays 7:30 am - 4 pm (and open to 1 am when there are block exams); Saturdays and Sundays 10 am - 1 am). The Library has reduced hours in June and July.

Library Contact Information

Touro University California
Library
1310 Club Drive
Vallejo, CA 94592

Library Campus Location:..... Building 1322 in Lower Campus
Main Service Desk Telephone Number:..... (707) 638-5300
Fax Number: (707) 638-5330
Library Director:tamara.trujillo@tu.edu
Website:<http://library.tu.edu>

Bookstore



Campus Resources

Online Only

Touro University California (TUC) has an online bookstore through a contractual agreement with Akademos, Inc. Access to the Touro California Online Bookstore is by way of the “Quick Links” dropdown menu or a link under “Current Students” on the TUC website (<http://www.tu.edu>) and is also accessible through a link on some of the TUC college or programs pages. The Touro California Bookstore serves as a customized online bookstore for TUC that allows for searching each semester by professor and/or course name/number of all TUC booklists of required and recommended books. This is offered as a convenience to students to enable look up of a course name and see exactly what is required or recommended in way of books that semester and on the same screen display make purchasing decisions from the Online Bookstore from among new/used/rental choices for each book listed for a course. The TUC online bookstore is a “regular” online bookstore in which one can search, select and purchase from among millions of new and used books, as well as e-book and rental book options as available.

Constitution Day

In compliance with the federal mandate that all educational institutions receiving federal funding provide educational programming on the history of the American Constitution, each year, TUC observes Constitution Day on September 17, or on an adjacent week-day if the holiday falls on the week-end. Students are asked to view displays with facts about the U. S. Constitution typically placed in locations on lower campus in the Library and on upper campus in the Wilderman Hall Great Room/Study Hall. Students receive information about the displays the week prior to the holiday, and are also sent information about links to on-line resources with more information about the Constitution and the Bill of Rights.

Computer Services & Electronic Resources

The Information Technology (IT) Department is responsible for all computing services on-campus telephone services, copy services and the university’s website.

Upon admission to the university, students will be placed in an email group list for their class. University faculty, staff, and administrators may participate in the group discussion along with the incoming students. By the time the students matriculate into their programs, they will have had the opportunity to introduce themselves to each other as well as to post questions and air concerns. Please review TUC policy 6.2 posted on Blackboard for more detail of responsibilities.

Upon matriculation to the university, students will be given a network login and a university email address. The network login will permit access to the university network and resources, including wireless access anywhere on campus, printing resources, and internet access. Touro University California is a Microsoft Windows campus. The Information Technology Department does not guarantee access to university resources for computers that do not use the Microsoft Windows operating system as its native environment.

PLEASE NOTE: The university-provided email address is the official means of communication between the university and the students (see TUC policy 6.1 posted on Blackboard). Students are responsible for checking their mail and maintaining their mailboxes. Student email is hosted by Google Apps for Education.

The university operates several websites, including Blackboard™ Learning Management System which

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is used for courses at Touro University California, bulletin boards, calendaring systems, and scheduling systems. The university main page at the web-based student email system has links to university websites and resources.

Students are required to read, sign, and comply with an Appropriate Use Policy (Appendix L). Abuse of the policy may result in disciplinary proceedings outlined in the Student Conduct Code.

Upon graduation, graduates will retain all electronic privileges for six months. Thereafter, graduates will receive an alumni email addresses which will be valid indefinitely. Additional privileges are provided as services based on membership in the Alumni Association.

Information Technology Contact Information

:
Touro University California
Information Technology Department
1310 Club Drive
Vallejo, CA 94592

IT Campus Location:Library Annex, Room 104
Telephone Number:..... (707) 638-5424
Classroom Tech Emergencies: (707) 638-5911
Email:..... servicedesk@tu.edu
Web: it.tu.edu

Recording of Lectures

Digital and other methods for recording lectures or verbatim or near verbatim transcribing of lectures is not mandated by the administration and is solely at the discretion of the instructor. In all instances, prior approval of the instructor must be obtained, and it is understood that the instructor's approval is on a voluntary basis and that such a privilege may be withdrawn at any time.

STUDENT RESOURCES

Housing Information

Student Affairs maintains current rental housing options to assist new and returning students find housing within a reasonable commuting distance to the Mare Island campus. For current rental offerings as well as for a list of rental property management companies in the area with a reputation for good customer service, email irene.favreau@tu.edu, or call (707) 638-5254.

For important rental information about smart things to know before signing a lease, while a renter, or as students prepare to move out, go to: <https://www.privacyrights.org/print/fs38-renter-privacy>.

An additional source of housing information is the Student Government Association (SGA) web page which allows students to view local housing postings and shared housing opportunities. Visit this website at www.tustudentlife.com and click on "Housing for Students" at the top of the page, just under the search bar.



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Master Calendar

The university's master calendar committee is responsible for confirming room usage. This committee serves as the custodians of the process for scheduling of events on campus and for minimizing scheduling conflicts and maximizing the effective use of resources for hosting successful, well-managed events. The master calendar lists the academic calendars from all of the various campus programs with the official national and Jewish holiday schedules. Additionally the master calendar lists all of the major campus activities, particularly those events that offer campus-wide interactions.

To view the master calendar, go to the following website address: http://studentservices.tu.edu/resources/docs/otherservices/Master_Calendar.pdf

Room Reservations

When planning an activity or a meeting, reserve all space in Lander hall, lecture halls, learning centers, the library and Farragut Inn a minimum of **two weeks** in advance. If space is not reserved in advance, the space may not be available or ready for use.

1. To view the room reservations already on file. Follow this link: <http://scheduling.tu.edu/VirtualEMS/BrowseEvents.aspx>
2. Choose an open location and time.
3. Send reservation request to karen.malone@tu.edu with the subject line "Room Reservation"

Please include only the information requested below in the room reservation email. Adding additional comments will only slow the room reservation process:

- Date(s) requested
- Group Sponsor
- Contact person
- Phone
- Email
- Event name
- Start time
- End time
- Room/Space requested

When the reservation is successfully processed, students will receive a confirmation number. If the reservation is not available, students will receive an email indicating that the space is not available. Incomplete reservations will not be processed. Please wait for notification that the request has been processed and do not assume that the space is reserved.

If AV equipment is required please place the request a minimum of 72 hours prior to each event or meeting at www.tu.edu, Quick links, Information Technology: Click on Email: servicedesk@tu.edu.

For tables, chairs, special seating arrangements or extra garbage cans, please complete a Facilities Work Order a minimum of (2) weeks prior to each event or meeting. The work order is on-line at www.tu.edu; Quick Links; Facilities: Work Orders.

Social events require approval from the Director of Student Activities. Complete an Extracurricular Activity form which can be found on-line under Student at www.tu.edu - Other Student Affairs - click on Activity Request - "Extracurricular Activity Request Form."

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Once the event is approved in concept, the request must be reviewed by to the master calendar committee for approval of the date. This is be done by sending an email to irene.favreau@tu.edu.

To cancel an event, notify each department involved in the event.

Student Class Gifts

TUC accepts gifts from the various classes who have surplus funds to donate at the time of graduation. All gifts are used to further enrich the college's educational programs for students, and/or to support the faculty's research and scholarship activities, or to fund scholarships and emergency loans to current students or to beautify the campus buildings and grounds, and should never be used for the personal benefit of individuals in the graduating class in the form of gift certificates or gift cards. Any deviations from these gift guidelines are subject to approval by the TUC Provost/COO prior to the release of the funds.

Student Health Center (SHC)

The health and safety of our students are primary concerns for Touro University California. To that end the university provides the Student Health Center (SHC). The Student Health Center is available free of charge for all full-and part-time students. The SHC staff provides health education and information to students about healthy living and disease prevention, assist students who are ill, and provide students with referrals to community resources. In addition to primary care and health education, the SHC is the official custodian of student health certificates of immunizations needed for clinical rotations.

The Health Center is generally open Mondays through Thursdays, 8:00AM to 7:00PM, and on Fridays, 8:30AM to 3:00PM. Pay close attention to holiday schedule changes.

Student Health Center Contact Information

Touro University California
Student Health Center
1310 Club Drive
Vallejo, CA 94592

Student Health Center Campus Location: 1549 Azuar Drive
Telephone Number:..... (707) 638-5220
Fax Number:..... (707) 638-5261
Email:..... tuc.studenthealth@tu.edu

Student Health Fee

The Touro University Student Health fee is an annual assessment that is paid by all students enrolled in the following Programs and Colleges:

The College of Osteopathic Medicine
Master of Science in Medical Health Science
College of Educational Health
Masters of Science of Physician Assistant Studies/MPH
Independent MPH Program
College of Pharmacy Master of Science in Medical Health Science



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The Nursing Program and Graduate School of Education students do not pay this fee, but may be required by their programs to pay other fees related to background checks and pre-matriculation immunizations. Students are advised to review their academic program student handbook and confer with program administrators if they have any questions.

This fee is charged regardless of Health Insurance status and Academic level in the program. The Student Health fee paid by students covers some post matriculation/pre-clinical rotation (for pre-matriculation immunization information, see Admissions Admitted Students) immunizations at no cost and others at substantially reduced cost. This fee covers the cost of the student's initial required drug screen test and background check. The fee covers, or substantially reduces the cost for the following post-matriculation/pre-clinical immunizations and services:

- Annual Tuberculosis Screening -No Charge Annually
- Annual Seasonal Influenza Vaccination - No Charge Annually
- Immunizations and Serological Titers at substantially reduced rates
- Initial Urine Drug Screen and Background Check
- Laboratory testing at substantially reduced rates
- Medical coverage by a licensed Nurse Practitioner?
- Medical supervision and coverage by licensed Osteopathic Physician
- Provide care for Non-Urgent Episodic illnesses
- Provision of unique Health Clinics as needed – At No Charge
- Management (collect, track and report) of all Immunizations and Health forms necessary for clinical rotations
- Health Education Resources

The current Student Health fee charge is \$275 annually please check the SHC website page for additional information

The fee does not cover all lab fees, x-rays, specialist referral, or prescription medication. The student may be responsible for some or all of these costs. Students who use any other healthcare provider will be responsible for the costs of that visit. Whenever possible, students are advised to review what services and lab fees are currently covered by the SHC fee by reviewing the SHC website.

Student Health Insurance Plan (SHIP)

The university and clinical sites require documentation of current health insurance coverage. All costs associated with injuries, including needle sticks, or illnesses acquired during clinical training including physician visits, diagnostic tests, treatment, and prophylactic medications or immunization will be incurred by the student. Therefore the university and all clinical sites require that students have current health insurance while in the Program. Students should evaluate their health insurance coverage as hospital treatment and prophylactic medications can be costly.

Students will automatically be enrolled in the Student Health Insurance Program unless a waiver is granted. Each student is required to subscribe to health insurance to cover those rare circumstances where they may become more seriously ill. For students in the Colleges of Health Sciences, Osteopathic Medicine, and Pharmacy, the university provides a mandatory Student Health Insurance Plan (SHIP). Each student will be automatically enrolled in this plan during the registration process. The student health insurance fees have been budgeted into financial aid. Students who do not receive financial aid will

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also be automatically enrolled in the program and student accounts will be charged. Military students will bill the military directly.

Students are allowed to apply for a waiver of this plan upon providing proof of insurance, documentation that this insurance meets the waiver criteria (including the university deductible standard), and submission of this information by the deadline date each new academic year. Applications after the waiver deadline are not accepted. SHIP is currently \$410 monthly.

All waiver information and notices are sent to students via their official tu.edu email address. Please see the TUC website for further WAIVER information. If after viewing the website students have additional questions, please contact the Associate Dean of Student Affairs.

If the student's application for waiver is granted, it is the student's responsibility to make certain that their individual health insurance policy remains in effect throughout the time that he/she is a Touro University California student. Proof of such coverage is a requirement to matriculate. At the time of registration, if a student does not have such a policy, or they have not been officially waived out of the SHIP, they will be automatically enrolled in and charged for the Touro University Student Health Insurance Plan.

For students in the Graduate School of Education and School of Nursing each student is required to provide their own health insurance to cover those rare circumstances where they may become more seriously ill. Proof of such coverage is a requirement to matriculate. At the time of registration, if a student does not have such a policy, they will be required to purchase a policy provided by an independent agency. It is the student's responsibility to make certain that this individual health insurance policy remains in effect throughout the time that they are a Touro University California student.

The student has exclusive responsibility for his/her own medical bills. The university assumes no responsibility to seek reductions or waivers. Prior to receipt of a diploma, students must be free from any medical financial responsibility with any of the university's affiliated hospitals or clinics

Medical Records and Immunization Record Keeping

Student medical files are maintained separately from the other student health records and files in the Student Health Center (SHC). The SHC keeps student medical records in accordance with standard HIPAA guidelines. Students may contact the Student Health Services Director to inspect their TUC medical and immunization records. Information provided by students at matriculation (e.g., immunization records, emergency medical form, medical history and physical information) is collected and retained by Student Health Center staff. The university keeps student immunization documentation on file in the Student Health Center utilizing the E*Value system.

Student Counseling Center

Touro University California has a team of mental health professionals on campus for short term, goal directed treatment for enrolled students. Student records are strictly confidential and kept separately from other student records. The Student Counseling Center staff is generally available during business hours and some evening hours; students should confirm open hours by contacting the Student Health Center. Students may make an appointment to see a mental health counselor email_tuc.counseling@tu.edu or call 707-638-5292.

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Student Counseling Center Contact Information

Touro University California
Counseling Center
1310 Club Drive
Vallejo, CA 94592

Counseling Campus Location:.....1549 Azuar Drive
Telephone Number:..... (707) 638-5220
Email:.....tuc.counseling@tu.edu

On campus services can help identify patterns and work to build resources in a time-limited manner. The rigors of advanced academic work and study can lead to changes in mood, motivation, self-care, and ability to problem solve new challenges. Students are able to address issues on a range of topics at no charge including:

- Academic Expectation
- Alcohol and Drug Use
- Anxiety, Stress, and Worry
- Depression and Social Withdrawal
- Grief, Sadness, and Loss
- Relationship and Family Issues

In addition to individual therapy, on campus groups will be made available each semester to help students process and provide feedback in a confidential setting facilitated by mental health professionals.

Finally, students are able to take part in training programs focused on identifying and addressing mental health concerns at Touro. Students in distress are most likely to reach out to other students first so it is important that all members of the community continue to become informed about the onset and treatment of mental health concerns. For more information on peer to peer opportunities available this semester look into the TUC Mental Health Club.

Also available to students is the University's Employee Assistance Program (EAP), a free short-term counseling program.

For emergency counseling services students may contact a counselor 24-7 via the main Counseling Hotline (x5291). Students are also eligible to utilize the EAP services, students call the number and enter "Touro University". This program offers four free sessions.

Goals and strategies students may learn in counseling and coaching

- Balancing personal and professional life
- Learning about patterns of behavior
- Evaluating how patterns work toward or against current goals
- Improving relationships
- Communicating clearly and expressing emotion
- Solving problems
- Setting goals

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All resources and programs are available to students via the university website under Student Affairs/Counseling Services.

Student Disability Services

Touro University California is committed to providing reasonable accommodations to students with documented disabilities.

The rights of students with disabilities are protected under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). It is the policy of Touro University California to ensure that no otherwise qualified student with a disability is excluded from participation in or subjected to discrimination in, any university program, activity, or event. The university is committed to granting reasonable accommodations to students with documented disabilities. Policies and procedures ensure that students with a disability will not, on the basis of that disability, be denied full and equal access to academic and co-curricular programs or activities or otherwise be subjected to discrimination under programs offered by the university.

It is Touro's policy that any students with a disability be afforded the same opportunities as every other student within the Touro community. This policy may be utilized when there is a dispute about discrimination, including harassment on the basis of disability, refusal to find a disabled student eligible for academic adjustments and auxiliary aids, denial of a requested prospective reasonable academic adjustment/auxiliary aid, and refusal of a faculty member to implement approved academic adjustments and auxiliary aids. Any adverse treatment in regards to a person's disability will not be tolerated.

All divisions of Touro University ("Touro") seek to foster a collegial atmosphere where all qualified students have full access to each of our programs and are nurtured and educated through close faculty-student relationships, student camaraderie, and individualized attention. Adverse treatment of any kind in regards to an individual's disability, is anathema to Touro's mission, history, and identity, and will not be tolerated. Touro will endeavor to resolve claims of policy violations in an effective and timely manner. When a violation is found to have occurred Touro will take prompt and effective remedial action.

Those believing that they have been harassed or discriminated against on the basis of their disability should immediately contact the Associate Dean of Students or the Dean of Students. When Touro has notice of the occurrence, Touro will take prompt and effective corrective action reasonably calculated to stop the harassment, prevent its recurrence, and as appropriate, remedy its effects.

Please see Appendix L for the full policy. The full policy may be amended from time to time and is incorporated herein for reference. In the event any inconsistency is found, the full policy posted online governs.

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Request for Accommodation Procedures and Information

An application for accommodation of a disability must be made by the student. Verbal disclosure prior to or following admission is not sufficient. Students may apply for special accommodations anytime during their academic curriculum, however, if granted, the accommodation is given only for the academic year in which it is requested. In case of changed circumstances, with respect to any disability, subsequent applications must follow for each academic year the student is requesting accommodations (including request during clinical rotations, clerkships, internships or any other off-campus programs that are part of the students' required college/program curriculum).

A student requesting an accommodation for a disability under the ADA must meet with the Learning Specialist. An application for accommodation of a disability can be obtained at that meeting.

Although students can apply for accommodations at any time during their academic program, it is strongly advised that if you are seeking accommodations, you submit your application and all required documentation well in advance.

Documentation of the disability needs to be current (within three years) and once admitted students are asked to provide updated information once admitted to the office of academic support services

Requests to Accommodate Disabilities and Complaints regarding allegations of failure to accommodate and disability-based discrimination

It is Touro's policy that any students with a disability be afforded the same opportunities as every other student within the Touro community. This policy may be utilized when there is a dispute about discrimination, including harassment on the basis of disability, refusal to find a disabled student eligible for academic adjustments and auxiliary aids, denial of a requested prospective reasonable academic adjustment/ auxiliary aid, and refusal of a faculty member to implement approved academic adjustments and auxiliary aids. Any adverse treatment in regards to a person's disability will not be tolerated.

All divisions of Touro University ("Touro") seek to foster a collegial atmosphere where all qualified students have full access to each of our programs and are nurtured and educated through close faculty-student relationships, student camaraderie, and individualized attention. Adverse treatment of any kind in regards to an individual's disability, is anathema to Touro's mission, history, and identity, and will not be tolerated. Touro will endeavor to resolve claims of policy violations in an effective and timely manner. When a violation is found to have occurred Touro will take prompt and effective remedial action.

Those believing that they have been harassed or discriminated against on the basis of their disability should immediately contact the Associate Dean of Students Services or the Dean of Students Services.

When Touro has notice of the occurrence, Touro will take prompt and effective corrective action reasonably calculated to stop the harassment, prevent its recurrence, and as appropriate, remedy its effects. Please see Appendix L for the full policy. The full policy may be amended from time to time and is incorporated herein for reference. In the event any inconsistency is found, the full policy posted online governs.

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Accommodations

The following is a list of accommodations that may be provided, given the student has provided the appropriate documentation:

- extra time on timed examinations and/or quizzes
- extra time on in-class assignments
- provisions to take examinations and/or quizzes in a quiet, separate room
- tape recording of lectures note taker services
- front row access in classes with assigned seating, accommodations will be considered as presented.

Students who are in need of diagnostic testing or the need to provide current documentation should meet with the Learning Specialist. Information on testing and testing locations can be obtained through this office. Costs of testing and assessments are the responsibility of the student. Details for the policies and procedures for determination of the accommodations, necessary documentation, appeals and regarding privacy of records are available in the Student Catalog, available on-line through the University website and available in hard copy in major offices as well as the Director Academic Support Services and Associate Dean offices.

Support for Lactating Mothers

In promoting a family-friendly work environment, Touro University California recognizes the importance and benefits of breastfeeding for both mothers and their infants. It is the responsibility of the nursing mother to furnish their own breast pump. It is the responsibility of Touro University California to provide space for lactating mothers. The university will make every effort to provide space for lactation purposes, in close proximity to the nursing mother's classroom area. Such facilities will be a private space in nature and will contain an outlet and chair. However, due to space limitations, there is no guarantee that the most appropriate space will be as close to the nursing mother's classroom as desired. Students make an official request for this accommodation to Disability services. Please see Appendix D for more details on this procedure.

Disability Parking

Students are still required to obtain a student vehicle pass for use of disabled parking.

Temporary Disabilities

Students with temporary disabilities must follow the same procedures stated in the section on disabilities. Temporary parking permits will be issued with an expiration date. Student Affairs staff will determine eligibility and approve temporary disability parking requests and temporary academic accommodations based on the documentation that is provided by the student making the request.

Disability Parking

Touro University California students arrive having been highly successful in past academic endeavors; however, some students find that the rigors of health professions degrees and educational leadership graduate program are unique and different from undergraduate degree program demands. Touro University California recognizes students may need academic support and this office provides support services such as tutoring, study and test taking skills, preparation for professional examinations, and assistance for students experiencing academic difficulties. The office of Academic Support is staffed fulltime by the Director of Academic Support and the Learning Specialist. Students may make

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appointments by calling the contact number below.

Academic Services Contact Information

Touro University California
690 Walnut Avenue
Vallejo, CA 94592
Telephone Number: (707) 638-5961

Faculty Mentors/Advisors

Students and faculty work very closely together in the academic arena. The kind of educational interaction permits students to get to know their teachers and vice-versa. Students are encouraged to use the advice, expertise, and help of the faculty. Students are assigned an academic advisor at the beginning of the program. Each academic program at Touro University has established a faculty advisor program with required schedules of advisor contact. The specifics of the programmatic advising program can be found in the college handbooks. At a minimum, the faculty advisor is an advocate who takes a personal interest in his/ her assigned students (clinical departments assume responsibility for advising the students in the clinical years). Students should feel free to contact their faculty advisor as frequently as necessary for advice, encouragement, or support. Faculty advisors do assume a proactive role and become involved with their students when performance levels fail to meet minimum academic standards.

Peer Tutoring

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Touro University California offers students peer tutoring services without charge. Tutoring is available during all academic years and is designed to help students enhance their test taking skills, modify their study habits and/or focus on critical material and content.

Students are eligible to apply to tutor a subject if they are approved by the course coordinator. Students must be able to communicate effectively, have mastered the course material, and be in good academic standing. Tutors who are federal work study eligible will receive \$10. - \$15 per hour for their services. Student tutors must check eligibility with the financial aid office and register in the Office of Academic Support to be eligible for reimbursement of services.

Initially, students need not be in academic difficulty to request peer tutoring. However, following the first examination, those students who are receiving a grade of less than 80% in a course will be given priority in the program. Applications to tutor and requests for tutoring services are available in the Office of Academic Support Services. Students requesting a tutor must be registered in the Office of Academic Support Services in order to receive tutoring services.

Additional Academic Support Services

Academic Support Services can assist the student by identifying resources for such areas as: assessment of study process and learning styles, time management, test-taking strategies, study skills, concentration improvement exercises, memory aids improvement exercises, stress management and burnout prevention, general academic writing assistance, formulation of study plans, Wilderman Hall Study and Farragut Inn Study Nights and referrals for learning disability evaluations. Additionally Academic Support can provide information on topics such as: Metacognition, Expert Learning and Mind Mapping.

Note-taking services are available to students who need a special note-taking accommodation. There is no charge for these services and the forms to request these services can be downloaded from the web page <http://studentservices.tu.edu/learningresources/> or by visiting the Academic Support Services office.

One valuable website with a wealth of information is <http://www.studygs.net>

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Study Room Reservation Guidelines

Wilderman Hall rooms 119 to 125 (the OSCE Annex rooms) are available to be reserved for small group or individual study during regular business days (8AM to 5PM Monday through Thursday and 8AM to 3PM on Fridays.) To utilize these rooms, students MUST reserve them at LEAST 24 hours in advance. To reserve these rooms during the afterhours study hall (Sunday through Thursday until midnight) please see the student study hall monitor. Please note: these rooms are also used to provide for the OSCE experiences and may be unavailable due to scheduled OSCE's or for their set up. The student must consult with the Learning Specialist in the Office of Academic Support Services to ensure room availability.

To Reserve a room:

1. Go to www.tu.edu and click on California
2. Click on the Campus Calendar on the left hand side (or go to <http://scheduling.tu.edu/VirtualEMS/BrowseEvents.aspx>)
3. Click on date for reservation
4. Click on location tab and scroll to the bottom and look for WH rooms 119 through 124 (OSCE Annex Room)
5. Determine date, time, and room availability and email reservation request to request to the Learning Specialist
6. Students will receive a reservation confirmation the Learning Specialist
7. When time for reservation, bring the confirmation to the Academic Support office (Learning Specialist), to sign out the key. When time, please return the key to Learning a meeting, alternative arrangements may be made.

Campus Resources

Institutional Advancement

Touro University California's Institutional Advancement department engages with alumni of the Colleges, parents, and friends of the University, corporations, foundations, media and other institutions to further the mission of Touro and to enhance students' experience.

Office of Alumni Relations

At Touro University California, we value our relationship with our alumni physicians, pharmacists, physician assistants, public health professionals, and educators. The Office of Alumni Relations seeks to maintain and strengthen these relationships, and work with alumni to enrich student life.

The Office plans events such as alumni class reunions, alumni receptions at national and regional conferences, and other networking and social events. It also supports the Alumni Association Board of Directors in its efforts to provide opportunities for alumni to give back to the TUC community and remain engaged with the students and university.

Alumni can stay connected by joining the Alumni Facebook page, as well as our LinkedIn page (see contact information below). If students would like to contact alumni, please contact the office of Alumni Relations and staff will make every effort to help.

Office of Alumni Relations Contact Information

Touro University California
Office of Alumni Relations
1310 Club Drive
Vallejo, CA 94592

Alumni Relations Campus Location:305 Wilderman Hall
Telephone Number:..... (707) 638-5282
Fax Number:..... (707) 638-5250
Email:..... alumni.relations@tu.edu
Website: <http://alumni.tu.edu>
LinkedIn:<http://linkedin.com/company/touro-university-california>
Facebook:facebook.com/TUCalumni

Office of Development

Alumni, parents, friends, corporations, foundations and others can invest in Touro University California's students and their careers through support of the scholarship fund, the Touro Annual Fund, or through support of special grants for equipment, buildings, or endowments. Touro's development office encourages annual gifts, capital gifts, and planned gifts for endowment support.



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Office of Development Contact Information

Touro University California
Office of Advancement
1310 Club Drive
Vallejo, CA 94592

Office of Development Campus Location:.....305 Wilderman Hall
Telephone Number:..... (707) 638-5460
Fax Number:..... (707) 638-5250
Email:.....tuc.advancement@tu.edu
Website:.....<http://development.tu.edu>
LinkedIn:.....<http://linkedin.com/company/touro-university-california>

University Communications

Touro's office of University Communications works with the media and community leaders to inform the community on TUC and its programs, and to encourage support. The office approves for publication, and often publishes, university publications and periodicals that inform and further the university's mission. It manages the university's social media pages, takes and archives photographs for use in same. If students are contacted by the media, or if students have ideas for stories that the media might like to hear, please let University Communications know.

Contact Information

Touro University California
Office of University Communications
1310 Club Drive
Vallejo, CA 94592

Office of University Communications Campus Location:.....305 Wilderman Hall
Telephone Number:..... (707) 638-5272
Fax Number:..... (707) 638-5250
Email:.....tuc.externalrelations@tu.edu
Website:.....<http://externalrelations.tu.edu>
LinkedIn:.....<http://linkedin.com/company/touro-university-california>
Facebook:.....<http://facebook.com/TUCalumni>

Student Organizations

STUDENT GOVERNMENT ASSOCIATION (SGA)

The Student Government Association (SGA) is the official voice for all students. The organization is open to all students in the university and welcomes proposals and participation from the entire student body.

The responsibilities of SGA include: collecting and expressing student opinion, dispensing funds for student activities, acting as a liaison for the student body, promoting professional education, supporting club and class activities and working to improve the quality of life for all students at Touro University California.

The Student Government Association (SGA) at Touro invites comments and participation by anyone with ideas to share or concerns to address on issues that impact the quality of the student experience. The best way to keep abreast of Student Government is to visit the Student Life web pages at the address noted below. The official SGA website has information about TUC clubs and campus events. Students may register for upcoming activities, purchase items sold on the Marketplace page and share news and photos via the SGA website.

Student Government Association Contact Information

Touro University California
Student Government Association
1310 Club Drive
Vallejo, CA 94592

Email:..... tuca.sga@tu.edu

Website:..... <http://www.tustudentlife.com>

Recognition of Student Organizations

To ensure that organizations seeking recognition meet the high standards of TUC and its student population, the SGA is responsible for formally recognizing all student organizations. Touro University's clubs are created by and for students. Each club is required to have a faculty advisor and is eligible to receive SGA funding. The student organizations are open to all students and are intended to serve as forums for support, discussion, education, and fun.

The student clubs on campus generally fall into one of the following categories:

Medical Interest Associations: (i.e. Dermatology Club, Emergency Medical Club, Integrative Medicine Club, Lifestyle Medicine Club, Nutrition Club, Ophthalmology Club, Women's Health Club , etc.)

Pharmacy Organizations: (e.g. Academy of Managed Care Pharmacy, American College of Clinical Pharmacy, American Pharmacists Association, National Community Pharmacists Association, Chinese/Indian/Latino/Vietnamese Pharmacy Associations, etc.)

Community Service & Volunteer Activities: (e.g. ACOP Pediatrics Club, Dermatology Club, Emergency Medicine Club, Peds Club, Student Run Health Clinic, Teen Life Conference Planning Committee, etc.)



Student Organizations

Cultural Groups: (e.g. Spanish Club, etc.)

Special Interest Groups: (e.g. Interprofessional Education, Keystone Club, Photography Club, Public Health Club, Touro Environmental Action Club, etc.)

Sports Groups: (e.g. Badminton Club, Basketball Club, Soccer Club, Softball Club, Table Tennis Club, Volleyball Club etc.)

Student Club Application Process

Student Leader Responsibilities

The students and faculty advisor seeking club recognition must complete a petition for recognition. The petition must include the organization's name and goals, a proposed charter, the name of faculty advisor, and a list of charter members. A complete copy of a proposed charter or constitution and by-laws document must be attached to the recognition petition.

Student Government Association Club Approval Process

The SGA VP of Student Affairs will review the petition and submit it to the Associate Dean of Student Affairs for approval. Appeal of the decision may be made to the Dean of Student Affairs.

The SGA has the right to annually review the status of any organization. The SGA may require every approved organization to submit an annual report. The SGA has the discretion to hear objections related to the recognized organization and to withdraw recognition for inactive clubs and organizations. The SGA shall ensure that no action shall be taken concerning the student organization's status unless the organization in question has an opportunity to respond to the charges and to present its side of the issue. The SGA shall ensure that a deactivated club may resubmit its application at any time after agreeing to be an active club that will comply with the SGA reporting requests.

The Associate Dean of Student Affairs or designee will review the petition for each new university organization to ensure proper documentation. The Associate Dean of Student Affairs or designee may consult with the college dean or program director to ensure mission compatibility of the petitioning organization or club.

Official Representation

To ensure that a positive image of Touro University California is maintained, Touro University California students may not officially represent the university and/or its colleges or any institutional committees on any local, state, or national student-oriented organization that is not recognized by Touro University California.

Student Representation on College/University Committees

SGA has the authority to appoint students to serve on appropriate college/university committees. Any full-time student in good academic standing (i.e., not on any form of probation) is qualified to seek appointment or election to serve in a representative capacity on these college/university committees. Interested students must apply by the posted SCA deadlines for consideration. Students who have committee assignments and are placed on academic probation will be required to resign their position and another student will be elected to serve on the committee.

Student Organizations

Student Activities

Social activities and special events are a good way to connect with students across the various university programs and to have a small respite from the rigors of academic demands. Students or student organizations wishing to host events involving extracurricular academic activities, i.e., speakers, mini-courses, drug fairs, or non-credit courses, must have the approval of the organizations faculty advisor, Program Director or College Dean, and the Director of Student Activities.

For information about the policies and procedures and the forms required for activity requests approval, contact Dr. Irene Favreau, the Director of Student Activities.

Student Activities Contact Information

Touro University California
Student Activities
1310 Club Drive
Vallejo, CA 94592

Student Activities Campus Location: 690 Walnut Ave, Suite 200
Telephone Number:..... (707) 638-5254
Fax Number:..... (707) 638-5872
Email:..... irene.favreau@tu.edu

On-Campus Student Events

To provide a mechanism for student groups (organizations, classes, etc.) to have on-campus student events, all student groups seeking to have an on-campus student event must have prior approval of the organizations faculty advisor and the Director of Student Activities. The faculty advisor in consultation with the Director of Student Activities will advise the student organizer of the necessary steps to follow in order to schedule the event. Student groups can obtain a Student Activity Request form from the Director of Student Activities. The Student Activity Request form needs to be completed and submitted at least one month before the on-campus student event is planned to occur. Once the approval has been obtained for the on-campus student event, the Office of Student Affairs will assist the student organization to coordinate the scheduling of the event. Any event sponsored by student groups which violates any of the provisions of the policy on "On-Campus Student Events" will be subject to cancellation or termination.

Student Organization Event Policy

Major campus events must be scheduled at least two weeks in advanced. Every event must be approved in concept by the Director of Student Activities and submitted to the Master Calendar Committee for final approval. Events are defined as:

- Meetings that include people other than club members
- Intramurals/Sporting Events
- Community Outreach Events & Service Projects
- Seminars/Lectures/Debates
- Blood Drives
- Mixers and Socials
- Dinners/Banquets
- Fundraisers



Student Organizations

- Special Programs
- Trips

The Associate Dean of Student Affairs will have the authority to approve, approve with conditions, or disapprove the student event. Appeal of the Associate Deans decision may be made to the Dean of Students.

Any off campus facility should be identified on an Event Registration form. Student organizations must choose appropriate venues for off-campus activities. If the event involves any clinical activities, a Clinical Supervisor must be identified and be present for the duration of the event. The Director of Student Activities and/or the Associate Dean of Student Affairs will have the authority to approve, approve with conditions, or disapprove all off-campus event sites. Student organizations must choose appropriate venues for off campus activities.

Organizations must be aware of the following guidelines in reference to legal contracts to secure the services of performing artists, vendors, and/or entertainment supplies:

1. Students Organizations are not authorized to sign contracts in order to secure services of performing artists, vendors, and or entertainment. **Organizations signing contracts do so in their own name - not in the name of Touro University California.**
2. Contracts needing to be signed on behalf of Touro University California for events occurring on/off campus must be submitted to the Director of Student Activities who will follow the university established contract routing process to obtain the necessary approvals.

Students are at all times accountable to the university for their actions while attending on-campus, off-campus and overnight events.

No student may participate in any extracurricular activity that has Touro University California sponsorship or that advertises TUC in any way, if such an activity is held on the Jewish Sabbath or on any Jewish holiday that is officially observed by TUC.

Events may not be scheduled during the following times without written permission from the Campus Rabbi:

- Friday after 3 p.m. through Sunday before 8 a.m.
- Sunday-Thursday past midnight
- During University and/or Jewish holidays

Events scheduled during Orientation, Commencement Ceremonies, or White Coat Ceremonies require written approval by the Dean or the Associate Dean of Student Affairs.

Activities with Food

If an activity involves serving food or beverages, student organizations and individual students are required to use the university's food services for university sponsored events whether held on or off campus. The Touro University Food Services (TUFS) must be consulted first as they have the right of first refusal for all catering done on campus.

Catering requests must be submitted on the appropriate forms a minimum of two weeks prior to the event. The event must be approved by the Director of Student Activities or Associate Dean of Student

Student Organizations

Affairs and then submitted to the Master Calendar Committee for final approval of the date. If the event is large enough a representative from the student group must meet with the TUCS to discuss logistics.

ALL food served at TUC event must meet kosher standards. All questions about kosher regulations, and to identify an approved kosher catering alternative if the university's Dining & Catering Services (DSC) exercises its right of first refusal, must be answered and reviewed by the campus Rabbi. Please consult the Rabbi with any food related questions. Students can contact the Rabbi by using the following email address rabbi@tu.edu. Payment is due upon receipt of the final bill and needs to be made in the DSC office located in Farragut Inn.

To obtain a Catering Request form, send an email to: tuc.dcs@tu.edu or by clicking on the "Food Services" tab on the Facilities page on the tu.edu website.

USE of the TUC Logo

To use the official TUC stationery bearing the university logo, seal, or facsimile thereof in any correspondence, a student organization must have approved status as established by SGA policy. All promotional items, class or club logo wear, all items for sale or to be given away, bearing the TUC logo, seal, or likeness of the logo, seal, letter mark, and/or logo mark, must be submitted to the Associate Dean of Student Affairs prior to those items being produced. All use of the Touro University California logo, logo mark or letter mark, must be approved by the Associate Dean of Student Affairs and the Associate Vice President of University Communications. No Touro University California funds, SGA funds, club nor any class funds may be used for the purchase or production of any non-approved items.

Student Organization Publicity Policy

Student organizations may produce publicity and other collateral materials in order to advertise for events, activities, and programs. Designs and messages on all advertisements and collateral products must be in good taste. The Associate Dean of Student Affairs reserves the right to remove publicity materials that are inappropriate or offensive; inappropriate student publicity will be kept on file in the Student Affairs office for annual review. Appeal of the Associate Dean's decision may be made to the Dean of Students. All collateral materials must be submitted to the Associate Dean of Student Affairs for approval prior to their being produced. All requests to the SGA for reimbursement of collateral materials must be accompanied by the email approval from the Associate Dean of Student Affairs.

Print Publicity

All publicity materials must be submitted to the Director of Student Activities and stamped approved prior to posting. Flyers, handouts, table tents, mailbox stuffers (electronic email messages or written flyers) must include the Who, What, When, Where and Why (if applicable) pertaining to the event. All publicity should include the date the publicity was posted.

Approved flyers may only be posted on bulletin boards. Do not post on doors, walls, or windows.

All printed publicity must be removed from public areas no later than one week after the event has occurred.

Email publicity must be submitted to the Associate Dean of Student Affairs for approval via email. Upon approval the Office of Student Affairs will distribute to the requested email party.

Student Organizations

Publications

Yearbooks and other sanctioned student publications are published under the auspices of the university. If a publication is desired, the university contracts with its students to develop, edit, and prepare these works for publication. The Associate Dean of Student Affairs and the Director of External Relations must approve final proofs of the publications.

Alcohol Policy For Student Events

The university will not authorize the use of general student fees or other funds collected and administered by a university office or agency for the purchase, supply, or serving of any alcoholic beverage or to partially or totally support events where alcoholic beverages are served or provided to student participants as part of the event. This policy does not apply to approved functions which are directly sponsored and organized by the university. Please see Appendix B for more detailed information on obtaining permission for use of alcohol at approved events.

Student Organization Infractions of Student Activities Policies

The Associate Dean of Student Affairs is charged with the responsibility to ensure student organization compliance with university policies and procedures as presented in this catalog and has the right and responsibility to investigate infractions and violations by student organizations and their members. Infractions will be investigated exclusively by the Associate Dean of Student Affairs. The Associate Dean of Student Affairs may exercise the option of convening a hearing as described in Appendix C (Student Conduct Code).

Sanctions for infractions committed in one academic year:

- First Infraction: Verbal Notification by the Associate Dean of Student Affairs
- Second Infraction: Written warning by the Associate Dean of Student Affairs
- Third Infraction: Revocation of privilege directly associated with violation (i.e., failure to register an event will result in the organization's loss of privilege of hosting events for a period of time to be determined by the Associate Dean of Student Affairs)

Four or more infractions committed by an organization within one academic year (fall and spring semester) may result in suspension. The Associate Dean of Student Affairs reserves the right to bestow appropriate sanctions and/or revoke an organization's privileges should demonstrated organizational behavior warrant such action. Organizations demonstrating extreme negative or inappropriate behavior may be referred directly to the Dean of Students for appropriate sanction. Record of infractions will be maintained for no less than two fiscal years by the Associate Dean of Student Affairs. Appeal of the Associate Dean of Student Affairs' decision may be made to the Dean of Student Affairs.

Institutional Environment

Dress Code

Students must maintain a neat and clean appearance befitting students attending a professional school. Therefore, attire should convey a professional appearance whenever the student is on university grounds, or on a clinical rotation or program.

On campus the mode of dress is determined by each student's professional judgment, unless a department has a dress code for particular activities. Clothing having caricatures, messages, symbols, etc., that can be construed based on societal norms to be vulgar, offensive, or contribute to creating a hostile learning environment are considered to be unacceptable attire, and demonstrates inappropriate professional judgment that is subject to review and disciplinary action by the Associate Dean of Student Affairs.

Eating and Drinking in Classrooms/Laboratories

To ensure a safe, clean and healthy environment for all students on campus, no eating or drinking is permitted in any laboratory or classroom. Care should be taken to remove all trash to a trash container after eating in any area of the university.

Smoking

Smoking, including use of electronically produced vapors, is not permitted on the grounds, inside any campus building, in any of the health care facilities where patient care is delivered, or inside university vehicles (TUC policy 8.002). The university recognizes the health, and safety benefits of smoke-free air and the special responsibility that it has to maintain a healthy and safe environment for its faculty, students, employees and guests. Touro University is committed to the promotion of good health, wellness and the prevention of disease. Violators are subject to disciplinary action. In addition, smoking materials shall not be sold or in any way distributed under the auspices of Touro University California.

Drugs, Alcohol, Weapons & Hazing

Touro University does not condone any form of drug, substance or alcohol abuse by its students. No alcoholic beverages or illegal drugs may be manufactured, consumed or distributed by students in any academic facility, clinic or hospital associated with Touro University. Any violation of this policy will result in disciplinary and appropriate legal action against the offending individual(s) or organization(s). Any student who attends class or a rotation or is on the premises of a facility affiliated with Touro University while under the influence of alcohol or drugs is subject to immediate suspension and probable expulsion. Only with the prior approval of the Associate Dean of Students may alcoholic beverages be served at an on campus student party (see "Student-Sponsored Events").

Substance Abuse Definitions:

- **Illegal Drug:** Any drug defined as illegal under Federal or State law or any drug for which a prescription is required and where no prescription has been issued to the employee, student, volunteer, faculty, physician or other professional for a valid and specific purpose.
- **Under the Influence:** The usual behavior of any employee, student, volunteer, faculty, physician or other professional of his or her ability to perform usual a combination thereof under the influence of alcohol, narcotics or other drug to the degree that endangers himself or another person or property, or by boisterous and offensive conduct annoys another person in his vicinity.

Institutional Environment

- The Condition wherein any of the body's sensory, cognitive, or motor functions or capabilities is altered, impaired, diminished, or affected due to substances. This also means the detectable presence of substances within the body, regardless of when or where they may have been consumed, having an alcohol concentration in blood or breath, and/ or having a positive test for other substances.
- A person may commit the offense of public intoxication by being under the influence of alcohol or drugs. This may include prescription drugs, over-the-counter medications or even aerosol sprays or anytime when his or her ability to think and act with ordinary care due to drinking.

Weapons:

No firearms, ammunition, explosive devices or any other weapons may be carried, (concealed or otherwise), by a student on institutional property. Violators of this policy are considered to be a threat to the academic environment of the institution and are subject to immediate suspension or dismissal from the university.

No organization or individual(s) may engage in any form of hazing of any student enrolled in Touro University. Students engaged in such activities are subject to suspension or expulsion from the university.

Sexual Harassment

Sexual harassment is a form of unlawful discrimination under state and federal law. It may consist of: actual or threatened sexual contact which is not mutually agreeable to both parties, continued or repeated verbal abuse of a sexual nature, and/or a threat or insinuation that a lack of sexual submissiveness will adversely affect the victim's employment, academic standing or other vital circumstances.

Examples of sexual harassment include but are not limited to:

- pressure (subtle or overt) for sexual favors accompanied by implied or overt threats concerning one's job, grades or letters of recommendation;
- inappropriate display of sexually suggestive objects or pictures;
- unnecessary touching, pinching, patting or the constant brushing against another's body;
- use of sexually abusive language (including remarks about a person's clothing, body or bodily movement or sexual activities), and/or
- unwelcome sexual propositions, invitations, solicitations, and flirtations.

Any member of the university community must report such harassment or any form of harassment to the appropriate Program Director or Chair, Dean of Students, the university Title IX Coordinator or other responsible employee of the Touro University California administration. Please see Appendixes H and I for complete university Title IX policy and the definitions of sexual harassment.

Touro University's Title IX Coordinator is:

Kathy Lowe

Director of Human Resources

690 Walnut Avenue Suite 210

707-638-5806

Kathy.Lowe@tu.edu

Jewish Life & Campus Life

JEWISH LIFE AND CAMPUS LIFE

Established in New York City in 1970 by Dr. Bernard Lander, PhD, Touro College is America's largest and fastest-growing independent institution of higher and professional education under Jewish auspices. The institution has grown to encompass over 29 campuses worldwide, involving undergraduate, graduate and professional education.

The Office of Campus Life/Student Jewish Life provides for the coordination of Shabbat (observance of the Sabbath and Jewish holidays) in the campus synagogue, as overseen by Rabbi Tenenbaum.

In addition, counseling and consultation are available to students and to members of the campus community as well as to the local community. Rabbi Tenenbaum is available at any time by phone, in person or via email (see contact information below).

The Rabbi is on campus daily; office hours are generally 11:30 a.m. - 1:30 p.m.

Rabbi Contact Information

Touro University California
Rabbi Tenenbaum
1310 Club Drive
Vallejo, CA 94592
Admissions Campus Location: 111 Farragut Inn
Telephone Number: (707) 638-5507
Email: elchonon.tenenbaum@tu.edu

Calendar

In keeping with its founding traditions and values, Touro University California follows a Master Calendar that denotes observes Jewish holidays. The Master Calendar can be found at:

<http://209.209.34.25/Webdocs/Admissions/Master%20Calendar.htm>

The Calendar allows observant students, faculty and staff to observe Jewish religious holidays as well as the Sabbath. Following are some useful points of information:

- Touro University's administrative offices close at 3 p.m. on Friday and on the eve of Jewish holidays.
- There are a number of Jewish holiday "awareness programs" that are celebrated campus-wide, including Rosh Hashanah (Jewish New Year), Chanukah menorah lighting, Purim, and Lag B'omer picnic.
- Other than holiday observances, official campus activities are not scheduled on the Sabbath and Jewish holidays.
- There are various instructional days wherein examinations will not be given in order to accommodate the holiday calendar. All of these observances are noted on the formal Touro University California Master Calendar. <http://209.209.34.25/Webdocs/Admissions/Master%20Calendar.htm>



Jewish Life & Campus Life

- Should students have any questions, or are uncertain as to how the Calendar impacts a personal schedule or extracurricular activities, students are encouraged to contact Rabbi Elchonon Tenenbaum
- In keeping with the traditions and values of the university's heritage and sponsorship, all food served on campus, as well as at university sponsored events, is kosher.
- The campus food service department is under the kosher supervision of Rabbi Aharon Simkin.
- Students, faculty and staff are welcome to bring their own food to campus, but are respectfully requested to observe the rule that non-Kosher food is not permitted at campus food service locations. These areas are clearly marked.

Shabbat Holidays - Short Explanations

The Jewish day begins in the evening, which is why the Sabbath starts well before sunset on Fridays and concludes about one hour after sunset (nightfall) on Saturdays, This is true for all Jewish holidays and commemorations.

Traditionally Sabbath is observed by attending synagogue services, enjoying meals with family and friends, studying and refraining from work.

Holidays follow the same pattern and observance, to the exclusions of some fast days that commence only at first light in the morning. As with Sabbath all holidays with Sabbath like observances and restrictions, require that all business schools or activities cease a few hours prior to sunset to accommodate travel and preparation.

Restricted activities include all types of vehicular travel, cooking, writing, direct use of electricity and electronic devices – including phones, computer and emails – and any activities that are typically done for weekday work or school.

On fast days, neither food nor drink may be consumed until about one hour after sunset (nightfall).

Jewish Holidays with Shabbat like Restrictions and Early Dismissal Eve

- **Rosh Hashanah:** Jewish New Year. (Two days)
Two day solemn festival on which the entire world is judged for the coming year. Start of the high holidays and of ten days devoted to repentance. Extended synagogue services, with the sounding of the Shofar (Rams horn).
- **Yom Kippur:** Day of Atonement. (One day)
Major fast day beginning prior to sunset on the previous day. Day-long synagogue services with many special prayers, including Kol Nidre, and Nei"lah. Additional proscriptions include washing/bathing and wearing leather shoes.
- **Sukkot:** Tabernacles. (seven days)
Commemorates the Jewish nations wandering in the desert for 40 years. All meals must be eaten in the Sukkah, a temporary dwelling/structure with a roof of natural greenery. Leads directly into:

Jewish Life & Campus Life

- **Shmini Atzeret / Simchat Torah:** Rejoice with the Torah. (two days)
A celebration marking the end of the holiday's season and the completion of the annual cycle of the weekly Torah readings in the synagogue.
- **Pesach:** Passover. (eight days)
Commemorates the Exodus of the Jewish people from ancient Egypt. Special dietary restrictions begin the morning of the previous day. No food containing fermented grains (Chametz) may be consumed or found on one's property. Passover is marked by the special home ritual, the Seder, which is conducted on the first two evenings.
- **Shavuot: Feast of Weeks.**
Celebrating the giving of the Ten Commandments and the entire Torah on Mt. Sinai. Traditionally dairy foods are eaten during the holiday meals.

Holidays with Limited Restrictions; No Classes Scheduled

- **Purim:** commemorates the rescue of the Jewish people in ancient Persia, as recorded in the biblical book of Esther, which is read during synagogue services. Celebrated with feasts and sending of food gifts and giving extra charity to the needy.

Other Holidays with No Restrictions

- **Chanukah:**
Eight days and nights celebrating the rededication of the Second Temple in Jerusalem by the Maccabees following their successful struggle for independence and religious freedom from the Syrians (2nd century BCE) commemorated by lighting candles each evening and eating food baked in oil (latkes and donuts) and playing the Dreidel.
- **Tu B'Shvat:**
New year for trees, celebrated by eating of the seasons new fruit.
- **Lag Ba'Omer:**
Joyful break in the period of semi-mourning commemorating tragedies that occurred between Passover and Shavuot.

Fast Days - No Exams Scheduled

Fast begins at first morning light. Tisha B'av, no classes day of and evening before.

- **Tzom Gedaliah:** (Fast of Gedaliah)
Commemorates the start of the Babylonian exile of the Jewish people (6th century BCE)
- **Asara B'Tevet:** (Fast of the tenth of Tevet)
Commemorates the beginning of the Babylonian siege of Jerusalem (6th century BCE)
- **Ta'anit Esther:** (Fast of Esther)
usually the day before Purim, (see Purim) commemorates the fast of queen Esther recorded in the book of Esther
- **Shiva'ah Asar B'Tammuz:** (Fast of the seventeenth of Tammuz)
Commemorates the breach of the walls of Jerusalem by the besieging of the ancient Romans. Start of the three weeks of mourning which leads into:
- **Tisha B'av:** (Fast of the ninth of Av) no classes day of and evening before.
Major fast day beginning prior to sunset on the previous day. Anniversary of the destruction of both the first and second Holy Temples in Jerusalem and other Jewish tragedies. Limited restrictions on work, special mourning customs observed.



Jewish Life & Campus Life

Touro University California Kosher Food Guidelines

The Kosher Guidelines Manual is intended as a friendly reference to aid students in following kosher dietary requirements when serving food at campus events (i.e., Touro University associated events). *This guide is a concise compilation for the purposes of food provisions at Touro University associated events specifically.* Before any event or for any further clarification about serving kosher food, please contact campus Rabbi Elchonon Tenenbaum and he **will provide directions and guidance in preparation for the event.**

What is Kosher Food?

The Jewish dietary laws of kosher food (kashrut) have been observed for almost 4,000 years. The laws of kashrut are kept according to commandments received from G-d by the Jewish people through Moses in the Sinai desert. Since then, rabbinical laws were ordained throughout time to elucidate and to serve as additional “safeguards” of these laws received in the Jewish Bible (the Torah). Different communities may abide by some customary variations in the “safeguard laws” of kashrut. In general, the laws of kashrut today can be categorized in several ways:

- Types of animals and animal products that are permitted as food
- Foods that require supervision and certification (i.e., prepared privately or by organizations and companies)
- Foods that do not require kosher certification (e.g., whole fresh fruits, vegetables, grains)
- Types of foods that may not be eaten together (e.g., meat and dairy products)
- Methods of using utensils and machinery/surfaces to prepare kosher food

Verifying Kosher Food

Kosher Animals and Animal Products

According to the Torah, only animals that both chew their cud and have cleaved hooves are kosher. Among the common meats we eat, this means that beef, sheep, ox, and goat are technically kosher while pork and rabbit are not. Most of our common bird meats sold in the grocery store are kosher, such as chicken, turkey, and quail. The same applies to their eggs. Seafood that possesses both fins and scales is kosher and as a result, kosher seafood excludes all shellfish. Examples of other unkosher seafood: eel, catfish.

Kashrut also involves laws about how kosher animals must be killed, known as *shechitah*. These are specific rituals mandated for the removal of all blood and for the elimination of unnecessary animal suffering in the process of slaughter.

To ensure that certified kosher meat is purchased for campus events, a butcher/catering company/restaurant must be pre-approved by the campus rabbi.

Other Foods that Require Kosher Certification

Due to the complexities of the modern food industry, most foods that are processed or already prepared in any way must be certified kosher.

- Please contact Rabbi Tenenbaum for Acceptable kosher symbols for other categories of food/drinks/ingredients (like canned fruits vs. other canned goods, other packaged foods, juices, etc.)

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- All liquids or foods produced from fresh/dried grapes or grape flavoring/additives such as grape juice, wine, jam, candy, and popsicles must be certified:
- Hard alcoholic drinks like brandy, liquors, and blended whiskeys often possess wine bases.

Foods that Do Not Require Kosher Certification

Some products do not require kosher certification. In general, these are completely unprocessed or prepared (e.g., cut and pre-packaged), whole fresh fruits, vegetables and grains are considered to be naturally kosher and neither meat nor dairy (aka *pareve* and can be used/eaten together with either meat or dairy products). These foods *do not* require a kosher certification.

However, many insects that can plague fresh produce and grains are not kosher, requiring thorough washing/scrubbing and checking for removal of any infestations. Some examples are: rice, cauliflower, celery and other leafy vegetables, brussel sprouts, blackberries, and artichokes. In line with the laws of kashrut, the examination of leafy vegetables such as cabbage or spinach should occur leaf by leaf.

Kosher Combination of Foods

According to the laws of kashrut, foods are categorized as: meat, dairy, or *pareve* (neither meat nor dairy). *Meats* include meat, fowl, and any of their food derivatives (e.g., bones, soup). *Dairy* products include any of those produced from the milk of kosher animals (e.g., cow or goat milk, cheese, creams). *Pareve* foods by definition contain no meat or dairy derivatives (e.g., eggs, fish, fruit, vegetables, grains, pasta, soft drinks, coffee, and tea).

Meat and dairy products cannot be cooked or served together in the same meal, while *pareve* foods can be eaten as a part of either meat or dairy meals. However, if a *pareve* product is cooked or prepared together with meat or dairy foods it becomes either meat or dairy, respectively. Although fish is considered to be *pareve*, it may not be cooked or eaten together with meat.

Kosher Utensils and Preparation of Food

Kashrut prescribes many intricate laws for preparing kosher food in a kosher facility. For example, cooking utensils and facilities must be kosher, where even separate utensils, appliances, and dishes must be used for meat and dairy foods. For campus events, please consider using campus services for catered foods, or contact the campus rabbi for cooked foods or special food preparations.

Reimbursement Guidelines

The Rabbi must know of the event within the event guideline time frame. Additionally, the Rabbi must approve all food items for the event. Supply all receipts to the Rabbi with the photos of the food item. The photo of the food must include a visible Kosher symbol.



Jewish Life & Campus Life

Approved Kosher Symbols

Kosher food has one of the below symbols under the “good category” on the product packaging. There are more national kosher symbols, these are the most recognized. Contact the Rabbi if there is one not on the list or if there are any questions. Typically the symbols are printed quite small; the symbols below are enlarged for educational purposes.

When a “D” is displayed close to the symbol this represents the fact that the product is Dairy. When purchasing products that are dairy, please ensure there is no usage of any meat products at that event, and vice versa.


Uncut fruits and vegetables are typically kosher. Water without any flavor is Kosher.

The only way students can be reimbursed, is by providing a receipt and proof of packaging, photo.

Good Kosher Symbols

Look for the following nationally approved kosher symbols when purchasing product



Again, when a “D”  is displayed close to the symbol, it represents the fact that the product is dairy. This is mainly displayed to help with the meat with milk rule.

Avoid these Kosher Symbols

These symbols should be avoided! An isolated K is not a real kosher symbol. There are other symbols, but they may not necessarily be approved. When in doubt, check with the Rabbi.



College of Education and Health Sciences

COLLEGE OF EDUCATION AND HEALTH SCIENCES

Administration and Support Staff

Jim O'Connor, Ph. D., Dean of the College of Education and Health Sciences
Justin Heard, Ed.D., Assistant Dean, and Director of the Graduate School of Education
Erendira Romero, Executive Assistant

GRADUATE SCHOOL OF EDUCATION (GSOE)

Administration and Staff

Justing Heard, Ed.D., Director
Sharon Kutasy, Senior Administrative Assistant and Credential Analyst
Denise Fisher, Administrative Assistant
Lorissa Feliciano, ME.d., Administrative Assistant
Linda Henderson, Ed.D., Fieldwork Coordinator and Intern Coordinator
Taylor Ludi, Outreach and Recruitment Specialist

Program Chairs and Faculty

Linda Haymes, Ph.D, Assistant Professor, Special Education
Pamela Redmond, Ed.D, Professor and Program Chair Graduate Studies Program
Louise Santiago, Ph.D Program Coodinator Administrative Leadership
Karen Yoder, Ed.D, Associate Professor and Program Chair, Multiple and Single Subject Credential Programs

Contact Information

Contact information for GSOE Faculty & Staff, is available at <http://tu.edu> > Faculty & Staff

Mission Statement

To promote social justice by serving the community and larger society. To prepare and continuously support professional educators to meet the needs of a constantly changing and diverse student population.

Student learning outcomes and curriculum information for the GSOE can be found by following links to academic program information at the following url: <http://cehs.tu.edu/gsoe/studentresources>

GRADUATE SCHOOL OF HEALTH SCIENCES

Joint Master of Physician Assistant Studies and Public Health (MSPAS/MPH) Program

Administration and Staff

Grace Landel, MEd, PA-C, Program Director, Professor
Michelle Wolfe, MD, Medical Director, Program Director, Assistant Professor
Jennifer Pimentel, MAed, BA, Director of Clinical Education
LeAnna St. John, MPAS, PA-C, Academic Coordinator, Associate Professor
Marie Miller, MUP., Administrative Assistant
Julie Charles, MBA, Data Analyst

Faculty

Kathy Clift, MPAS,PA-C PA Faculty Associate Professor
Josie Hunt, MSPAS, MPH,PA-C, PA Faculty Assistant Professor
Darcie Larimore-Arenas, MSPAS,MPH, PA-C, PA Faculty Assistant Professor



College of Education and Health Sciences

Jeffrey Ritterman, MD, PA Faculty Associate Professor
Kimberlee Walsh, MPAS, PA-C, PA Faculty Assistant Professor
Robin Wempe, MSPAS, PA-C, Assistant Professor

Adjunct Faculty

Candra Carr, MHS, PA-C, PA Faculty, Associate Professor
Joy Dugan, MSPAS, MPH, PA-C, PA Faculty

Contact Information

Contact information for Joint MSPAS/MPH Program Faculty & Staff, is available at

<http://cehs.tu.edu/paprogram/aboutus/directory.htm>

Mission Statement

Through the integration of the Physician Assistant and Public health disciplines, the mission of the Joint MSPAS/MPH Program is to:

- 1) train quality PAs to work with underserved populations,
- 2) recruit applicants from these communities or individuals with a demonstrated interest in serving these communities, and
- 3) increase access to care for underserved populations

Program Learning Outcomes

1. Joint Program students will demonstrate appropriate levels of medical knowledge
2. Joint Program students will demonstrate appropriate levels of medical skills
3. Joint Program students will demonstrate high levels of professionalism
4. Joint Program students will be competent communicators, both with patients and with other medical personnel
5. Joint Program students will provide patient-centered care
6. Joint Program students will integrate these core competencies into their clinical practice.

Curriculum Information

Joint Program curriculum information can be found at the following url:

<http://cehs.tu.edu/paprogram/aboutus/curriculum.html>

Public Health Program

Administration and Staff

Assefaw Tekeste Ghebrekidan MD, DrPH - PH Program Director, Professor
Gayle Cummings MPH, Program Assistant Director, Associate Professor
Alicia Ashorn, MPH, Research Assistant
Brigida Perez, MEdc, Administrative Assistant
Shruti Kumar, M.Ed -MA, Outreach & Distance Learning Specialist

College of Education and Health Sciences

Faculty

Assefaw Tekeste Ghebrekidan MD, DrPH, Associate Professor
Annette Aalborg, DrPH, Associate Professor
Carinne Brody, DrPH, MPH, MA, Assistant Professor
Sarah Sullivan, MPH, MSN, RN, Assistant Professor
Deirdra Wilson, PhD, MPH, Associate Professor
Trina Mackie, PhD; MSPH, Assistant Professor
Nemesia Kelly, MPH, Assistant Professor
Alexandra Hernandez, PhD, MPH, Assistant Professor
Sahai Burrowes, PhD, Assistant Professor
Jaesin Sa, PhD, Assistant Professor

Adjunct Faculty

Nicole Barnett, DSc MBA, Assistant Professor
Phillip Gardiner, DrPH, MPH Assistant Professor
Amal Harrati, PhD, MA, Adjunct Professor
Kathy Koblick, MPH, Adjunct Professor
K. Jacquelyn Omotalade, MPH, JD, Adjunct Professor
Daniel Perlman PhD, MA, Assistant Professor
Nuriye Sahin-Hodoglugil, DrPH, MA, MD, Assistant Professor
Phoumy Sayavong, PhD, MS, Adjunct Professor
Jessica Smith Schwind, PhD, MPH, Assistant Professor
Rainbow Vogt, PhD, Assistant Professor

Contact Information

Contact information for MPH Faculty & Staff, is available at <http://cehs.tu.edu/publichealth>

MPH Vision

Social justice as a framework for reducing health disparities in local and global communities

MPH Mission

To promote the health and well-being of local and global communities through education, service, and research with a focus on underserved populations. This mission is achieved by employing a multidimensional program of study that combines a broad public health base with specific training in two specialty tracks: Community Health and Global Health.

Curriculum Information

Master of Public Health course descriptions and other course information can be found at the following url: <http://cehs.tu.edu/publichealth/curriculum/coursedescriptions.html>

Nursing Program

Administration and Staff

Ann Stoltz, RN, PhD, Director School of Nursing and Professor
Monica McFadden, Administrative Assistant, School of Nursing

Faculty

Jacqueline A. Clavo, CRNA, MSN, JD, Assistant Professor



College of Education and Health Sciences

Terrye More-Harper, RN,MSN,ACNS-BC, Assistant Professor
Julian Gallegos, MS, RN, FNP-BC, PhDc, Assistant Professor

Adjunct Faculty

Kathleen Hahn, MSNm CPNP, RN, NP

Contact Information

Contact information for School of Nursing Faculty & Staff, is available at <http://tu.edu> > Faculty & Staff

Mission Statement

To serve the community and larger society through the preparation of professional nurses as transformational leaders to meet the needs of the complex and diverse health care environment

Purpose

To prepare students with Associate and Baccalaureate Degrees for roles as advance nursing leaders, clinicians, and educators

Values

Leadership; Diversity; Professionalism; Collaboration; Life-long Learning

Vision

To achieve excellence in nursing by advancing the level of nursing education in the region

Student Learning Outcomes

- SLO 1: Synthesizes knowledge from nursing and other academic disciplines (bio/psychosocial, computer science, genetics, communication, public health, ethics, and lifespan development) to continually improve the delivery of nursing care for diverse populations across complex health care environments.
- SLO 2: Analyzes organizational and systems leadership skills to promote high quality and safe health care.
- SLO 3: Designs, implements, and disseminates a quality/safety improvement project within a health care system to improve health care outcomes.
- SLO 4: Integrates translational research concepts and evidence in increasingly complex and diverse practice settings to improve healthcare outcomes
- SLO 5: Integrates data from nursing, computer, and communication and information science to coordinate and improve health care outcomes.
- SLO 6: Analyzes health care policy and advocates at the systems level through the policy development process to improve health and health care.
- SLO 7: Implements relationship-centered leadership to build and sustain collaborative, inter-professional teams to coordinate care delivery.
- SLO 8: Integrates health promotion/risk reduction and population health concepts in the design and delivery of health care.
- SLO 9: Demonstrates advanced depth and breadth of nursing and related sciences, and integrates this knowledge into practice

Curriculum Information

School of Nursing course descriptions and other course information can be found at the following url:

<http://cehs.tu.edu/nursing/programinformation/curriculum.html>

College of Osteopathic Medicine

COLLEGE OF OSTEOPATHIC MEDICINE

Administration

Michael B. Clearfield, DO, FACOI - Professor and Dean of Touro University California
College of Osteopathic Medicine
Gregg Lund, DO, MS - Associate Professor and Senior Associate Dean
JC Buller, MD - Associate Professor and Associate Dean for Clinical Education
Alejandro Gugliucci, MD, PhD - Professor and Associate Dean for Research
Walter C. Hartwig, PhD - Professor and Associate Dean for Academic Affairs
H. Eduardo Velasco, MD, PhD - Professor and Associate Dean for Preclinical Education
Nathalie Garcia- Russell, PhD - Associate Professor and Assistant Dean for Clinical Education
Tami Hendriksz, DO - Associate Professor and Assistant Dean for Clinical Integration
Teresita Menini, MD, MS - Associate Professor and Assistant Dean for Clinical Faculty Development
Greg Gayer, PhD - Associate Professor and Chair, Department of Basic Sciences
Mitchell Hiserote, DO - Associate Professor and Chair, Department of Osteopathic Manipulative Medicine
Patricia Rehfield, DO - Associate Professor and Chair, Department of Primary Care
Glenn Davis, MS - Assistant Professor and Curriculum Director
Erika Goodwin, Director of Core-Site Development and Requirement
Philip Malouf, DO - Associate Professor and Director of Distance Learning

Staff

Miriam Atienza - Third Year Rotations Coordinator
Yael Berenfu. - Administrative Coordinator, Senior Associate Dean
Jennifer Castro - Faculty Coordinator/ Academic Support Manager, Basic Science
Amy Crivello - Administrative Coordinator, Preclinical Education
Mallory Davis - Administrative Coordinator, Research
David DiGiovanni - Fourth Year Rotations Coordinator
Carol Duley - Executive Assistant to the Dean
Susan Elliott - Projects Manager Primary Care
Donna Fyfe - Administrative Assistant, Basic Science
Marilyn Grimsley - Faculty Coordinator/ Academic Support Manager Primary Care
Lesley Gutierrez - Fourth Year Rotations Coordinator
Cee Harrelson - Director, Clinical Skills Laboratory
Rebecca Howard, Standardized Patient Trainer
Irina Jones - Clinical Education Department Manager
Glen Lamontagne - Administrative Coordinator, Primary Care
Roman LoBianco - Institutional Affiliations and Credentialing Coordinator
Sarah Passage - CME Coordinator
Jeff Reedy - Educational Technical Support
Mon Saepharn - Grades Coordinator
Anda Sniedzke - Administrative Coordinator, Academic Affairs
Arielle Vale - Administrative Coordinator, OMM

Basic Science Faculty

Nripendra Dhillon - Assistant Professor
David Eliot, PhD - Associate Professor
Tamira Elul, PhD - Associate Professor
Greg Gayer, PhD - Associate Professor and Department Chair



College of Osteopathic Medicine

Miriam Gochin, PhD - Professor
Evan Hermel, PhD - Professor
Grace Marie Jones, PhD - Assistant Professor
Gloria Klapstein, PhD - Associate Professor
Touraj Kormi, MD - Adjunct Instructor
Athena Lin, PhD - Associate Professor and Vice Director of Global Health Program
Denene Lofland, PhD - Associate Professor
Eman Mahmoud, MD - Professor and Director of Global Health Program
Alan Miller, PhD - Professor
Shin Murakami, PhD - Associate Professor
Ghulam Noorani, MD - Adjunct Instructor
Barbara Puder, PhD - Associate Professor
Liisa Russell, MD - Associate Professor
Jean-Marc Schwarz, PhD - Professor
Joel Talsma, MS - Instructor
Donald Wilson, MD - Adjunct Professor
Ted Wong, PhD - Associate Professor
Bruce Silverman, BS - Laboratory Manager & Instructor
Marâ Teaforç, PhD - Professor

Basic Science Emeritus Faculty

Barbara Kriz, PhD - Professor
Marilu Mazzotta, PhD - Professor

Osteopathic Manipulative Medicine Faculty

David Crotty, DO - Associate Professor
John Glover, DO, FAAO - Professor
R. Mitchell Hiserote, DO - Associate Professor and Department Chair
Victor Nuno, DO - Assistant Professor
Melissa Pearce, DO - Assistant Professor and Vice Chair
Stacey Pierce-Talsma, DO - Assistant Professor
Sarah Barnes, Registered Osteopath, Adjunct Faculty
Susan Boudakian, DO - Adjunct Faculty
Christopher Brown, DO - Adjunct Faculty
Belinda Burnside, DO - Adjunct Faculty
Lee Ann Cuny, DO - Adjunct Faculty
Jeffrey Etemad, DO - Adjunct Faculty
May Lin, DO - Adjunct Faculty
Sean Moloney, DO - Adjunct Faculty
Thomas Reece, DO - Adjunct Faculty

Primary Care Faculty

Joy Dugan, PA - Instructor
E. Makani Da Silva, PA - Instructor
Michele Leary, DO - Assistant Professor
Audra Lehman, MD - Assistant Professor

College of Osteopathic Medicine

Abraham Pera, DO - Associate Professor
Patricia Rehfield, DO, MPH - Associate Professor and Department Chair
Alesia Wagner, DO - Assistant Professor
Cathy West, MD, Dr.PH - Assistant Professor Jeffrey Zwerin, DO - Assistant Professor
Jonathan Forncrook, DO - Assistant Professor Georgia Allen, DO - Assistant Professor
Jay Shubrook, DO - Full Professor
Alissa Farrell, DO - Assistant Professor
Philip Malouf, MD - Associate Professor, Director of Distance Learning
Kim Pfothenauer, DO - Assistant Professor

Contact Information

Contact information for TUCOM Faculty & Staff, is available at <http://tu.edu> > Faculty & Staff

Mission Statement

The Mission of Touro University Osteopathic Medicine Program is to prepare students to become outstanding osteopathic physicians who uphold the values, philosophy and practice of osteopathic medicine and who are committed to primary care and the holistic approach to the patient. The program advances the profession and serves its students and society through innovative pre-doctoral and post-doctoral education, research, community service, and multidisciplinary and osteopathic clinical services.

TUCOM DO Program Student Learning Outcomes

TUCOM has adopted the seven Osteopathic Core Competencies for Medical Students as our Program Student Learning Outcomes:

- Osteopathic Principles and Practices
- Medical Knowledge
- Patient Care
- Interpersonal and Communication skills
- Professionalism
- Practice-Based Learning and Improvement
- Systems-Based Practice

For more information about each competency see Osteopathic Core Competencies for Medical Students. TUCOM has not adopted the expanded competencies. Information is available at url below.

<http://www.aacom.org/InfoFor/educators/mec/cc/Documents/CoreCompetencyReport2012.pdf>

Curriculum Information

College of Osteopathic Medicine course descriptions and other course information can be found at the following url:

http://com.tu.edu/resources/docs/curriculum/2013-2014_student_catalog_final.pdf

College of Pharmacy

COLLEGE OF PHARMACY

Administration

Rae Matsumoto, PhD, Dean of the College of Pharmacy
Gordon McCarter, PhD, Assistant Dean for Pharmacy Student Affairs
Paul C. Goldsmith, PhD, Associate Dean for Academic Affairs & Research
Debra Sasaki-Hill, PharmD, Associate Dean for Clinical & Professional Affairs
Robert Ignoffo, PharmD, FASHP, FCSHP, Assistant Dean for Pharmacy Student Affairs Layla
Yousify, PharmD, Pharmacy Student Development Specialist
Lucinda Chan, PharmD, Director of Experiential Education
Keith Yoshizuka, PharmD, JD, MBA, Assistant Dean of Administration

Staff

Janice Cabahug, Administrative Assistant for Experiential Education
Bridget Canfield, Coordinator of Assessment Dat
Alisa Danyeur, Executive Assistant and Curriculum Support Manager
Anne Davis, Administrative Coordinator
Deshon Williams, Educational Tech Support Technician
Nalleli Ramirez, Administrative Assistant for Experiential Edun

Pharmacy Practice Faculty

Hamid Ameli, PharmD, Instructor
Linda Banares, PharmD, BCACP, Assistant Professor
Laura Baumgartner, PharmD, Assistant Professor
Monica Bidwal, Pharm D, Assistant Professor
Chad Bradford, PharmD, Assistant Professor
William Dager, PharmD, BCPS, Professor
Monica Donnelley, PharmD, BCPS, Assistant Professor
Shadi Doroudgar, PharmD, BCPS, CGP, Assistant Professor
Jeremiah Duby, PharmD, BCPS, Assistant Professor
Mark Gloudeman, PharmD, CDE, Assistant Professor
Jerry Gonzales, PharmD, Assistant Professor
Robert Ignoffo, PharmD, FASHP, FCSHP, Professor
Eric Ip, PharmD, BCPS, CSCS, CDE, Chair/ Associate Professor
Tristan Lindfelt, PharmD, BCPS, BCACP, Assistant Professor
Kajua Lor, PharmD, BCACP, Assistant Professor
Victor Monrreal, Jr., PharmD, Assistant Professor
Adrian Palisoc, PharmD, Assistant Professor
Paul Perry, MS Pharm, PhD, BCPP, Professor
Debra Sasaki-Hill, PharmD, Associate Dean for Clinical & Professional Affairs/ Assistant Prof
Robert Schoenhaus, PharmD, Associate Professor
Terrill Tang, MS, PharmD, BCPS, Assistant Professor
Kelan Thomas, PharmD, MS, BCPS, BCPP, Assistant Professor

College of Pharmacy

Biological & Pharmaceutical Sciences Faculty

Nathalie Bergeron, RDt, PhD, Professor
H. Michael Ellerby, PhD, Chair / Professor
David Evans, BSc Pharm, PhD, Professor
Paul Goldsmith, PhD, Associate Dean Academic Affairs & Research / Professor
Susan Heimer, PhD, Assistant Professor
Kevin Ita, MSc Pharm, PhD, Associate Professor
Daniel Keppler, PhD, Associate Professor
Shengquan Liu, BS Pharm, PhD, Assistant Professor
Ingrid Lopes, DO, Associate Professor
Maggie Louie, PhD, Associate Professor
David Madden, PhD, Assistant Professor
Gordon McCarter, PhD, Associate Professor
Alison McCormick, PhD, Professor
Karl Meszaros, MD, PhD, Professor
Shona Mookerjee, PhD, Assistant Professor
Vanishree Rajagopalan, PhD, Assistant Professor

Social, Behavioral & Administrative Sciences

John Inciardi, PharmD, Adjunct Professor
Katherine Knapp, PhD, Professor / Dean Emeritus
Debbie Lu, PharmD, Assistant Professor
Bijal Shah, PharmD, Associate Professor
Patricia Shane, PhD, Associate Professor
Layla Yousify, PharmD, Assistant Professor
Junhua Yu, PhD, Assistant Professor

Experiential Faculty

Larry Cacace, PharmD, Assistant Professor
Lucinda Chan, PharmD, Assistant Professor
Brigette Lofholm, PharmD, Assistant Professor
Adrian Wong, PharmD, Assistant Professor
Terri Wong, PharmD, Assistant Professor / Curricular Support

Contact Information

Contact information for TUC COP Faculty & Staff is available at <http://tu.edu> > Faculty & Staff

Mission Statement

To benefit society through its programs in pharmacy education, research, scholarship, and service.
To prepare our students to become competent, caring and ethical pharmacists dedicated to optimizing health care outcomes. To develop students and faculty to be leaders and provide them with the tools to practice effectively and be role models in a wide variety of professional settings.
To promote life-long learning in a culture of collegiality, respect, and diversity.

Program Learning Outcomes

PharmD Program Student Learning Outcomes

Professional pharmacist competencies that must be achieved by graduates through the professional degree program curriculum are the ability to:



College of Pharmacy

1. Provide patient care in cooperation with patients, prescribers, and other members of an interprofessional health care team based upon sound therapeutic principles and evidence-based data, taking into account relevant legal, ethical, social, cultural, economic, and professional issues, emerging technologies, and evolving biomedical, pharmaceutical, social/behavioral/administrative, and clinical sciences that may impact therapeutic outcomes.
2. Manage and use resources of the health care system, in cooperation with patients, prescribers, other health care providers, and administrative and supportive personnel, to promote health; to provide, assess, and coordinate safe, accurate, and time-sensitive medication distribution; and to improve therapeutic outcomes of medication use.
3. Promote health improvement, wellness, and disease prevention in cooperation with patients, communities, at-risk populations, and other members of an interprofessional team of health care providers.

These professional competencies must be used to guide the development of stated student learning outcome expectations for the curriculum. To anticipate future professional competencies, outcome statements must incorporate the development of the skills necessary to become self-directed life-long learners.

More specifically, the PharmD Program should prepare students for these professional competencies and outcomes:

1. Communicate with health care providers
2. Communicate with patients and caregivers.
3. Gather and use specific information (e.g., patient histories, medical records) to identify patient medication-related problems.
4. Develop a patient care plan to manage each medication-related problem.
5. Work with the health care team to implement the patient care plan.
6. Document pharmaceutical care activities.
7. Interpret epidemiologic data relevant to specific diseases and their management.
8. Interpret economic data relevant to treatment of disease.
9. Manage the system of medication use to affect patients.
10. Identify and use risk reduction strategies to minimize medication errors.
11. Provide patient care in accordance with legal, ethical, social, economic, and professional guidelines.
12. Work with other stakeholders (e.g., patients and other health professionals) to engender a team approach to assure appropriate use of health care resources in providing patient care.
13. Interpret and apply drug use policy and health policy.
14. Work with other stakeholders (e.g., patients and other health professionals) to identify and resolve problems related to medication use.
15. Promote wellness and disease prevention services.
16. Practice pharmacy in interprofessional and collaborative practice settings.
17. Search the health sciences literature.
18. Evaluate the health sciences literature.
19. Reflect critically on personal skills and actions and make plans to improve when necessary.
20. Accept and respond to constructive feedback.

College of Pharmacy

Residency Program Learning Outcomes

Outcome R1: Manage and improve the medication-use process.

- Goal R1.1: Identify opportunities for improvement of the organization's medication-use system.
- Goal R1.2: Design and implement quality improvement changes to the organization's medication-use system.
- Goal R1.3: Prepare and dispense medications following existing standards of practice and the organization's policies and procedures.
- Goal R1.4: Demonstrate ownership of and responsibility for the welfare of the patient by performing all necessary aspects of the medication-use system.
- Goal R1.5: Provide concise, applicable, comprehensive, and timely responses to requests for drug information from patients and health care providers.

Outcome R2: Provide evidence-based, patient-centered medication therapy management with interdisciplinary teams.

- Goal R2.1: As appropriate, establish collaborative professional relationships with members of the health care team.
- Goal R2.2: Place practice priority on the delivery of patient-centered care to patients.
- Goal R2.3: As appropriate, establish collaborative professional pharmacist-patient relationships.
- Goal R2.4: Collect and analyze patient information.
- Goal R2.5: When necessary, make and follow up on patient referrals.
- Goal R2.6: Design evidence-based therapeutic regimens.
- Goal R2.7: Design evidence-based monitoring plans.
- Goal R2.8: Recommend or communicate regimens and monitoring plans.
- Goal R2.9: Implement regimens and monitoring plans.
- Goal R2.10: Evaluate patients' progress and redesign regimens and monitoring plans.
- Goal R2.11: Communicate ongoing patient information.
- Goal R2.12: Document direct patient care activities appropriately.

Outcome R3: Exercise leadership and practice management skills.

- Goal R3.1: Exhibit essential personal skills of a practice leader.
- Goal R3.2: Contribute to departmental leadership and management activities.
- Goal R3.3: Exercise practice leadership.

Outcome R4: Demonstrate project management skills.

- Goal R4.1: Conduct a practice-related project using effective project management skills.

College of Pharmacy

Outcome R5: Provide medication and practice-related education/training.

Goal R5.1 Provide effective medication and practice-related education, training, or counseling to patients, caregivers, health care professionals, and the public.

Outcome R6: Utilize medical informatics.

Goal R6.1: Use information technology to make decisions and reduce error.

Outcome E1: Conduct pharmacy practice research.

Goal E1.1: Design, execute, and report results of investigations of pharmacy practice-related issues.

Goal E1.2 Participate in clinical, humanistic and economic outcomes analyses.

Outcome E7: Demonstrate additional competencies that contribute to working successfully in the health care environment.

Goal E7.1: Use approaches in all communications that display sensitivity to the cultural and personal characteristics of patients, caregivers, and health care colleagues.

Goal E7.2: Communicate effectively.

Goal E7.4: Manage time effectively to fulfill practice responsibilities.

Goal E7.5: Make effective use of available software and information systems.

Program Learning Outcomes (cont.)

MSMHS-COP Program Student Learning Outcomes

1. Demonstrate the ability to critically assess the scientific literature
2. Engage in and conduct original research.
3. Design and implement research experiments to critically test hypotheses in pharmaceutical sciences and health outcomes.
4. Demonstrate the ability to present scientific data
5. Develop strong verbal and written communication skills.
6. Behave in a professional and ethical manner.

Curriculum Information

College of Pharmacy course information can be found at the following url for the Master of Science Medical Health Sciences COP program: http://cop.tu.edu/programs_degrees/msmhs-curriculum.html

College of Pharmacy course information can be found at the following url for the Doctor of Pharmacy program: http://cop.tu.edu/_resources/documents/catalog.pdf

Appendix A: Access to and Disclosure of Educational Records

APPENDIX A: ACCESS TO AND DISCLOSURE OF EDUCATIONAL RECORDS MAINTAINED BY TOURO UNIVERSITY

In accordance with the Family Education Rights and Privacy Act of 1974 (FERPA, formerly known as the Buckley Amendment), the following represent guidelines for access to and disclosure of educational records maintained for students who are or have been in attendance at Touro University.

Touro University California annually informs all students of their educational records privacy choices. FERPA was enacted to protect the privacy and educational rights with respect to student education records.

I. Definitions

As used herein:

1. "University" means Touro University
2. "Directory Information" at Touro University California is designated as the following information relating to a student: The student's name, address (permanent and present), telephone number, undergraduate institution attended and degree, class level, home state, dates of attendance, tu.edu email address the most recent previous educational institution attended majors, degree(s), honors and awards received photos, classification, club memberships, dates of enrollment, current student status, residency matches, degree(s) conferred, dates of conferral, and graduation distinctions and other similar information.
3. "Disclosure" means permitting access to or the release, transfer or other communication of education records of the student or the personally identifiable information contained therein, orally or in writing or by electronic means, or by any other means to any party.
4. "Education Records" means those records which are directly related to a student and are maintained by the university, or by a party acting for the university, as a part of its official records of a student's university work. The term does not include:
 - a. Records of instructional, supervisory and administrative personnel and educational personnel ancillary thereto, which are in the sole possession of the maker thereof and are not accessible or revealed to any other individual except a substitute (for the purpose of this definition, a "substitute" means an individual who performs on a temporary basis the duties of the individual who makes the record, and does not refer to an individual who permanently succeeds the maker of the record in his or her position);
 - b. Records of a law enforcement unit of the university which are maintained apart from educational records solely for law enforcement purposes and are not disclosed to individuals other than law enforcement officials of the same jurisdiction;
 - c. Records relating to an individual who is employed by the university which are made and maintained in the normal course of business, relate exclusively to the individual in that individual's capacity as an employee, and are not for use for any purpose (this sub-paragraph does not apply to records relating to any individual in attendance at the university who is employed as a result of his or her status as a student);
 - d. Personal health records of a student, which are created or maintained by a professional acting in his or her professional capacity, used only in connection with the provision of

Appendix A: Access to and Disclosure of Educational Records

- treatment to a student, and not disclosed to anyone other than individuals providing the treatment (provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice); and
- e. Alumni records compiled after graduation.
5. "Personally identifiable" means that the data or information includes:
 - a. The name of a student, the student's parent or other family member;
 - b. The address of the student
 - c. A personal identifier, such as the student's social security number or student identification number;
 - d. A list of personal characteristics which would make the student's identity easily traceable; or
 - e. Other information which would make the student's identity easily traceable.
 6. "Record" means any information or data recorded in any medium, including, but not limited to: handwriting, digital, print, tapes, film, microfilm and microfiche.
 7. "Student" means any person who has matriculated at the university and commenced classes, for whom the university maintains education records. The term does not include an individual who has applied for admission to but had not been in attendance at the university, nor does it include alumni status. "Student" status terminates at the time a student ceases to attend classes and leaves the institution.

II. Inspection and Review of Education Records

1. Education records maintained: The university maintains the following types of education records:
 - a. Personal data which identifies each student enrolled in the university, including full legal name, address, race, sex, date and place of birth, marriage status, names of spouse, and name of parent or guardian.
 - b. Description of student academic status including grade level completed, grades, standardized test scores and clinical evaluations of work competency and achievement.
 - c. Scores on standardized intelligence and aptitude tests.
 - d. Scores on standardized professional examination boards.
 - e. Records of extracurricular activities.
 - f. Health data relevant to educational assignments.
 - g. Systematically gathered academic and clinical evaluations.
 - h. Reports of disciplinary and criminal proceedings provided the reports contain only factual information and not subjective information.
2. Retention and security of records
 - a. The university Registrar shall maintain all education records as well as any and all records maintained by the central university administration, with the exception of the disciplinary and criminal records which shall be kept separately by the Dean of Students or designee.
 - b. Security of all records shall be the responsibility of the Registrar, excepting those above-mentioned files which are the responsibility of the Dean of Students or designee.
 - c. With the exception of records of disciplinary and criminal proceedings, the above-enumerated records of subsection 2.a. shall be kept for at least 6 years after the student leaves the school. Records of disciplinary and criminal proceedings shall be reviewed

Appendix A:

Access to and Disclosure of Educational Records

upon graduation to determine whether the record shall be maintained for professional certification or legally related reasons. If there is not sound legal or professional reason for such maintenance, the records shall be destroyed upon order of the Dean of Students or designee.

- d. The Registrar shall at any time deemed appropriate, review any and all records for which he/she shall have responsibility. Such review shall be done to eliminate those records which no longer have meaning in determining the educational accomplishments of the student or which are inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student.
3. Right to inspect and review education records
- a. The university shall, permit a student who is or has been in attendance at the institution to inspect and review the education records of that student.
This right to inspect and review includes the right to a response from the university to reasonable requests for explanations and interpretations of the records, and the right to obtain copies would effectively prevent a student from exercising the right to inspect and review.
 - b. Students shall not be permitted to inspect and review the following records:
 - i. Financial records and statements of their parents or any information contained therein.
 - ii. Confidential letters and confidential statements of recommendation which were placed in the education records of a student prior to January 1, 1975, provided that: (1) the letters and statements were solicited with a written assurance of confidentiality or sent and retained with a documented understanding of confidentiality, and (2) the letters and statements are used only for the purposes for which they were specifically intended.
 - iii. Confidential letters and confidential statements of recommendation placed in the education records of a student after January 1, 1975, with respect to university admission, an application for employment, or the receipt of an honor or honorary recognition, provided that the student has waived in writing his or her right to inspect and review those letters and statements of recommendation. In the event of such a waiver: (1) the applicant or student shall be, upon request, notified of the names of all individuals providing the letters or statements; (2) the letter or statements shall be used only for the purpose for which they are originally intended; and (3) such waiver shall not be required by the university as a condition of admission to or receipt of any other service or benefit. Such a waiver may be revoked at any time with respect to any actions occurring after the revocation.
 - c. The procedure for inspection and review of records shall be as follows:
 - i. Students should submit to the Registrar, Dean, head of the academic department, or other appropriate university official, a written request which identifies the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
A student desiring to inspect and review his/her records shall submit a written



Appendix A: Access to and Disclosure of Educational Records

- request directly to the person in charge of the desired records.
- ii. Such request must specify the records requested.
- iii. A request to inspect the desired records will be granted within a reasonable period of time, not exceeding 45 days after the request has been made.
- iv. The student will be notified by mail as to when and where he/she may inspect the requested records.
- v. Inspection of records will be made in front of the responsible administrator or designee.
- vi. A notation will be placed in the file each time it is inspected, stating the date of inspection, person inspecting, and reason for the inspection. In the case of transcript transmittal, a student must submit such request in writing and a notation shall be made on the file as to date and place sent.
- d. A student may request copies of his/her education records from the official in charge of keeping those records in accordance with the following:
 - i. A transcript of the student's academic record will be made at a charge of \$5.00 per copy to students. \$10.00 per copy to alumni. All other records shall be reproduced at a charge of 50 cents per page.
 - ii. Requests for reproduction of a transcript must be made in writing to the University Registrar on the appropriate form to be obtained from the office of the Registrar.
 - iii. Requests for reproduction of other records must be made in writing to the appropriate official holding the desired records.
 - iv. All reproduction requests must be accompanied by the payment of record reproduction charges.
 - v. Reproduction shall be done as soon as feasible, but not to exceed 45 days after receipt of the request.

III. Amendment of Education Records

- 1. Request of education records
 - a. A student who believes that information contained in his/her education records is inaccurate or misleading, or violates privacy or other rights, may request that the records be amended.
 - b. Such a request shall be made in writing and submitted to the custodian of the disputed record, who shall decide whether to amend the record in accordance with the request within a reasonable period of time (not exceeding 45 days) of receipt of the request.
 - c. If the custodian of the disputed record, after consultation with the Dean of the individual college, refuses to amend the record in accordance with the student's request, he/she shall immediately notify the student in writing of such refusal and advise the student of the right to a hearing under subsection III.2 below.
- 2. Right to and conduct of hearing
 - a. If the request by a student to amend education records is denied, he/she may, in writing submitted to the custodian of the record within 45 days after the denial, request a hearing in order to challenge the content of the records to insure that information therein is not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student.
 - b. The hearing shall be conducted before a review board composed of one member of the

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faculty who has no direct interest in the outcome of the hearing, one administrator of the university (appointed by the COO/ Provost of the University) who has no direct interest in the outcome of the hearing and, at the option of the student requesting the hearing, one student representative of the SGA.

- c. The hearing shall be held within a reasonable period of time (not exceeding 45 days) after receipt of the request by the custodian of the record. The student shall be given notice of the date, place and time of the hearing at least 21 days prior thereto.
- d. The student shall have a full and fair opportunity to present all evidence relevant to the issues, and may be assisted or represented at the hearing by an individual of his/her choice at his/her own expense.
- e. The decision of the review board shall be based solely upon evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision. The review board shall render its decision in writing within a reasonable period of time (not exceeding 60 days) after the conclusion of the hearing.

3. Results of hearing

If, as a result of the hearing, the university decides that the information is not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, it shall inform the student of the right to place in his/her education records a statement commenting upon the information in the education records and/or setting forth any reasons for disagreeing with the decision of the university. Any explanation placed in the education records of the student hereunder shall be maintained by the university as part of the education records of the student so long as the record or contested portion thereof is maintained, and shall be disclosed to any party subsequently receiving the education records of the student or contested portion thereof.

IV. Disclosure of Personally Identifiable Information from Education Records

1. Prior consent for disclosure required

- a. Except as provided in subsection IV.2 below and except with respect to directory information, the university shall obtain the written consent of a student before disclosing personally identifiable information from the education records of the student.
- b. The written consent thus required shall be signed and dated by the student and shall include: a specification of the records to be disclosed; the purpose(s) of the disclosure; and the party or class of parties to whom the disclosure may be made.
- c. Whenever a disclosure is made pursuant to the written request of a student, the university shall, upon request, provide a copy of the disclosed record.

2. Prior consent for disclosure not required. The university may, but need not, disclose personally identifiable information without the written consent of a student if the disclosure is:

- a. To the student himself/herself, or to anyone who has the written permission of the student.
- b. To university officials, including the heads of administrative departments as well as faculty members having classroom or advisory responsibility to the student, provided that such officials have legitimate educational interests in the information. For purposes hereof, "legitimate educational interest" shall mean any interest of those officials directly related to the performance of their duties, but shall not include any interest having as its principal source the personal prejudice of any such official.

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- c. To authorized representatives of: The Comptroller General of the United States; the Secretary of Health, Education and Welfare; the U.S. Commissioner of Education; the Director of the National Institute of Education, or the Assistant Secretary for Education; State educational authorities. It is provided that any such disclosures shall be only for use in connection with the audit and evaluation of federally supported education programs, or in legal requirements relating to such programs. When the collection of personally identifiable information is specifically authorized by federal law, any data collected by officials hereunder shall be protected in a manner which will not permit the personal identification of the student by other than those officials, and the personally identifiable data shall be destroyed when no longer need for such audit, evaluation or enforcement of or compliance with federal legal requirements.
 - d. In connection with financial aid for which a student has applied or which student has received, provided that personally identifiable information from the education records of a student will be disclosed only as may be necessary to: determine eligibility for financial aid; determine the amount of financial aid; determine the conditions which will be imposed regarding the financial aid; or to enforce the terms or conditions of the financial aid.
 - e. To state and local officials or authorities to whom information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.
 - f. To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs and improving instruction. It is provided that the studies are conducted in a manner which will not permit the personal identification of students by individuals other than representatives of the organization and the information will be destroyed when no longer need for the purposes for which the study was conducted.
 - g. To accrediting organizations in order to carry out their accrediting functions.
 - h. To parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1954.
 - i. To comply with a judicial order or a lawfully issued subpoena, in which event the student will be notified in advance of compliance, if feasible, of the order or subpoena, the compliance date and of the university's intention to comply.
 - j. To appropriate parties in a health or safety emergency, when the information is necessary to protect the health or safety of the student or other individuals, based upon the following factors: the seriousness of the threat to the health or safety of the student or other individuals; the need for the information to meet the emergency; whether the parties to whom the information is disclosed are in a position to deal with the emergency; and the extent to which time is of the essence in dealing with the emergency.
3. Record of disclosures
- a. The university shall maintain a record, kept with the education records of its students, of each request for and disclosure of personally identifiable information from the education records of its students. Such record shall indicate the parties who have requested or obtained personally identifiable information, and the legitimate interests these parties had in requesting or obtaining the information.

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- b. Subparagraph IV.3.a above shall not apply to: disclosures to a student; disclosures pursuant to a written consent of a student when the consent is specific with respect to the party or parties to whom the disclosure is to be made; disclosures to university officials under subsection IV.2.b above; or disclosures of directory information under subsection IV.5 below.
 - c. The record of disclosures may be inspected by: the student; the university official responsible for custody of the records; and the parties authorized in, and under conditions set forth in subsection IV.2 above, for the purpose of auditing the record-keeping procedures of the university.
4. Limitation on re-disclosure
- a. The university will disclose personally identifiable information from the education records of a student only on condition that the party to whom the information is disclosed will not disclose the information to any party without the prior written consent of the student, except that such information disclosed to an institution, agency or organization may be used by its officers, employees and agents for the purposes of which the disclosure was made.
 - b. Notwithstanding subparagraph IV.4.a above, the university may disclose personally identifiable information under subsection IV.2 above with the understanding that the information will or may be re-disclosed to other parties under that section, provided that the record keeping requirements of subsection IV.3 above are met with respect to each of those parties.
 - c. Except for the disclosure of directory information under subsection IV.5 below, the university will inform the party to whom a disclosure is made of the requirement of subparagraph IV.4.a above.
5. Disclosure of directory information
- a. The university may disclose personally identifiable information from the education records of a student who is in attendance at the institution if that information consists of "Directory information" as defined in subsection I.2 above. It is provided, however, that any student may refuse to permit the designation of any such information with respect to him/her as directory information by serving written notice to that effect on the university's Registrar within 30 days after the commencement of any academic year. Touro University will honor a student's request to withhold Directory Information until notified otherwise by the student in writing. Students should consider carefully the consequences of any decision to withhold such Directory Information. Should a student decide to direct Touro University California not to release any of this information; any request for such information will be refused. The signed request must be received in the office of Registrar at the start of a new academic year. This authorization is valid until a written request to rescind is received by the Office of the Registrar. Please note - if registrar staff has not received a request to rescind this hold at the time of student graduation, the student's name will not appear in the commencement program. It is the student's responsibility to request that the hold be removed for inclusion in commencement publications and media notifications.
 - b. The university may disclose directory information from the education records of an individual who is no longer in attendance at the university without following any procedures under subparagraph IV.5.a above.

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V. V. Annual Notification of Rights

1. Notice requirement. The university shall give students in attendance at the institution annual notice of the following:
 - a. Their rights under the Federal Education Rights and Privacy Act of 1974 (FERPA), regulations promulgated there under, and the policies of the university adopted herein;
 - b. The location where copies of these Guidelines may be obtained; and
 - c. The right to file complaints concerning alleged failures by the university to comply with the requirements of FERPA and regulations promulgated there under, with The Family Educational Rights and Privacy Act Office (FERPA), Department of Health, Education and Welfare, 330 Independence Avenue SW, Washington, DC 20201.
2. Form of notice. The notice required under subparagraph V.1 above shall be given annually and shall be published in the university catalog, Please see the Registrar website for this information: <http://studentservices.tu.edu/registrar/privacynotice.html>

Appendix B:

Drug Free Workplace

DRUG-FREE WORKPLACE

The following Drug-Free Workplace Policy is to notify all students that pursuant to the Federal Drug-Free Workplace Act of 1988 (Public Law 101-690) and California Drug-Free Workplace Act of 1990, Touro University California prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace, on school property, or as part of any school activity.

In order to enforce this policy, the university reserves the right to conduct searches of university property, student, or employees and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy.

The illegal use or abuse of drugs which impair a student's ability to perform academically, or disrupts others in the performance of their work or academic endeavors is strictly prohibited. The unlawful sale, manufacture, possession, distribution or use of controlled substances on the university's campuses is strictly prohibited. Students convicted of any criminal drug violation are required to notify the university within five days of the conviction. The university may then report this conviction to the appropriate agencies.

Any student who is using prescription or over-the-counter drugs that may impair their ability to safely perform their academic duties, or affect the safety or well-being of others, must notify the Director of Student Health. The student needs not disclose the condition(s) for which the drugs are being used. Following the required disclosure, the university will determine whether reasonable accommodations can be made which would allow the student to perform his or her duties safely.

Any student who violates this policy will be subject to disciplinary action, up to and including dismissal from his/her program of study.

The university will encourage and reasonably accommodate students with alcohol or drug dependencies to seek treatment and/or rehabilitation. Students may consult with Counseling Services for referral information. The university is not obligated, however, to retain any student who's academic or professionalism performance is impaired because of drug or alcohol use, nor is the university obligated to re-admit any person who has participated in treatment and/or rehabilitation if that student's performance remains impaired as a result of dependency. Students who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency, will not automatically receive a second opportunity to seek treatment and/or rehabilitation.

Students are required to certify each year that they have received, read, and understand the Touro University Drug Free Work Place policy in addition to the Student Catalog. Students agree to comply with the policy and are notified that failure to comply could result in disciplinary action, up to and including dismissal.

Drug Conviction Notification and Imposed Sanctions:

1. Any student must notify Touro University California of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such a conviction.
2. Within 30 days after receiving notice of a student conviction, Touro University California will impose corrective measures on the student convicted of drug abuse violations in the workplace by:

Appendix B: Drug Free Workplace

- a. Taking appropriate action against the student up to and including expulsion or referral for prosecution and/or
- b. Requiring such student to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.

Health Risks

The abuse of narcotics, depressants, stimulants, hallucinogens, or alcohol can cause serious detriment to a person's health. The health risks associated with the misuse of the previously mentioned drugs vary but include, and are not limited to: convulsions, coma, paralysis, irreversible brain damage, tremors, fatigue, paranoia, insomnia, and possible death. Drug and alcohol abuse is extremely harmful to a person's health, interferes with productivity and alertness, and attending classes/rotations while under the influence of drugs or alcohol could be a danger to the student under the influence, fellow students, and to patients/clients under the student's care. See the web-site under Drug Free Workplace for information on specific damage and symptoms related to drug usage.

Laws Relating to Drug Violations

Attached is a list of violation codes associated with the unlawful manufacture, distribution, dispensing, possession or use of any controlled substance. Any student violating any of the described laws of the Health and Safety Code or the Business and Professional Code could be subject to fines and imprisonment.

Rehabilitation

Touro University California will reasonably accommodate any student who volunteers to enter an alcohol or drug rehabilitation program, provided the reasonable accommodation does not impose undue hardship on Touro University California. Reasonable accommodation could include a Medical Leave of Absence. However, Touro University California is not obligated to offer an accommodation for any student who has violated any University policy that in Touro University California's sole discretion merits termination of the relationship before asking for assistance. Touro University California will take reasonable measures to safeguard the privacy of the student concerning enrollment in an alcohol or drug rehabilitation program. If student enters into a state approved rehabilitation program, he/she shall sign an agreement with Touro University California, which will include the following:

1. Enrollment in and complete a University approved rehabilitation program at the student's expense.
2. Execution of the appropriate release of medical information forms to the University in order to monitor the compliance with the rehabilitation program.
3. Ensure the treatment facility provides the University with the necessary documentation to establish compliance.
4. Abstinence from any illegal drug misconduct.
5. Acknowledgement that any future violation of Touro University California drug prohibitions shall result in immediate dismissal.
6. Failure to comply with any provision of the agreement shall result in immediate dismissal.

Appendix B: Drug Free Workplace

Where can students go for help?

Call or visit the University Student Health Center.

Campus Resources:

University Health Center & University Counseling Services

1549 Azuar Drive

Touro University California mailing address

1310 Club Drive

Vallejo, CA 94592

Phone: (707) 638-5822

Email: drew.walther@tu.edu

Associate Dean for Student Affairs

690 Walnut Avenue Vallejo, CA 94592

Phone (707)638-5883

Email: james.binkerd@tu.edu

Additional resources:

- National Council on Alcoholism and Drug Dependency: 415-296-9900 www.ncadd.org
- SMART Recovery: 415-673-2848; www.smartrecovery.org
- Drug Abuse 24-Hour Hotline 415-362-3400
- California Department of Alcohol and Drug Programs: (800) 879-2772 www.adp.state
- American Council for Drug Education (800) 488-DRUG(3784) or www.acde.org
- Alcohol Treatment Referral Hotline: (800) 622-HELP (4357)
- Center for Substance Abuse Referral Hotline: (800) 622-HELP (4357)

Alcoholics Anonymous:

Marin: (415) 499-0400

Oakland: 510-839-8900; www.eastbayaa.org

San Francisco: 415-674--1821; www.aasf.org

San mateo: 650-577-1310; www.aa-san-mateo.org

www.alcoholics-anonymous.org

Narcotics Anonymous

Alameda County: (510)444-4673; www.naalamedacounty.org

Marin: (877)612-7837; www.mcfna.org

San Francisco: (415) 621-8600; www.sfna.org

www.na.org or email FST eam@na.org

Drug Abuse & Addiction Information & Treatment Centers is available online from the SHC website



Appendix B.1: Responsible Alcohol Use

RESPONSIBLE ALCOHOL USE AND CONSUMPTION POLICY

As a general policy, Touro University – California discourages the possession, consumption, or transportation of alcoholic beverages on its campus. The University will not authorize the use of general student fees or other funds collected and administered by any University office or agency for the purchase, supply, or serving of any alcoholic beverage or to partially or totally support events where alcoholic beverages are served or provided to student participants as part of the event. However, on certain special occasions, alcohol may be permitted. Students should contact the Director of Student Activities to discuss their event and the use of alcohol. This alcohol policy provides clear and consistent guidelines for the application of standards and expectations for the serving and consumption of alcoholic beverages by students on the Touro University California campus.

All members of the campus community have a stake in ensuring that alcohol is used only in a responsible manner. This policy focuses on alcohol use in moderation by persons twenty-one (21) and over and addresses legal liabilities. Alcohol abuse, including but not limited to binge drinking or drunk driving, by anyone will not be tolerated. The goal of this policy is to ensure that alcohol use at Touro University approved events meets the following guidelines:

1. Alcohol use is not the primary focus of the activity and the success of the event is not dependent upon the serving of alcohol.
2. Members of the campus community and our guests are expected to make informed decisions and to act responsibly regarding the use of alcoholic beverages.
3. Individuals using alcohol in campus facilities are subject to campus policy, federal, state, and city laws.
4. Choosing not to drink alcohol is as socially acceptable as choosing to drink alcohol.
5. Excessive drinking or drunkenness is not acceptable.
6. Intoxication is no excuse for misconduct or infringing upon the rights and safety of others.

In every instance where alcohol use is permitted, the individual user and organization sponsoring the event assume responsibility for compliance with applicable local, state and federal laws, this policy and other Touro University regulations. The organization sponsoring an event where alcohol is served may be held liable when a person consuming alcohol at that event is involved in an accident resulting in any loss, including but not limited to property damage or personal injury.

Approval Policy

To receive University approval to serve alcohol at a Touro University sanctioned event the sponsoring organization must provide for the following:

1. The sponsoring organization will work with Touro University Student Affairs to hire a licensed beverage caterer who will provide an insurance rider identifying Touro University California as an additional insured for the event or, do the following:
 - a. Obtain Liquor Liability Insurance that includes Touro University and the City of Vallejo as additional insured's.
 - b. Complete an Alcohol Beverage Control Application
 - c. Create an invitation and facility floor plan of the event site.
2. Create a written ID Check Policy
3. Complete a Responsible Alcohol Use Agreement signed by at least two (2) members of the sponsoring organization agreeing to the following:
 - a. Access to the event will be limited to invited participants and their guests.
 - b. Alcoholic beverages will only be served to persons who are at least twenty-one (21) years of age.

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- c. Food must be available throughout the time alcohol is served.
 - d. Non-alcoholic beverages must be as readily available as alcoholic beverages.
 - e. An event at which alcohol is to be served must be sponsored by a unit, department, university recognized faculty/or staff organization, or university recognized student group in good standing unless the facility is leased to an outside entity.
 - f. Participants or their guests will not be allowed to bring in alcoholic beverages to any event.
 - g. University recognized student groups or organizations in good standing may have alcohol available at events only when the Dean of Students or his/her designee has also granted permission.
 - h. Servers must be at least twenty-one (21) years of age. They must be informed of vicarious liability and their responsibilities for serving visibly intoxicated persons
4. Submit the signed Responsible Alcohol Use Policy and a copy of the Certificate of Insurance to the Associate Dean for Student Affairs. The Associate Dean of Student Affairs will issue a letter of approval on Touro University letterhead for the event
 5. Bring all of the above to the Provost for his/her signature on the Alcohol Beverage Control application.
 6. Continue working with Touro University Student Affairs to obtain Vallejo Police approval and a Day License from Alcohol Beverage Control.
 7. Once a Day License has been granted by Alcohol Beverage Control, a copy must be provided to the Associate Dean of Student Affairs and should be posted at the event.

Students are encouraged to start this process at least one month prior to the event. No alcohol may be served at any event sponsored by a Touro University Student Organization unless all of the above have been completed and copies of all required documentation have been received in the office of the Associate Dean for Student Affairs not later than two (2) weeks prior to the planned event.

Obtaining an Alcohol Permit and Insurance for Approved University Events (when a licensed beverage caterer is not used)

1. The permit must be completed as early as possible! It should be *at least* one month prior to the event. The Police Department may hold the permit as long as 2 weeks. The ABC District Office “requires” 10 days in advance. Sometimes the timeframe is less, but it is better to get this done early.
2. The Liquor Liability Insurance applies to events held on campus. If you plan on having an event *off - campus*, you must obtain an additional location event insurance.
3. Alert Student Affairs
 - a. Email Dr. Binkerd and explain to him why you need an alcohol permit
 - b. Obtain the Responsible Alcohol Use Form & the Responsible Alcohol Use Policy Form
4. Print out the Alcohol & Beverage Control Form (ABC-221 Form)
 - a. Go to: <http://www.abc.ca.gov/forms/PDFlist.html>
 - b. Click Special Daily License/Event Permit Applications and click continue
 - c. Download ABC - 221 form
 - d. Fill it out
5. Bring form to Vallejo Police Department
 - a. There is a fee for having them sign it. The fee is \$27. SUBJECT TO CHANGE. Confirm with the Police Department. The easiest thing to do is probably get a money order.
 - b. They will ask you to fill out another piece of paper. They will ask for an approximate count of guests.



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- c. 111 Amador Street
Vallejo, CA 94590
(707) 648-4321
- d. If for some reason, they tell you that they don't give permits to schools, ask them to check their records because we have done this many times.
6. Buy Liquor Liability Insurance
 - a. Go to: www.privateeventinsurance.com/jump.jsf
 - b. Click on California and continue
 - c. Choose "A business or organization"
 - d. Choose "Fundraising Dinner" or whatever sounds similar to your event
 - e. Date **/**/**, and US
 - f. "NO" to all of the questions.
 - g. Coverage: \$500,000
 - h. Will alcohol be served: "YES"
 - i. Will there be a licensed caterer: "YES"
 - j. ***MAKE SURE YOU PUT ALL NAMES ON THE FORM (As Additional Insured)***
 - i. Touro University
 - k. Price is around \$223- \$239
7. Print out the Certificate Holder and the first page of the Policy
8. Bring to the Provost to sign (must do this before you go to Lennar)
 - a. Dr. Marilyn Hopkins is the Provost.
 - b. Email Renee.Morris@tu.edu to make arrangements to meet with or drop off papers for Dr. Hopkins.
9. Bring to ABC District Office in Oakland
 - a. Must have a money order for \$25. \$50 for beer & wine. SUBJECT TO CHANGE.
 - b. 1515 Clay Street, Suite 2208
Oakland, CA 94612
Phone: (510) 622-4970
 - c. OAK.Direct@abc.ca.gov
 - d. Please look at their hours and closure dates. They are closed during the weekends and major holidays as well as the 1st, 2nd, and 3rd, Friday of each month. THIS IS ALL SUBJECT TO CHANGE.
 - e. Be prepared to pay for parking in parking structure, which is right across the street.
 - f. If for some reason, they tell you that they don't give permits to schools, ask them to check their records because we have done this many times.
10. Now that the Police Department knows that there is an event that will be serving alcohol, MAKE SURE, you emphasize the importance of designated drivers for those who will be drinking.
11. Security will be required for all events on campus that serve alcohol. Contact Facilities to make arrangements.
12. All Facility, Food and IT needs need to be requested separately through Facility, Food and IT Requests forms 30 days in advance of your event.

Appendix B.1: Responsible Alcohol Use

EXAMPLE: Responsible Alcohol Use Agreement Form

EVENT: _____ Event Date: _____

The possession, consumption, or transportation of alcoholic beverages on the Touro University - California campus or in campus-owned facilities, except within the confines of a student's personal residential space, provided that that student is at least 21 years of age, is generally prohibited as a matter of institutional policy. However, it may be permitted on special occasions, approved by the Dean of Students.

All members of the campus community have a stake in ensuring that alcohol is used only in a responsible manner. This policy focuses on alcohol use in moderation by persons twenty-one years of age and over and addresses legal liabilities. Alcohol abuse, including binge drinking or drunk driving, by anyone will not be tolerated.

This alcohol policy is intended to provide clear and consistent guidelines for the application of standards and expectations for the serving and consumption of alcoholic beverages on campus and in Touro University - California facilities. The goal of this policy is to ensure that alcohol use at events meets the following criteria:

Alcohol use is not the primary focus of the activity and the success of the event is not dependent upon the serving of alcohol.

1. Members of the campus community and our guests are expected to make informed decisions and to act responsibly regarding the use of alcoholic beverages.
2. Individuals using alcohol in campus facilities are subject to campus policy and federal and state laws.
3. Choosing not to drink alcohol is as socially acceptable as choosing to drink alcohol.
4. Excessive drinking or drunkenness is not condoned.
5. Intoxication is no excuse for misconduct or infringing upon the rights of others.

In every instance where alcohol use is permitted, the individual user and organization sponsoring the event assume responsibility for compliance with applicable local, state, and federal laws, this policy, and other university regulations.

The use of alcohol in campus facilities is a risk management concern for personal safety and for negative publicity that results in an adverse impact to a program or to the university's public image.

Individuals, organizations, and campus departments need to be particularly aware of recent court rulings on the issue of vicarious liability. The sponsoring party of an event where alcohol is served can be held liable when a person consuming alcohol at that event is involved in an accident resulting in personal injury or death.

- A. Access to the event is restricted to invited participants.
- B. Identification must be checked as needed to ensure that no participant under 21 years of age is offered or served an alcoholic beverage.
- C. Food must be available throughout the time alcohol is served.
- D. Non-alcoholic beverages must be as readily available as alcoholic beverages.

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- E. An event at which alcohol is to be served must be sponsored by a unit, department, university-recognized faculty/staff organization, or university-recognized student group in good standing unless the facility is leased to an outside entity. Attendance by the Person In Charge is required during the entire period of the event.
- F. Guests will not be allowed to bring alcoholic beverages to any event.
- G. University-recognized student groups or organizations in good standing may have alcohol available at events only when the Dean of Students or his/her designee has also granted permission.

Server Responsibility

Servers must be 21 years of age or older. Servers who are students must have a supervisor (or the Person in Charge) available who can assist them as needed in determining age verification and whether or not someone has had too much to drink.

Servers must be informed by the Person in Charge about the provisions of vicarious liability and what their responsibility is if they serve alcohol to someone who is visibly intoxicated and that person then hurts himself/herself or another person. The Alcoholic Beverage Control Act defines intoxicated as follows:

A customer is obviously intoxicated when an average person can plainly observe that the patron is intoxicated. The usual tests are staggering, alcoholic breath, dilated pupils of the eyes, slurred speech, poor muscular coordination, etc. (Section 25602).

We, the undersigned, make this written commitment to uphold Touro University - California's Responsible Alcohol Use and Consumption Policy (there must be at least two registered students' signatures for an alcohol-related event to be approved)(there must be at least one designated Person In Charge):

Sponsoring Organization: _____

Printed Name: _____ Title: _____

Signature _____ Date: _____

Printed Name: _____ Title: _____

Signature _____ Date: _____

Person(s) In Charge

Printed Name: _____ Title: _____

Signature _____ Date: _____

Printed Name: _____ Title: _____

Signature _____ Date: _____

Appendix C:

Student Conduct Code

STUDENT CONDUCT CODE

The following bylaws and regulations are promulgated to augment and support the Code of Responsibilities and Rights of the Students of TUC.

Student Concerns and Grievances

It is recognized that from time to time students will encounter situations or develop concerns while pursuing professional degree programs. These may affect relationships with fellow students, faculty, staff and/or administration. Any issue concerning student conduct will be resolved by one of two methods: (1) an informal method utilizing the Office of Student Affairs or (2) a formal method of resolution. The informal method of resolution will be initially used for all cases unless the Associate Dean of Student Affairs believes that the incident is severe enough initially to warrant a formal hearing.

Conduct Violations

The following acts are considered to be a violation of acceptable student conduct. (Please refer to section on Student Academic Ethics for additional conduct violations):

- Cheating: Unauthorized use of a text, notes or other aids during an exam, copying the work of another student, or obtaining and using a copy of an examination advance of its administration
- Plagiarism: Presenting as one's own the work of another without proper acknowledgment; deceitful practice – utilizing a substitute or acting as a substitute in any academic evaluation, or knowingly permitting one's work to be submitted by another person without the instructor's authorization
- Unauthorized collaboration: Working together on an exam, project, or report when expressly prohibited from doing so by an instructor
- Knowingly furnishing false information to the university
- Forgery, alteration or misuse of university documents, records, identification, etc.
- Malicious obstruction or disruption of teaching, research or administrative operational procedures
- Physical abuse of any person on university property or conduct which threatens or endangers the health or safety of any person
- Theft of, or damage to, property of a member of the university on campus, or theft of, or damage to, property of Touro University.
- Neglect of clinical and/or hospital duties
- Neglect of patient's rights
- Misuse of pharmaceutical privileges
- Drug abuse – being under the influence of substances of abuse, including alcohol, during class, laboratory, externship, clerkship or any other situation under the jurisdiction of the university in which professional conduct is expected or required
- Possession or use of firearms, ammunition or explosive devices or materials on campus
- Violations of any campus rules or regulations
- Violation of the confidentiality of any medical, personal, financial or business information obtained through the student's educational activities in any academic or professional practice setting
- Behavior inconsistent with the qualities and ethics described for professionals within the chosen fields

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- Engaging in the synthesis, manufacture, theft, sale or use of a controlled substance for unlawful purposes, or assisting any individual or group in accomplishing this end

Informal Method of Resolution

The informal method for the resolution of student conduct issue is the responsibility of the Associate Dean of Student Affairs. The Associate Dean of Student Affairs will hear all violations of the Code of Responsibilities and Rights of the Students as it relates to the informal method of resolution. The Associate Dean of Student Affairs reserves the discretion to refer any violation of the Code to the Formal Method of Resolution.

1. Upon written notification that a violation of the Student Code of Rights and Responsibilities has taken place the Associate Dean of Student Affairs will contact the student involved to request an appointment to discuss the alleged violation.
2. After investigating the incident and meeting with the student, the Associate Dean of Student Affairs will render a decision within five (5) school days, in writing, of the disposition of the violation and, if applicable, inform the students of the disciplinary action.
3. Should a student accept the decision of the Associate Dean of Student Affairs the disciplinary action will be effective immediately.
4. If the student does not accept the decision of the Associate Dean of Student Affairs, a formal hearing procedure will be implemented.

Formal Method of Resolution

Touro University, in an effort to differentiate between student discipline and evaluation of student academic and professional competency, has developed the following Formal Method of Resolution to deal with disciplinary infractions of the Code of Responsibilities and Rights of the Students. This formal method of resolution is designed so that a student may have the opportunity to be fairly and justly treated when his/her personal conduct is in question. This section does not apply to matters of academic performance, which are dealt with by appropriate Student Promotion committee.

Procedures for Formal Resolution – Conduct Infractions

To institute proceedings to examine any student act allegedly violating acceptable student conduct, the following procedures shall be followed:

1. Nature of the act and related circumstances are to be reported in written detail and submitted to:
 - a. the involved student, and
 - b. the Associate Dean of Student Affairs
2. The written statement must include the name of the involved student, the name and status of the reporting person, and the nature of the alleged act. The written statement must be sent to the involved student by registered or certified mail or delivered in person. Should a student so involved refuse or fail to accept delivery of the statement after a bona fide attempt is made to deliver, the requirement of notification will be considered to have been met.
3. Should a student action be of such a nature that it is felt that he or she must be relieved of this/her right to attend Touro University, the student may be temporarily suspended from the college on recommendation of the Associate Dean of Student Affairs. Any temporary suspension may

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Student Conduct Code

continue until such a time as:

- a. the issue in dispute is resolved, or
 - b. the formal hearing process is completed
4. The student, after being notified of an allegation, will meet with the Associate Dean of Student Affairs.
 5. The Associate Dean of Student Affairs shall arrange a hearing which is to take place no earlier than three calendar days and no later than ten calendar days after the decision to proceed with the formal method has been reached.
 6. The hearing shall take place before a hearing committee composed of:
 - a. two regular faculty or administrative members and one alternate regular faculty or administrative member appointed by the applicable college Dean and
 - b. two student committee members and one alternate student committee member appointed by the SGA President. The hearing body shall be chaired by an independent, nonvoting student moderator appointed by the applicable SGA President. Committee members are to serve for the term of one academic year. Prior involvement in some aspects of the issue under study by a hearing committee member shall not bar a committee member from serving on the committee. However, a committee member will be disqualified if he/she has participated in filing the charge under review.
 7. All persons involved in a hearing shall be given adequate written notice of all hearing dates, times and places. Such notice will be given at least 36 hours prior to any hearing unless waived by the parties involved.
 8. Postponements of committee meetings may be made by the interested parties. The student may be granted a postponement if information or pertinent interested parties cannot for good cause be present at the time set. Any postponement may not extend beyond a three-month period except in the case of a student who has been temporarily suspended, where a postponement will be limited to a 48-hour period. Should an extension beyond the 48-hour period be needed, the suspension itself shall be reevaluated.
 9. The student charged and the person making the charges will be accorded the following rights:
 - a. to review all information to be presented to the hearing committee. The length of time for review shall be reasonable as determined by the hearing committee moderator.
 - b. to challenge the seating of one hearing committee member. Any challenge must be made at least 36 hours in advance. The challenged member may rebut the challenge and ask for a decision as to his service from the other members of the committee.
 - c. to present fully all aspects of the issue before the hearing committee.
 - d. to be accompanied by an advocate. Legal counsel will not be allowed.
 10. Committee hearing will proceed under the following guidelines:
 - a. All committee hearings and meetings are to be closed sessions unless all parties mutually agree in writing to open sessions.
 - b. A recording secretary is to be appointed by the committee moderator. Verbatim transcripts of the proceedings may be made at the request and expense of any party.
 - c. All issues in dispute shall be orally presented by the committee moderator.
 - d. The complainant will first present all information supporting the charges made against the student.
 - e. Following this presentation, the student who is under investigation will present his/her side of this issue, submitting for committee review all information which he/she



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- chooses to submit.
 - f. At the completion of all discussion the complainant and the students may each make a summary statement.
 - g. At any time during the hearing, the complainant, the student, the committee and/or college representatives may raise questions about the information under review so that all aspects of the case are clarified.
 - h. Silence by the charged student shall not be interpreted as an admission of guilt.
11. The committee shall reach a decision using the following guidelines:
- a. The hearing committee will meet in closed session to reach a decision. Such meeting must be held within one school day following the formal hearing.
 - b. If the hearing committee seeks additional information following commencement of its deliberations, it will notify the parties within two school days and reconvene the hearing within five school days of the conclusion of the original hearing. The hearing committee's final decision must be made within seven school days of the conclusion of the original hearing.
 - c. A decision to find the student guilty of the accusations will need at least three affirmative votes. The moderator may not vote in case of a tie.
 - d. The committee decision will be presented in writing to the Associate Dean of Student Affairs who then will inform the applicable Dean. The committee decision must be based solely on the evidence presented at the hearing and must include all recommendations for final disposition of the issues involved. Any penalties must conform to Section on Sanctions of the Code of Responsibilities and Rights of the Students of Touro University.
 - e. The applicable Dean, after reviewing the decision of the hearing committee, has the authority to affirm, negate, and/or modify the decision.
 - f. The applicable Dean shall then notify the student who allegedly violated acceptable student conduct of the committee decision and the Dean's decision and shall inform the student of his/her right to appeal the decision and the Dean's decision and shall inform the student of his/her right to appeal the decision.
 - g. The university will institute the recommended disciplinary action of the applicable Dean unless some pertinent factor such as legal ramification precludes such action or the student involved appeals the decision.
12. An appeal may be instituted by the following methods:
- a. The student may request an appeal to the Provost within five school days of notification of the committee's decision.
 - b. At the time of request for appeal, the student must submit in writing to the Provost the basis for appeal. All facts necessary to substantiate the appeal must be included within the request for appeal.
13. The Provost will act upon the appeal by:
- a. confirming the Dean's decision
 - b. modifying the decision, or
 - c. ordering a new hearing.
14. The decision of the Provost is final.
15. Records of the above proceedings shall be kept in accordance with the following guidelines:
- a. If the committee finds no merit in the allegation under discussion, all records, of the proceedings shall be sealed and secured in the office of the Associate Dean of Student

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Affairs until such time as any legal statute of limitations has expired. Upon such event, all records of the proceedings shall be destroyed. Should a need arise to open the sealed records; the university Provost shall be notified. At the applicable college Dean's, DEO's, or Provost's discretion, an order to open the record shall be issued by him/her. These records will not go into a student's personal disciplinary file.

- b. If the committee finds merit in the allegations against a student, a full record of the proceedings and all relevant materials shall be entered exclusively in the student's personal disciplinary file located in the office of the Associate Dean of Student Affairs.
- c. A student's personal disciplinary file shall be reviewed annually to determine whether it may be destroyed. No destruction of documents is to take place prior to graduation. The records may be maintained for professional certification or legally related reasons.

A student may see his/her disciplinary file in accordance with the college regulations concerning inspection of records, as spelled out in *Guidelines for Access to and Disclosure of Education Records Maintained by Touro University*.



Appendix D: Policy and Procedures for Accommodating Students with Disabilities

POLICY AND PROCEDURE FOR ACCOMMODATING STUDENTS WITH DISABILITIES

Touro University California is committed to granting reasonable accommodations to students with known disabilities in accordance with applicable laws. This policy and procedure are intended to ensure that disabled students receive full and equal access to the university's academic and co-curricular programs and activities, and are not subjected to discrimination on the basis of any disability.

Rights and Responsibilities

In the implementation of this policy and procedure, the respective rights and responsibilities of the university, its students, and faculty must be carefully considered and applied based on the individual circumstances presented. These rights and responsibilities are summarized below.

A. Rights and Responsibilities of the University

University Rights

- To set and maintain standards for admitting and evaluating the progress of students.
- To establish, maintain, and monitor standards of academic performance and to develop and assess content domains.
- To establish technical standards for admission of students into university programs.
- To require verification of the need for reasonable accommodations based upon supporting documentation from professionals with appropriate credentials.
- To consult with the student and discuss his/her need for reasonable accommodations.
- To deny a request for accommodation under any of the following conditions:
- The student fails to submit documentation which supports a need for the requested accommodation(s)
- The requested accommodation is inappropriate or unreasonable if, for example, it:
 - poses a direct threat to the health and safety of others;
 - constitutes a substantial change or alteration to an essential element of a course or program; or,
 - poses an undue burden on the university.

University Responsibilities

- To ensure that the university offers courses, programs, services, jobs, activities and facilities, viewed in their entirety, in the most integrated and appropriate settings possible.
- To provide information regarding policies and procedures to disabled students using accessible formats and methods as appropriate.
- To evaluate students on the basis of their talents, skills, abilities and academic performance, and not on the basis of any disability.
- To provide students with reasonable accommodations upon request made in accordance with university policy and procedures.
- To maintain appropriate confidentiality of student records and communication concerning a student's disabilities except where disclosure is required by law or authorized by the student.

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B. Rights and Responsibilities of Students

Student Rights

- To be included in university programs, activities and services on the basis of neutral criteria that do not unlawfully discriminate against otherwise qualified persons with disabilities.
- To have equal access to university courses, rotations, programs, services, jobs, activities and facilities.
- To receive reasonable and appropriate accommodations, such as academic adjustments or auxiliary aids, as determined on a case-by-case basis.
- To maintain confidentiality of all personal information related to his/her disability in accordance with applicable laws.
- To receive information distributed by the university to students in accessible formats which are reasonably available.

Student Responsibilities

- To meet the university's minimum qualifications for admission, its technical standards, academic standards, and institutional standards which apply to all students and prospective students.
- To disclose a need for disability accommodation to the university in a complete and timely manner.
- To provide adequate documentation from one or more professionals with appropriate credentials which verifies the nature of the disability (if an admitted or matriculated student), the functional limitations, and any specific accommodations recommended.
- To follow the procedures outlined for requesting reasonable accommodations, such as academic adjustments or auxiliary aids.
- To advocate for their own individual needs and to seek information, counsel, and assistance as reasonable and necessary to achieve their personal goals.

C. Rights and Responsibilities of the Faculty

Faculty Rights

- To identify and establish the abilities, skills, and knowledge required of students which are fundamental to their academic programs/courses
- To evaluate and hold each student accountable for academic performance consistent with these standards. Fundamental program and course standards are not subject to modifications, although a student with a disability is entitled to reasonable accommodations to assist him/her to meet the program/course standards.

Faculty Responsibilities

- To make reasonable accommodations to a student with a disability, such as providing academic adjustments and/or authorizing the use of auxiliary aids and services in the classroom
- To select and administer tests used to evaluate students which accurately measure aptitudes, skills and competencies and do not unlawfully discriminate against a student with a disability.
- To evaluate students in a non-discriminatory manner.

Appendix D: Policy and Procedures for Accommodating Students with Disabilities

Types of Accommodations

The following is a non-exclusive list of some types of reasonable accommodations which may be provided to otherwise qualified students with disabilities:

- extra time on timed examinations and/or quizzes
- extra time on in-class assignments
- provisions to take examinations and/or quizzes in a quiet, separate room
- tape recording of lectures
- note taker services
- front row access in classes with assigned seating

Other types of accommodations which may be appropriate for individual students will be considered by the university, as presented, on a case-by-case basis.

Procedures for Requesting and Obtaining Accommodations

An application for accommodation of a disability must be made by the student. Verbal disclosure prior to or following admission is not sufficient. Students may apply for special accommodations any time during their academic curriculum, however, if granted, the accommodation is given only for the academic year in which it is requested. In case of changed circumstances, with respect to any disability, subsequent applications must follow for each academic year the student is requesting accommodations (including request during clinical rotations, clerkships, internships or any other off-campus programs that are part of the students' required college/program curriculum).

Students seeking accommodation for a disability should follow the procedures set forth below.

- 1. Written Request For Accommodation.** Students must complete and submit to the Office of Student Affairs a Request for Accommodations of Disability Application (RADA) form. The form is available in the Office of Student Affairs.
- 2. Documentation Supporting Need For Accommodation.** Documentation from a certified health care provider which verifies the nature of the disability (for admitted or matriculated students only), functional limitations, and any specific accommodation(s) recommended, must be received by the Office of Student Affairs before any accommodation may be granted. The student is encouraged to submit this documentation together with the RADA form. The student should provide his/her health care provider with a copy of the university's Technical Standards for Admission, which may be obtained from the Office of Student Affairs. The documentation from the health care provider should include, at a minimum:
 - a. A cover letter from the health care provider verifying his/her knowledge of and relationship with the student.
 - b. A report from the health care provider which includes, at a minimum, the following information: (i) nature and extent of the provider's treatment, consultation and/or testing of the student which forms the basis for the assessment; (ii) identification of the nature and severity of the diagnosed disability(ies) [NOTE: this information is required for admitted or matriculated students only]; (iii) the functional limitations caused by the disability(ies) for the student's program of study; and (iv) a description of any recommended accommodations which may be appropriate or necessary to enable the student to satisfy the university's technical and academic standards and requirements for his/her program of study.
 - c. Test results must be within the last five years prior to the request.

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- 3. Types of Documentation Students Should Provide.** As a guide to both students and faculty, appropriate documentation needed to fulfill criteria to be considered learning disabled may include, but are not limited to, the following:
- the WAIS-R individualized measure of intelligence or comparable test, given in the last 5 years,
 - the Woodcock-Johnson Psycho educational Batter-Revised or other comprehensive, psycho education test that demonstrates that specific area of academics may be significantly below expectations,
 - a standardized test or tests that indicate specific areas of the student's strengths and weaknesses and gives recommendations for remediation,
 - documentation summarizing the students accommodations throughout elementary, secondary, or post-secondary education and placement in any special programs while in school,
 - all other documentation that gives assistance or identifies behavioral or attention problems that may warrant special accommodations.

If the documentation is deemed incomplete or inadequate, the student may be asked to provide supplemental documentation as needed.

4. Meeting with Associate Dean of Students. A student requesting an accommodation for a disability must schedule a meeting with the Associate Dean of Students. The purpose of this meeting is to allow for an open, interactive dialogue between the student and the Associate Dean concerning the request for accommodation. To allow for a more informed and productive discussion, the student is encouraged to submit his or her RADA form and supporting documentation to the Office of Student Affairs prior to meeting with the Associate Dean.
5. Notification of Decision On Request for Accommodation. It is the responsibility of the Associate Dean of Students to review the student's RADA form and supporting documentation and to determine whether the request for accommodation is reasonable. This decision shall be rendered within ten (10) business days after all required documentation is received by the Office of Student Affairs.
6. Appeal From Decision to Deny Request for Accommodation. If a decision is made by the Associate Dean to deny a request for accommodation, in whole or in part, the student may request an appeal from the Committee on Disabilities. This is an ad-hoc committee which will be established by the Office of Student Affairs. The request for appeal must be made in writing within 30 days of the date of the notice of denial issued by the Associate Dean of Student Affairs. Within ten (10) business days from its receipt of the request for appeal, the Committee shall issue its decision on the appeal in writing. The Committee decision will be considered final.
7. Implementation of Approved Accommodations. It is the responsibility of the Associate Dean of Students to discuss with the student how he/she can communicate to faculty and facilitate the implementation of accommodations approved by the Associate Dean of Student Affairs. If the requested accommodation meets approved criteria, the Associate Dean will request the accommodation, in writing, to the Department Chair or Program Director in charge of the course or courses for which an accommodation is being requested. The Associate Dean of Students will also notify the appropriate Associate Dean. It is the responsibility of the Department Chair or Program Director to inform all appropriate instructors of the request for accommodation. The Associate Dean of Students will send the letter of request for accommodation every academic

Appendix D: Policy and Procedures for Accommodating Students with Disabilities

semester within that academic year to the appropriate Department Chair or Program Director. Students are reminded, however, that they must reapply each academic year to be considered for accommodations. Once a letter requesting accommodations has been sent from the Associate Dean of Students to the Department Chair or Program Director, it is the students' responsibility to arrange the approved accommodations with course instructors.

The student should meet with the instructor of the class in which he or she seeks to be accommodated and discuss what works best for that instructor within the parameters of the requested accommodation(s). Students, while having a specific disability and requesting accommodations for one course may or may not want accommodations for other courses within their program of study. The letter from the Associate Dean of Students to Department Chairs or Program Directors will state, "If requested, the following accommodations are recommended..."

Students are encouraged to immediately bring problems to the attention of the Associate Dean of Students. It is the responsibility of the Dean of Students to monitor all arrangements regarding disability accommodations. If a student feels he or she is being discriminated against because of a disability, he or she has the right to request an investigation into such a matter through the student grievance policy and procedure.

Students who are in need of testing or the need to provide current documentation should meet with the Associate Dean of Students. Information on testing for learning disabilities and testing locations can be obtained through this office. Costs of testing and assessments are the responsibility of the student.

Confidentiality of Records

Access to student records related to requests for accommodation of disabilities is restricted for privacy reasons. If the accommodating departments(s) or instructors(s) wish to view a copy of the student assessment, they may do so only based upon a showing of legitimate need, and only with the express written consent of the student involved. Copies of the detailed assessment are maintained in a confidential file in the Office of Student Affairs and may only be viewed by that office and individuals for whom the student has granted consent to disclose..

Accommodation for Board Examinations

Students who wish to request accommodations for board examinations or other certifying examinations are urged to contact the governing body or institution responsible for the administration of such examinations. Requirements for requesting accommodations for these examinations will be determined by the respective governing body or institution and may be different from requirements established by Touro University California.

Accommodations for Lactating Mothers

Procedure Summary

In promoting a family-friendly work environment, Touro University California recognizes the importance and benefits of breastfeeding for both mothers and their infants. It is the responsibility of the nursing mother to furnish their own breast pump. It is the responsibility of Touro University California to provide space for lactating mothers.

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Lactation Facilities

The university will make every effort to provide space for lactation purposes, in close proximity to the nursing mother's classroom area. Such facilities will be a private space in nature and will contain an outlet and chair. However, due to space limitations, there is no guarantee that the most appropriate space will be as close to the nursing mother's classroom as desired.

Lactation Break Period

The university will provide a reasonable amount of break time to accommodate the need of nursing mothers. No negative action will be taken when requests for accommodation are made pursuant to this policy.

Compliance/Responsibilities

The Dean of Student Affairs is the Responsible Officer for this policy and has the authority to implement the policy. The Responsible Officer may apply appropriate interpretations to clarify the policy provided that the interpretations do not result in substantive changes to the underlying policy.

Revisions to the Policy

The Dean of Student Affairs is the Policy Approver and has the authority to approve policy revisions upon recommendation of the Associate Dean of Student Affairs and the Learning Specialist.

Compliance with the Policy

The following roles are designated at each location to implement compliance monitoring responsibility for this policy:

The Dean of Student Affairs will designate the local management office to be responsible for the ongoing reporting of policy and compliance.

The Associate Dean of Student Affairs and the Learning Specialist are accountable for monitoring and enforcing mechanisms and ensuring that monitoring procedures and reporting capabilities are established.

Procedures

Lactation Facilities

The university will provide a locked, private space that is sanitary – including appropriate temperature and ventilation – and equipped with a comfortable chair, and electrical outlet. When possible, the space will be in close proximity to the mother's classroom environment. Appropriate lactation facilities include, but are not limited to, faculty or staff offices when appropriate, a conference rooms that can be secured, a multi-purpose room, or any available space with a locking door that is shielded from view and free from intrusion from other students and/or university personnel.

Restrooms, spaces lacking privacy, electricity or adequate ventilation, or spaces lacking a locking door are not considered appropriate spaces for lactation purposes. However, an anteroom or lounge area connected to a restroom may be sufficient if the space is private, free from intrusion, and can be locked and shielded from view.

Current Lactation Facilities that are approved by Touro University California:

1. Wilderman Hall Breakout rooms 119-124

Appendix D: Policy and Procedures for Accommodating Students with Disabilities

2. Wilderman Hall Conference Room 116
3. Any of the Clinical Skills Lab rooms when OSCEs are not occurring
4. Faculty and/or staff offices when appropriate

Accommodation Requests

A nursing mother is encouraged to discuss her needs, in terms of accommodations as well as the frequency and timing of breaks, with the Associate Dean of Student Affairs and/or the Learning Specialist.

Student Affairs will work with the appropriate Program's faculty to make sure that space is provided in order for nursing mothers to express their milk. Requests are honored on a first come, first served basis. A nursing mother might not get the same room all the time. Should a nursing mother's need for a lactation facility change, this must be communicated in writing to the Associate Dean of Student Affairs and/or the Learning Specialist. This accommodation can begin on a temporary basis without a doctor's signature on the paperwork. However, students must complete the accommodation paperwork with the appropriate signatures within a reasonable time period, no later than two months from the beginning of the accommodation.

Recourse

A nursing mother who has comments, concerns, or questions regarding the university's policy on Accommodations for Nursing Mothers should contact the Associate Dean of Student Affairs and/or the Learning Specialist.

Appendix E: Student Code of Responsibilities and Rights

CODE OF RESPONSIBILITIES AND RIGHTS OF THE STUDENTS OF TOURO UNIVERSITY CALIFORNIA

Student Concerns and Grievances

It is recognized that from time to time students will encounter situations or develop concerns while pursuing professional degree programs. These may affect relationships with fellow students, faculty, staff and/or administration. Any issue concerning student conduct will be resolved by one of two methods: (1) an informal method utilizing the Office of Student Affairs or (2) a formal method of resolution. The informal method of resolution will be initially used for all cases unless the Dean of Students believes that the incident is severe enough initially to warrant a formal hearing.

The primary purpose of Touro University is the education of osteopathic physicians, allied health professionals, and teachers. The university is a community of faculty, administration and students. Each group exercises its own rights and responsibilities in furthering the educational process of the university.

The following code enumerates the rights and responsibilities of the student segment of Touro University California. It is written in the belief that student knowledge of the student role in this educational process will promote more effective student achievement. This code and the accompanying bylaws are thus set forth to describe the general policies relating to student life and organizations at Touro University California. These general policies are subject to the bylaws and faculty policies of Touro University California.

Title

This code is entitled *The Code of Responsibilities and Rights of the Students of Touro University*. It is approved and authorized by the Board of Trustees of Touro University.

Definition and Basic Concepts

The Code of Responsibilities and Rights of the Students of Touro University is a part of each student's educational commitment. The following definitions of terms are made for clarification.

1. The "university" refers to Touro University. The term includes the physical plant, the total educational program, students, faculty, employees, officers and trustees.
2. A "student" is anyone who has matriculated at the university and has commenced classes. The term does not include an individual who has applied for admission to but has not been in attendance at the university, nor does it include alumni.
3. The "faculty" constitutes those individuals appointed to the faculty by the president of the university.
4. A "student organization" is any group of students given recognition by the Student Government Association (SGA) administration.
5. The "SGA" is the university student governance structure. The leadership of the SGA is elected by the entire student body. The SGA is composed of all the class officers and student organization officers. All students are invited to participate in SGA meetings.
6. "Student affairs" includes areas of student interest and involvement through which their academic, social and professional goals can be achieved.
7. "University affairs" are the academic, business, administrative, professional and public relations activities of the university.

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8. "University programs" are those academic programs established by Touro University for osteopathic medicine, pharmacy, allied health, and teacher education.
9. "Academic freedom" is the right of faculty and students to study, discuss, investigate and function within the educational process.
10. "Requirements of the University" are those prerequisites for receipt of the degrees, granted by the university, which are delineated in the college catalog and in official pronouncements of the Board of Trustees, faculty and administration. Such requirements may change from time to time as need arises to insure acceptability and respectability of the various degrees offered by the university.

Student Responsibilities

- To achieve and maintain a high standard of academic, professional and social conduct considering individual aptitude and abilities.
- To recognize the value and necessity for active and life-long learning as a vital adjunct to the university's formal educational program and to work diligently to learn from their own strengths and weaknesses so as to become competent professionals who can live up to the standards set by their chosen professional fields.
- To be familiar with this code and the bylaws regulated.
- To meet the requirements of the Code of Responsibilities and Rights of the Students of Touro University's degree programs.
- To work toward better relations with the general public on behalf of all programs of Touro University California and their respective profession.
- To help promote excellence in education, patient oriented health care, and community services as provided by the university.
- To exhibit personally the highest ethical and professional performance and to work with others to promote similar performance among fellow students and alumni.
- To serve on any university committees to which appointed with the understanding that such appointment requires accurate representation of the opinions of the entire student body of the committee.
- To maintain good academic standing (i.e., not on academic probation) to be eligible to hold elected positions in their classes, colleges or organizations, to maintain university committee appointments, or travel on behalf of student organizations representing the university.

Students Rights

Every student shall have the following rights:

- To pursue to completion the students' chosen degree program, contingent upon satisfactory completion of requirements of the college. Commensurate with the students' pursuit of their degree program shall be the following rights:
- To be informed of academic progress. To be notified of individual departmental course requirements as well as requirements for the chosen degree program. Each student is entitled to a statement of goals and objectives, evaluation techniques and schedules for each course, clinic and clerkship.
- To be informed by the university of any and all its regulations and policies affecting student status. Any change in existing policy or institution of new policy shall be implemented when practical only after publication. Such publication shall be so calculated to give students time to react and comply.

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Student Code of Responsibilities and Rights

- To examine, seek corrections of, or prevent disclosure of personally identifiable information from more fully set forth in the Guidelines for Access to and Disclosure of Educational Records Maintained by Touro University, adopted by the university pursuant to the Family Education Right to Privacy Act of 1974.
- To exercise academic freedom as defined above.
- To receive a copy of this code and to be notified in writing by the “SGA” and the university about regulations promulgated or amended under this code.
- To seek membership in any recognized student organization for which applicant meets membership criteria.
- To petition the SGA for recognition of any student group which; (1) furthers the goal of the institution, and (2) meets the requirements for recognition as a student organization established by the SGA and administration. Recognized organizations shall have the right to meet in university facilities subject to university space coordination and scheduling. Requests for utilization of university space must be reasonable and cannot interfere with the primary educational goals of the university.
- To be represented in the determination of university or college policy as it directly affects a student’s educational endeavor. There shall be student representation to the extent of at least one voting member on the following college standing committees: Admissions Committee, Curriculum Committee, Financial Aid Committee, Library Committee, Food Services Committee and Student Life Committee and the various class Liaison Committees. Students may serve on ad hoc and other college or program committees, such as the Self-Study Committee, or such committees as may be deemed appropriate. Student appointment to the standing committees shall be made by the SGA.
 - Appointment of students as student representatives to any committee or group other than the above named standing committees shall be made by the SGA. Students on standing committees shall be appointed for the same term as faculty members. Substitutes for student committee members may not be sent without prior approval of the committee chairman involved. At any time that a committee deems appropriate, it may seek additional students to serve as resources.
- To initiate a grievance procedure as per the Conduct and Discipline Resolution Process (Appendix D).
- To have due process when charged with any academic, social, personal or professional misconduct.
- To elect representatives to the “SGA” and to elect officers of their respective class and student organizations.

Sanctions for violation of the Student Code of Responsibilities & Rights of Touro University California

Any student found responsible for violating the Code of Responsibilities and Rights of Students (please refer to the section on “Conduct Violations” for details) may expect to be sanctioned. Any sanction will be commensurate with the nature of the misconduct, and is intended to be in keeping with our educational mission to contribute to the student’s educational growth and personal development within the TUC community.

Appendix E: Student Code of Responsibilities and Rights

A student who is found to have engaged in improper conduct shall be subject to disciplinary action by the university. University actions may include but are not limited to: warning, reprimand, monetary fines, probation, suspension or expulsion.

Warning

A formal reprimand will be issued based on the severity of the violation and or history of previous minor violations of the student code of responsibilities and rights. Such a warning will be communicated in writing and will indicate that the student's good standing with Touro University is in jeopardy.

Disciplinary probation

This is a written reprimand for violation of the Student Code of Responsibilities & Rights. This sanction is the highest sanction imposed on a student before suspension from campus and is imposed for serious misconduct and/or history of multiple violations. Although the student maintains his/her student status, probation includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period. The designated period of time for this disciplinary action will be under the purview of the Dean of Students and/or hearing committee as defined in the Formal Resolution Process.

In order to help the student understand the inappropriateness of his/her conduct and become more aware of the university policies, probation may include the requirement to complete one or more of the following activities, as circumstances warrant: educational seminars, assessment by personal counselor, essays, letters of apology, behavioral agreements, work service hours, completion of other university, college, or community projects. Probation may also include restrictions from the following activities, as circumstances warrant: on campus computer use, participation in athletics, participation in student government, extracurricular activities, on campus student employment, recreational and/or social activities.

Suspension

During this period of temporary loss of student status, the student is separated from TUC premises and all TUC-sponsored/affiliated events and activities for a designated period of time. The duration of the suspension is under the purview of the Dean of Students and/or hearing committee as defined in the Formal Resolution Process. Upon termination of the suspension period, the student is eligible to petition to resume with his/her course of study.

Expulsion

This sanction represents the most severe response by the university to violations of the student code of responsibilities and rights and permanently separates the student from TUCA prior to receipt of his/her College diploma. A student who is expelled will not be eligible to receive an academic degree from Touro University at any time. The university may withhold the awarding of a degree pending the outcome of the student discipline process for a violation of the Student Code of Responsibilities & Rights that does, or would have the potential to, result in the sanction of Expulsion.

A student who is expelled is prohibited from the TUCA premises, and from attending TUCA-sponsored/affiliated events and activities. The sanction of Expulsion is noted on the student's academic transcript. Expulsion is a determination by Touro University that the student has demonstrated by his/her conduct that he/she is unqualified to continue as a member of the university community.

Appendix F: Resolution Process for Disputes and Grievances and Misconduct

RESOLUTION PROCESS FOR DISPUTES AND GRIEVANCES AND MISCONDUCT

Conduct and Discipline Resolution Process

Charges of misconduct, ethics violations or, violation of professional codes of behavior may be initiated by any of the Colleges of Touro University or any of its administration, faculty, staff or, students. All such charges will be filed, along with all supporting documentation, with the Dean of Students (or his/her designee). Whenever a concern is raised and charges are filed concerns will be resolved by one of two methods. These methods are: (1) an informal resolution process or, (2) a formal hearing. When appropriate an informal resolution process is used to support one of the underlying principles of the educational mission of the university, that is; to promote the personal and professional development of students.

Upon receipt of charges and accompanying documentation the Dean of Students (or his/her designee) will schedule an appointment to meet with the charged student within five (5) business days, whenever possible. The Dean of Students will review all documentation and, in consultation with the Dean of the involved College (or his/her designee/s), will decide whether the charges warrant a formal hearing process. If the Deans find that a formal hearing is not warranted the Dean of Students (or his/her designee) may proceed with the scheduled meeting with the accused student with the goal of an informal resolution process.

Informal Resolution Process

At the meeting with the student the Dean of Students (or his/her designee) will present the student with the charges against him/her and the evidence supporting those charges and offer the student the opportunity for an informal resolution. If the student wishes to take responsibility and accept the consequences of the informal process the following procedure will be followed: the Dean of Students (or his/her designee) will consult, within five (5) business days, with the committee or other body charged with evaluation of academic progress in the College where the student is enrolled. In consultation with this body appropriate consequences for the infraction(s) will be agreed upon. If the Dean of Students (or his/her designee) and the appropriate College body are unable to reach agreement on the consequences, the Provost of the university will hear, within three (3) business days, the arguments of the Dean of Students and the College and will make the final decision on appropriate consequences. The Provost will render her/his decision within three (3) business day. The student will be notified of the resulting consequences within fourteen (14) days of his/her first meeting with the Dean of Students.

If the student accepts the decision of the informal resolution process the proceedings are completed and no further action for this violation will be pursued. If the student does not wish to accept the decision of this informal process she/he may request a formal hearing through the Formal Resolution Process. In addition, at any time prior to or during the course of the informal resolution process the student has the right to request a formal hearing.

Formal Resolution Process

If, following review of the charges and all supporting documentation the Dean of Students in consultation with the College finds sufficient cause, a Formal Resolution Process may be initiated. The Provost of the university during the course of his/her deliberations may also decide that a Formal Resolution Process is warranted.

Appendix F: Resolution Process for Disputes and Grievances and Misconduct

The Formal Resolution Process is designed so that the student will be fairly and justly treated at all stages of the resolution process. This process will not apply to matters of academic performance which will be dealt with by the appropriate committee for evaluation of student academic advancement in each College.

Once it has been determined that a Formal Resolution Process is necessary the following procedure will be followed.

- Formal charges with all supporting documentation will be provided in writing and submitted to the Dean of Students (or his/her designee) and the involved student.
 - Documentation must include the name of the accused student, the name and position of the reporting person(people), and the nature of the allegation(s). The written statement will be sent to the accused student by registered or certified mail or delivered in person. Should the involved student refuse or fail to accept delivery of the statement after bona fide attempts to deliver, the requirement of notification will be considered to have been satisfied.
- Should a student's actions be of such a nature that it is felt that he/she must be relieved of her/his right to attend Touro University, the student may be temporarily suspended from the college. This action, if necessary, will be taken by the Dean of Students only after consultation with the Provost of the university and the Dean of the college in which the student is enrolled. A suspension may continue until the issue(s) in dispute is/are resolved or the Formal Resolution Process is complete.
- The Dean of Students (or his/her designee) will arrange for a hearing which will take place not earlier than three (3) when ever possible, nor later than ten (10) business days following the decision to proceed with Formal Resolution.
- The hearing will take place before a hearing committee composed of the following individuals whom the Dean of Students (or his/her designee) will request be appointed from:
 - Three (3) members appointed from faculty, administration or staff. Not more than one (1) of these appointees shall be from the College in which the accused student is enrolled. Any member employed by the College in which the student is enrolled must have no involvement in the case.
 - Two (2) student members appointed by the SGA President. Student members will not be enrolled in the same College as the accused student. A student with involvement in any aspect of the case will be disqualified.
- The members of the hearing committee will elect one of their members to serve as the Committee Chair
- The accused student will have the right to disqualify one (1) member of the hearing committee without cause.
 - The replacement for a disqualified member will be selected by the Dean of Students (or his/her designee).
- All persons involved in a hearing shall be given 36 hours written notice of all hearing dates, times, and places. Lesser notice times may be given if agreed to by the involved parties.
- Postponement of a hearing may be granted if evidence or pertinent individuals of interest cannot reasonably be available at the time set for the hearing.
- The student charged and the person making the charges will be accorded the following rights:
 - To review all information to be presented to the hearing committee. The length of time for review shall be reasonable as determined by the hearing committee chair.

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Resolution Process for Disputes and Grievances and Misconduct

- To challenge the seating of one hearing committee member without cause. Any challenge must be made at least 36 hours in advance of the hearing.
- To present fully all aspects of the issue before the hearing committee.
- To be accompanied by an advocate. Legal counsel will not be allowed.
- Committee hearings will proceed under the following guidelines:
 - All committee hearings and meetings are to be closed.
 - A recording secretary is to be appointed by the committee chair. Verbatim transcripts of the proceedings may be made at the request and expense of any party.
 - All issues in dispute shall be orally presented by the committee chair.
 - The complainant will first present all information supporting the charges made against the student.
 - Following this presentation, the student who is under investigation will present his/her side of this issue, submitting for committee consideration all information which he/she chooses to submit.
 - At the completion of all discussion, the complainant and the student may each make a summary statement.
 - At any time during the hearing, the complainant, the student, the committee and/or college representatives may raise questions about the evidence under review so that all aspects of the case are clarified.
 - Silence by the charged student shall not be interpreted as an admission of guilt.
- The committee shall reach a decision using the following guidelines:
 - The hearing committee will meet in closed session to reach a decision. Such meeting must be held within one (1) business day following the formal hearing.
 - If the hearing committee seeks additional information following commencement of its deliberations, it will notify the parties within two (2) business days and reconvene the hearing within five (5) business days of the conclusion of the original hearing. The hearing committee's final decision must be made within seven (7) business days of the conclusion of the original hearing.
 - A decision to find the student guilty of the accusations will need at least three (3) affirmative votes.
 - The committee decision will be presented in writing to the Dean of Students who will then inform the Dean of the applicable College. The committee decision must be based solely on the evidence presented at the hearing and must include all recommendations for final disposition of the issues involved. Any penalties must conform to the Section on Sanctions of the Code of Responsibilities and Rights of the Students of Touro University (Appendix C).
 - The applicable College Dean, after reviewing the decision of the hearing committee, has the authority to affirm, negate, and/or modify the decision. The applicable Dean shall then notify the student of her/his decision and shall inform the student of his/her right to appeal the decision.
 - The university will implement the recommended disciplinary action after the appeal process has been completed.
- An appeal may be instituted by the following methods:
 - The student may request an appeal to the Provost within five (5) business days of notification of the Dean's decision.
 - At the time of request for appeal, the student must submit in writing to the Provost

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the basis for the appeal. All facts necessary to substantiate the appeal must be included within the request for appeal.

- The Provost will act upon the appeal within five (5) business days by
 - Confirming the appropriate College Dean's decision,
 - Modifying the decision, or
 - Ordering a new hearing.
- The Provost may grant an appeal only on showing one of the following:
 - Bias of one or more of the members of the Hearing Committee.
 - New material; documented information not available to the committee at the time of its initial decision.
 - Procedural error.
- The decision of the Provost is final.
- Records of the above proceedings shall be kept in accordance with the following guidelines:
 - If the committee finds no merit in the allegation under discussion, all records of the proceedings shall be sealed and secured in the office of the Associate Dean of Student Affairs until such time as any legal statute of limitations has expired. Upon such event, all records of the proceedings shall be destroyed. Should a need arise to open the sealed record, the university Provost shall be notified. At the applicable College Dean's, or Provost's discretion, an order to open the record shall be issued by him/her. These records will not go into a student's personal disciplinary file.
 - If the committee finds merit in the allegations against a student, a full record of the proceedings and all relevant materials shall be entered exclusively in the student's personal disciplinary file located in the office of the Associate Dean of Student Affairs.
 - A student's personal disciplinary file shall be reviewed annually to determine whether it may be destroyed. No destruction of documents is to take place prior to graduation. Following graduation, the Dean of Students (or his/her designee) will meet with representatives of the College in which the student was enrolled to determine the proper disposition of the disciplinary file.
 - A student may see his/her disciplinary file in accordance with the college regulations concerning inspection of records as spelled out in *Guidelines for Access to and Disclosure of Educational Records Maintained by Touro University (Appendix A)*.

ARBITRATION

This student catalog contains only general guidelines and information. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the policies and procedures of Touro University California. Some of the subjects described in this catalog are covered in detail in official policy and procedure documents. Students should refer and defer to those documents for specific information, since this catalog only briefly summarizes those policies. For that reason, if students have any questions concerning a particular policy or procedure, you should address specific questions to the Office of Student Affairs. Please note that the terms of the full official policies are controlling in the case of any inconsistency.

This catalog is neither written nor meant to confer any rights or privileges on students or impose any obligations on Touro University California. The catalog is not a contract. No individual or representative of Touro (except the President) has the authority to enter into any agreement or understanding contrary to the above.

Appendix F: Resolution Process for Disputes and Grievances and Misconduct

This catalog is written for informational purposes only and may contain errors. The policies, procedures and practices described herein may be modified, supplemented or discontinued in whole or in part, at any time with or without notice. Touro University California will attempt to inform students of any changes as they occur. However, it is the student's responsibility to keep current on all College policies, procedures and practices. It is the student's responsibility to review university and academic program policies and procedures in detail and to request any clarification needed from the Office of Student Affairs. Violation of university policies or procedures may result in disciplinary action, including dismissal from the program. Action may be taken against a student notwithstanding his or her failure to appear or otherwise participate in disciplinary or grievance proceedings.

Students are required to investigate for themselves as to whether the program they enroll in meets their personal and career needs. Thus, Touro University California disclaims any liability for promises, assurances, representations, warranties or other statements made in its marketing or promotional materials, and makes absolutely no promises, assurances, representations, warranties or other statements concerning a student's academic success. While students expend significant sums associated with higher education, successful completion of a course, program, or degree is dependent on many factors. The payment of tuition entitles a student to register and matriculate in the courses and programs available and offered by the Touro University California school or program in which the student is enrolled. In order for a degree to be earned, the required grades and grade point averages must be achieved and maintained, and all other requirements of the school and program must be fulfilled.

Registration and matriculation at Touro University California after the issuance of this catalog is consideration for and constitutes a student's knowing acceptance of the binding Alternative Dispute Resolution ("ADR") mechanisms (including binding arbitration) contained herein. Thus, any dispute, claim or controversy arising out of or related to your application, registration, matriculation, graduation or other separation from Touro University California and/or this catalog, which is not resolved through Touro College and University System's ADR mechanisms shall be resolved exclusively through final and binding expedited arbitration conducted solely before the American Arbitration Association ("AAA"), or any successor in interest, in accordance with the AAA Rules then in effect. The location of the arbitration shall be at a convenient office on a Touro College and University System campus where the student is (or was last) affiliated.



Appendix G: Financial Aid Online Resources

FINANCIAL AID WEBSITE RESOURCES

The following is a list of website's that you will find informative about financial aid while attending Touro University California.

FAFSA Application

<http://www.fafsa.gov/>

PIN Number (electronic signature)

<http://www.pin.ed.gov/PINWebApp/pinindex.jsp>

Direct Loan Application (Subsidized, Unsubsidized and GRAD PLUS). G41426

www.studentloans.gov

General Financial Aid Information

<http://www.edfund.org/>

Your student loan history (all schools attended)

https://www.nsls.ed.gov/nsls_SA/

Association of American Medical Colleges

<http://www.aamc.org/>

Veterans Administration

<http://www.va.gov/>

Internal Revenue Service

<http://www.irs.gov/>

U.S. Citizenship and Immigration Services

<http://www.uscis.gov/portal/site/uscis>

Entrance counseling test site for student loans

<http://mappingyourfuture.org/>

Student Loan Calculator

<http://www.salliemae.com/apps/SMCalcs/RCW/content/index.aspx>

Scholarship website

<http://fastweb.org>

California Student Aid Commission

<http://www.csac.ed.gov/>

Appendix H:

Policies Concerning Sex Discrimination Harassment and Complaint Procedure

POLICIES CONCERNING SEX DISCRIMINATION, HARASSMENT AND COMPLAINT PROCEDURE

1.0 POLICY

This policy applies to all members of the Touro community, including students, faculty, and administrators as well as third-parties (including, but not limited to, vendors, invitees, etc.).

Discrimination or harassment of any kind in regards to a person's sex is not tolerated at our institution. Information and/or training regarding this policy is available to students, faculty, and staff. In addition, information about this policy will be available on Touro University California's ("Touro") website.

2.0 PURPOSE

All divisions of Touro seek to foster a collegial atmosphere where students are nurtured and educated through close faculty-student relationships, student camaraderie, and individualized attention. Discrimination or harassment of any kind is anathema to Touro's mission, history, and identity. Touro will resolve any identified discrimination in a timely and effective manner, and will ensure that it does not recur.

Those believing that they have been harassed or discriminated against on the basis of their sex, including sexual harassment, should immediately contact the Title IX coordinator. When Touro has notice of the occurrence, Touro is compelled to take immediate and effective corrective action reasonably calculated to stop the harassment, prevent its recurrence, and as appropriate, remedy its effects.

3.0 DEFINITIONS

3.1 Discrimination and Harassment

Title IX, and its implementing regulations, prohibit discrimination based on sex, including sexual harassment. *The prohibition against discrimination extends to employment and third-parties.* Sexual harassment is unwelcome conduct of a sexual nature and can include sexual advances, request for sexual favors, and other verbal, non-verbal, or physical conduct. Environmental harassment (sometimes referred to as hostile environment) is sexually harassing conduct that is sufficiently severe, persistent or pervasive to limit an individual's ability to participate in or receive benefits, services, or opportunities at Touro. This can include persistent comments or jokes about an individual's, sex; verbal behavior, including insults, remarks, epithets, or derogatory statements; nonverbal behavior, including graffiti, inappropriate physical advances short of physical violence such as repeated and unwanted touching; and assault, including physical violence or the threat of physical violence.

3.2 Retaliation

Retaliation is any kind of reprisal, adverse action, or negative action taken against an individual because he or she has: (1) complained about alleged discrimination or harassment as defined above, (2) participated as a party or witness in an investigation relating to such allegations, or (3) participated as a party or witness in a proceeding regarding such allegations. Retaliation can occur contemporaneously during the complaint process or subsequent to it, once the retaliator is aware of the recipient's participation in the process. Retaliation does not exist in the absence of an adverse action. An individual is protected from retaliation even when the complaint at issue is ultimately found to lack merit, as long as the complaint was made in good faith.

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Touro does not allow, nor tolerate any conduct by any Touro community member that may be regarded as retaliatory. Retaliation against any individual, whether said person submitted a complaint through the method described below in section 5.22 below, or for any other reason will not be tolerated.

3.3 Title IX Coordinator

The Title IX Coordinator or his designee (“Title IX Coordinator”) is trained and knowledgeable about enforcement, compliance, communication, and implementation of Touro’s anti-harassment and anti-discrimination policy.

The Title IX Coordinator’s contact information is as follows:

Kathy Lowe
Director of Human Relations
Title IX Coordinator
Touro University California
690 Walnut Avenue
Phone: 707 638-5806
Email: kathy.lowe@tu.edu

4.0 CONFIDENTIALITY

Touro has independent obligations to report or investigate potential misconduct, even if a complainant does not wish to initiate an official process. Therefore, absolute confidentiality cannot be promised with respect to a complaint of discrimination, harassment, sexual harassment, or retaliation received either through Touro’s compliance hotline or otherwise. The phone number for the Touro hotline is 212-463-0400 x5330.

Touro wishes, however, to create an environment in which legitimate complaints are encouraged, while also protecting the privacy of all involved in an investigation. Complaints about violations of these policies will therefore be handled in strict confidence, with facts made available only to those who need to know in order for Touro to promptly and thoroughly investigate and resolve the matter.

5.0 PROCEDURES & IMPLEMENTATION

5.1 Duty to Report Violations

Any member of the Touro community including students, faculty, employees, and third-parties have a duty to report violations of this policy where individuals know, or should know, of accusations or actions which violate Touro Policy and will notify the Touro Title IX Coordinator of such violations promptly.

5.2 Formal Investigation and Resolution of Discrimination, Harassment, or Retaliation Complaints

5.21 Duty to Cooperate and Facilitate

All members of the Touro community are required to cooperate fully with any investigations of discrimination or harassment. A faculty member, staff member, or student who has relevant information and refuses to cooperate with an ongoing investigation will be subject to disciplinary action for, among other things, violations of the Touro University California Code of Conduct and/or insubordination. Likewise,

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all Touro employees are required to ensure that complaints about discrimination, harassment, or retaliation are directed to the appropriate administrative office for evaluation and investigation. Touro is committed to conducting an inquiry that is thorough, prompt and impartial.

5.22 Complaint Process

Complaints concerning sexual harassment and/or sexual discrimination should be sent to the Touro University California Title IX Coordinator, Ms. Kathy Lowe (see Section 3.3 for contact information) or, alternatively, to the Chief Compliance Officer for the Touro College and University System at compliance@touro.edu and 212.463.0400 x5330.

Complaints should be filed as soon as possible after the date of the alleged misconduct, and a written complaint is preferable.

A complaint, which must be submitted within the later of the following two dates: (a) thirty (30) days after the alleged misconduct; or, (b) the end of the semester in which the alleged incident occurred. A complaint should include the following information:

- a. Complainant's full name, home address, email, telephone number, and Touro Student/Employer ID number.
- b. Name of the person against whom the complaint was made, including job title or student status, if known.
- c. The protected status that is the basis for the alleged discrimination, harassment, or retaliation based on the complainant's gender.
- d. A clear statement of the facts that constitute the alleged discrimination, harassment, or retaliation, including dates on which the acts were committed and any information to identify witnesses.
- e. Complainant should include the term and year of his/her most recent active employment, academic, or student status within the university.
- f. A student who is seeking admission to Touro should include the term and year in which he/she sought admission to the university.
- g. The full name, address, and telephone number of complainant's advisor or supervisor, if any.
- h. The specific harm that resulted from the alleged act and the remedy sought.
- i. The complainant's signature and the date on which the complaint was submitted.

While prompt reporting is expected, complaints older than 30 days will be processed. However, if more than 365 days have elapsed since the day of the complaint, the complaint may not be processed. Every effort is made to conduct a thorough and speedy investigation. Several factors may impact Touro's ability to conduct a prompt investigation, including, but not limited to: the Complainant's accessibility or unresponsiveness, witness availability or unresponsiveness, the number of witnesses, the timing of the investigation (i.e. if an investigation is being conducted at a time when students are taking final exams or on recess), etc.

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5.23 Intake Interview

After receipt of a complaint, the Title IX Coordinator or his/her designee will meet with the complainant as soon as possible, usually within one week, but not later than thirty (30) days after receipt. The complainant must make himself/herself available to meet.

The meeting will be an intake interview where the Title IX Coordinator or his/her designee will inform the complainant about the investigation procedure and timeline. The complainant may sign a formal complaint form at that time (under the above guidelines) if he/she has not already done so. A complaint will proceed even in the absence of a signed written complaint.

5.24 Complaints about Students, Faculty, Other Employees or Third Parties

Upon receipt of a complaint, the Title IX Coordinator or his/her designee, shall investigate the circumstances of the complaint. This investigation will include documented interviews of the complainant, the person against whom the complaint is written, and witnesses with relevant knowledge, if any. Further, the investigation will include a review of relevant documents and any other evidence.

The Title IX Coordinator shall have thirty (30) days from the intake interview to complete the investigation of the event in question. Such thirty (30) days may be extended in the event that one of the following occurs:

- Availability or unavailability of a witness or relevant/material documents;
- Recalcitrance of a witness and/or any necessary party;
- Delay or other uncooperative actions of any necessary party;
- Number of witnesses;
- Holidays and vacation periods;
- Any other unforeseeable events/circumstances.

Generally speaking an investigation will take less than 60 calendar days following receipt of the complaint. This may not be practicable in every investigation and may vary depending on the complexity of the investigation and the severity and extent of the harassment.. The Title IX Coordinator shall report the findings of the investigation to a designated, impartial Fact Finder. The Fact Finder shall endeavor to issue a determination within fifteen days after receipt of the investigation file to determine and detail: (a) whether there is probable cause to believe discrimination occurred with respect to each allegation in the complaint, (b) a description of actions taken, if any, to prevent similar problems from occurring in the future, and (c) the proposed resolution of the complaint.

5.25 Preponderance of the Evidence

The greater weight of evidence in an investigation meaning that one party's evidence outweighs the evidence of the other.

5.26 Notice of Determination and Further Action

Both the complainant, the party who filed the complaint or the alleged target of the sexual harassment, and the respondent, the accused, shall be informed of the fact finder's

Appendix H: Policies Concerning Sex Discrimination Harassment and Complaint Procedure

decision within ten days of the conclusion of the fact finder's deliberation. Please refer to Section 4.0 for the policies regarding the confidentiality of this determination.

At the time of the receipt of this notice both parties will be informed of any actions or precautions that will be taken in response to the decision. Questions concerning these further actions should be addressed to the Title IX Coordinator Kathy Lowe (see Section 3.3 for contact information) or the appropriate office as required by the fact finder's decision.

5.3 Grade Appeals

Touro has a grade appeal process which is not circumvented by this policy. This procedure is not a substitute for a grade appeal. A grade appeal may be suspended until a determination has been made by the fact finder.

5.4 Discipline

Employees, faculty and students who violate Touro's policies may be subject to disciplinary action. Individuals who retaliate against someone who files a complaint, or against a witness, representative, or advocate for a complainant, will be subject to further disciplinary action.

Consistent with this Policy Touro will take prompt effective action to resolve any identified discrimination, and take steps to avoid a reoccurrence.

5.5 Retaliation

Touro does not allow, nor tolerate any conduct by any Touro community member that may be regarded as retaliatory. Retaliation against any individual, whether said person submitted a complaint through the method described above in section 5.22 or for any other reason, will not be tolerated.

5.6 Availability of Counseling

As required under Title IX Touro University California through its investigations and/or Title IX Compliance officer will offer its internal counseling services to any complainant or respondent involve in the complaint process. It is ultimately the complainant's or the respondent's decision whether or not to accept the counseling service offered by Touro University California.

6.0 EXTERNAL REPORTING

Members of the Touro community are always subject to local, state, and federal laws, and nothing in these procedures is intended to limit or postpone the right of an individual to file a complaint or charge with appropriate federal, state, or local departments or agencies.

Among other options, students may contact the Office for Civil Rights of the U.S. Department of Education for inquiries concerning the application of Title IX as well as the implementation of its regulations. The Office for Civil Rights can be contacted using the following information:

San Francisco Office

Office for Civil Rights - U.S. Department of Education

50 Beale Street, Suite 7200

San Francisco, CA 94105-1813

Telephone: 415-486-5555; FAX: 415-486-5570; TDD: 800-877-8339

Email: ocr.sanfrancisco@ed.gov

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7.0 SOURCE DOCUMENTS

34 CFR 106.8 and 106.9

Revised Sexual Harassment Guidance: Harassment of Students By School Employees, Other Students, or Third Parties, dated January 19, 2001

“Dear Colleague Letter” from the Assistant Secretary, U.S. Department of Education, Office of Civil Rights, dated April 4, 2011.

8.0 WHO APPROVED THIS POLICY

Office of Touro College and University System (TCUS) Institutional Compliance

Office of the General Counsel (TCUS)

9.0 HISTORY/REVISION DATES

Initiated: N/A

Last Review: October 28, 2013 (with OCR Region II)

Next Review: N/A

Appendix I: Gender Based and Sexual Misconduct Policy

GENDER-BASED AND SEXUAL MISCONDUCT

INTRODUCTION

Members of the Touro University California (university) community, guests and visitors have the right to be free from all forms of gender and sex-based discrimination, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. University believes in a zero tolerance policy for gender-based misconduct. When an allegation of misconduct is brought to an appropriate administration's attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

POLICY EXPECTATIONS WITH RESPECT TO PHYSICAL SEXUAL MISCONDUCT

The expectations of our community regarding sexual misconduct can be summarized as follows: In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing and voluntary consent prior to and during sexual activity. Consent is sexual permission. Consent can be given by word or action, but non-verbal consent is not as clear as talking about what you want sexually and what you don't. Consent to some form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Silence--without actions demonstrating permission--cannot be assumed to show consent.

Additionally, there is a difference between seduction and coercion. Coercing someone into sexual activity violates this policy in the same way as physically forcing someone into sex. Coercion happens when someone is pressured unreasonably for sex.

Because alcohol or other drug use can place the capacity to consent in question, sober sex is less likely to raise such questions. When alcohol or other drugs are being used, a person will be considered unable to give valid consent if they cannot fully understand the details of a sexual interaction (who, what, when, where, why, or how) because they lack the capacity to reasonably understand the situation. Individuals who consent to sex must be able to understand what they are doing. Under this policy, "No" always means "No," and "Yes" may not always mean "Yes." Anything but a clear, knowing and voluntary consent to any sexual activity is equivalent to a "No."

POLICY EXPECTATIONS WITH RESPECT TO CONSENSUAL RELATIONSHIPS

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as teacher and student, supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of applicable sections of the faculty/staff handbooks. The university does not wish to interfere with private choices regarding personal relationships when these relationships do not interfere with the goals and policies of the university. For the personal protection of members of this community, relationships in which power differentials are inherent (faculty-student, staff-student, administrator-student) are generally discouraged.

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Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisor. A likely result will be the removal of one of the employees from the supervisory or evaluative responsibilities, or shift the student out of being supervised or evaluated by someone with whom they have established a consensual relationship. This includes student supervisors (of any type) and students over whom they have direct responsibility. While no relationships are prohibited by this policy, failure to self-report such relationships to a supervisor as required can result in disciplinary action for an employee.

SEXUAL VIOLENCE -- RISK REDUCTION TIPS

Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to victim-blame, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you to reduce your risk of experiencing a non-consensual sexual act. Below, suggestions to avoid committing a non-consensual sexual act are also offered:

1. If you have limits, make them 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.

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 yet have clearly resolve the question of how much contact they wish to have with you. 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, size, work role or supervisory position. Don't abuse that power..

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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.

In campus hearings, legal terms like “guilt,” “innocence” and “burdens of proof” are not applicable, but the university never assumes a student is in violation of university policy. Campus hearings are conducted to take into account the totality of all evidence available, from all relevant sources.

The university reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students’ rights and personal safety. Such measures include, but are not limited to:

- modification of living arrangements, classroom/study and/or academic arrangements
- interim suspension from campus pending a hearing, and
- reporting the matter to the local police.

Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the university reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. The university will consider the concerns and rights of both the complainant and the person accused of sexual misconduct.

SEXUAL MISCONDUCT OFFENSES INCLUDE, BUT ARE NOT LIMITED TO:

1. **Sexual Harassment**
2. **Non-Consensual Sexual Contact**
3. **Non-Consensual Sexual Intercourse**
4. **Domestic Violence**
5. **Dating Violence**
6. **Stalking**
7. **Sexual Exploitation**

1. SEXUAL HARASSMENT

Sexual Harassment is, unwelcome, gender-based verbal, written, online, and/or physical conduct.

Anyone experiencing sexual harassment in any university program is encouraged to report it immediately to the university’s Title IX Coordinator, the Dean of Student Affairs or, any responsible university employee.

Sexual harassment creates a hostile environment, and may be disciplined when it is sufficiently severe, persistent/pervasive and objectively offensive that it,

- has the effect of unreasonably interfering with, denying or limiting employment opportunities or the ability to participate in or benefit from the university’s educational, social and/or residential programs (currently the university has no residential facilities), and is
- based on power differentials (quid pro quo), produces the effect of a hostile environment or retaliation.



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2. NON-CONSENSUAL SEXUAL CONTACT¹

Non-Consensual Sexual Contact is

- any intentional sexual touching,
- however slight,
- with any object,
- by a person upon another person,
- that is without consent and/or by force.

Sexual touching includes any bodily contact with the breasts, groin, genitals, mouth or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

3. NON-CONSENSUAL SEXUAL INTERCOURSE

Non-Consensual Sexual Intercourse is

- any sexual intercourse (anal, oral or vaginal),
- however slight,
- with any object,
- by a person upon another person,
- that is without consent and/or by force

Sexual penetration includes vaginal or anal penetration by a penis, tongue, finger or object, or oral copulation by mouth to genital contact or genital to mouth contact.

4. DOMESTIC VIOLENCE

is a felony or misdemeanor crime of violence committed by:

- a current or former spouse or intimate partner of the victim
- a person with whom the victim shares a child in common
- a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies (under VAWA) or,
- any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

¹ In the State of California sexual assault is a general term which covers a range of crimes, including rape. As defined under California law, rape is non-consensual sexual intercourse that involves the use of threat of force, violence, or immediate and unlawful bodily injury or threats of future retaliation and duress.

Sexual intercourse is considered non-consensual and, therefore, rape when the person is incapable of giving consent because s/he is incapacitated from alcohol and/or drugs, or if a mental disorder or developmental or physical disability renders the victim incapable of giving consent. Whether the accused is a stranger, acquaintance, spouse, or friend is irrelevant to the legal definition of rape (for the Penal Code definition of rape, see <http://www.leginfo.ca.gov/cgi-bin/displaycode?section=pen&group=00001-01000&file=261-269>).

Beside rape, other acts of sexual assault include forced anal intercourse, forced oral copulation, penetration of the anal or vaginal area with a foreign object, and forcibly touching an intimate part of another person. Men as well as women can be victims of these other forms of sexual assault. Unlawful sexual intercourse with a minor (statutory rape) occurs when the victim is considered incapable of giving legal consent because they are 17 years old or less, even if the intercourse is consensual. Where the person engaging in sexual intercourse with a minor is not more than three years older than the minor, the crime is a misdemeanor. If more than three years older, then the crime is a felony. If a student, staff person, member of the faculty or other academic appointee is charged with rape, s/he can be prosecuted under California criminal statutes, as well as disciplined under appropriate discipline procedures. Even if the criminal justice authorities choose not to prosecute, the campus can pursue disciplinary action and the complainant can file a civil suit. In addition to rape, as defined by California law, the University will not tolerate any non-consensual penetration, however slight, or non-consensual fellatio or cunnilingus, and will take appropriate action when such acts are reported. The definition of sexual assault which is applicable to criminal prosecutions for sexual assault in California, may differ from the definition used on campus to address policy violations.

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5. DATING VIOLENCE

is violence committed by a person:

- who is or has been in a social relationship or a romantic or intimate nature with the victim; and
- where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - the length of the relationship;
 - the type of relationship; and
 - the frequency of interaction between the persons involved in the relationship.

6. STALKING

is engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- fear for his or her safety or the safety of others; or
- suffer substantial emotional distress.

7. SEXUAL EXPLOITATION

Sexual Exploitation refers to a situation in which a person takes non-consensual or abusive sexual advantage of another, and situations in which the conduct does not fall within the definitions of Sexual Harassment, Non-Consensual Sexual Intercourse or Non-Consensual Sexual Contact. Examples of sexual exploitation include, but are not limited to:

- Sexual voyeurism (such as watching a person undressing, using the bathroom or engaged in sexual acts without the consent of the person observed)
- Taking pictures or video or audio recording another in a sexual act, or in any other private activity without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent)
- Prostitution
- Sexual exploitation also includes engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) and without informing the other person of the infection, and further includes administering alcohol or drugs (such as "date rape" drugs) to another person without his or her knowledge or consent

CONSENT DEFINED²

Consent is knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct.

A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy.



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It is not an excuse that the individual responding party of sexual misconduct was intoxicated due to alcohol and/or drugs and therefore, did not realize the incapacity of the other.

Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction). This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint and/or from the taking of incapacitating drugs.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced. Silence or the absence of resistance alone is not consent. A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue, and, if that happens, the other person must stop immediately.

In the State of California, a minor (meaning a person 17 years of age or younger) cannot consent to sexual activity. This means that sexual contact by an adult with a person 17 year old or younger may be a crime, as well as a violation of this policy, even if the minor wanted to engage in the act.

FORCE DEFINED

Force is the use of

- physical violence and/or
- imposing on someone physically to gain sexual access.

Force also includes

- threats,
- intimidation (implied threats) and
- coercion that overcome resistance or produce consent (“Have sex with me or I’ll hit you. Okay, don’t hit me, I’ll do what you want.”).
- Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
- NOTE: There is no requirement that a party resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.
- In order to give effective consent, one must be of legal age.
- Sexual activity with someone who one should know to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a

² The State of California definition of consent is positive cooperation in act or attitude pursuant to an exercise of free will. The person must act freely and voluntarily and have knowledge of the nature of the act or transaction involved, which is applicable to criminal prosecutions for sex offenses in California, but may differ from the definition used on campus to address policy violations.

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violation of this policy.

- Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).
- This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketomine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>
- Use of alcohol or other drugs will never function as a defense to a violation of this policy.
- The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under this policy. For reference to the pertinent state statutes on sex offenses, please see <http://www.leginfo.ca.gov/cgi-bin/calawquery?codesection=pen>

SANCTION STATEMENT

- Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.*
- Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Intercourse will likely face a recommended sanction of suspension or expulsion.*
- Any student found responsible for violating the policy on sexual exploitation or sexual harassment will likely receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.*

*The conduct body reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing officers nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.

EXAMPLES of POLICY VIOLATIONS

1. Amanda and Bill meet at a party. They spend the evening dancing and getting to know each other. Bill convinces Amanda to come up to his room. From 11:00pm until 3:00am, Bill uses every line he can think of to convince Amanda to have sex with him, but she adamantly refuses. He keeps at her, and begins to question her religious convictions, and accuses her of being “a prude.” Finally, it seems to Bill that her resolve is weakening, and he convinces her to give him a “hand job” (hand to genital contact). Amanda would never have done it but for Bill’s incessant advances. He feels that he successfully seduced her, and that she wanted to do it all along, but was playing shy and hard to get. Why else would she have come up to his room alone after the party? If she really didn’t want it, she could have left. **Bill is responsible for violating the university Non-Consensual or Forced Sexual Contact policy. It is likely that a university hearing board would find that the degree and duration of the pressure Bill**



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applied to Amanda are unreasonable. Bill coerced Amanda into performing unwanted sexual touching upon him. Where sexual activity is coerced, it is forced. Consent is not effective when forced. Sex without effective consent is sexual misconduct.

2. Jiang is a junior at the university. Beth is a sophomore. Jiang comes to Beth's apartment with some mutual friends to watch a movie. Jiang and Beth, who have never met before, are attracted to each other. After the movie, everyone leaves, and Jiang and Beth are alone. They hit it off, and are soon becoming more intimate. They start to make out. Jiang verbally expresses his desire to have sex with Beth. Beth, who was abused by a baby-sitter when she was five, and has not had any sexual relations since, is shocked at how quickly things are progressing. As Jiang takes her by the wrist over to the bed, lays her down, undresses her, and begins to have intercourse with her, Beth has a severe flashback to her childhood trauma. She wants to tell Jiang to stop, but cannot. Beth is stiff and unresponsive during the intercourse. Is this a policy violation? **Jiang would be held responsible in this scenario for Non Consensual Sexual Intercourse. It is the duty of the sexual initiator, Jiang, to make sure that he has mutually understandable consent to engage in sex. Though consent need not be verbal, it is the clearest form of consent. Here, Jiang had no verbal or non-verbal mutually understandable indication from Beth that she consented to sexual intercourse. Of course, wherever possible, students should attempt to be as clear as possible as to whether or not sexual contact is desired, but students must be aware that for psychological reasons, or because of alcohol or drug use, one's partner may not be in a position to provide as clear an indication as the policy requires. As the policy makes clear, consent must be actively, not passively, given.**
3. Kevin and Amy are at a party. Kevin is not sure how much Amy has been drinking, but he is pretty sure it's a lot. After the party, he walks Amy to her apartment, and Amy comes on to Kevin, initiating sexual activity. Kevin asks her if she is really up to this, and Amy says yes. Clothes go flying, and they end up in Amy's bed. Suddenly, Amy runs for the bathroom. When she returns, her face is pale, and Kevin thinks she may have thrown up. Amy gets back into bed, and they begin to have sexual intercourse. Kevin is having a good time, though he can't help but notice that Amy seems pretty groggy and passive, and he thinks Amy may have even passed out briefly during the sex, but he does not let that stop him. When Kevin runs into Amy the next day, he thanks her for the wild night. Amy remembers nothing, and decides to make a complaint to the Dean. **This is a violation of the Non-Consensual Sexual Intercourse Policy. Kevin should have known that Amy was incapable of making a rational, reasonable decision about sex. Even if Amy seemed to consent, Kevin was well aware that Amy had consumed a large amount of alcohol, and Kevin thought Amy was physically ill, and that she passed out during sex. Kevin should be held accountable for taking advantage of Amy in her condition. This is not the level of respectful conduct expected of students.**

Other Civil Rights Offenses, When the Act is Based Upon Sex/Gender)

- Threatening or causing physical harm, extreme verbal abuse or other conduct which threatens or endangers the health or safety of any person on the basis of their actual or perceived membership in a protected class
- Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of their actual or perceived membership in a protected class. Discrimination can also involve treating an individual less

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favorably because of his or her connection with an organization or group that is generally associated with people of a certain protected class.

- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another on the basis of actual or perceived membership in a protected class
- Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the university community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the hazing policy) on the basis of actual or perceived membership in a protected class; hazing is also illegal under State law and prohibited by university policy
- Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally on the basis of actual or perceived membership in a protected class
- Violence between those in an intimate relationship to each other on the basis of actual or perceived membership in a protected class (this includes romantic relationships, dating, domestic³ and/or relationship violence)⁴
- Stalking⁵ defined as a course of conduct directed at a specific person on the basis of actual or perceived membership in a protected class that is unwelcome and would cause a reasonable person to feel fear⁶
- Any other university rules, when a violation is motivated by the actual or perceived membership of the victim on the basis of sex or gender or in a protected class, may be pursued using this policy and process.

Sanctions for the above-listed “Other Civil Rights Behaviors” behaviors range from reprimand up through and including expulsion (students) or termination of employment.

³The State of California definition of domestic violence is *abuse committed against an adult or a minor who is a spouse, former spouse, cohabitant, former cohabitant, or person with whom the suspect has had a child or is having or has had a dating or engagement relationship*, which is applicable to criminal prosecutions for domestic violence in California, but may differ from the definition used on campus to address policy violations.

⁴Examples:

- Employee A has been in an intimate relationship with Employee B for over a year; Employee A punches Employee B in the face during an argument (Dating Violence).
- Student A has been in an intimate relationship with Student B for over a year; Students A & B live together. During an argument, Student A shoves Student B to the ground (Domestic Violence).

⁵The State of California definition of stalking is *any person who willfully, maliciously, and repeatedly follows or willfully and maliciously harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family*, which is applicable to criminal prosecutions for stalking in California, but may differ from the definition used on campus to address policy violations.

⁶Examples

- Employee A recently ended an intimate relationship with Employee B. For the past three weeks, B has been sending A 100 text messages per day and waits by A's car at the end of each day to beg and plead with her to take him back. When she refuses, he loses control, makes threatening gestures, and tells her she will regret this. Employee A indicates she is fearful of what B might do to her (Stalking).
- Mark is a student on campus who has always been fascinated by women who dye their hair. One day, he notices MaryLou, whose hair is dyed a very bright purple. He follows her home to see where she lives, and begins to track her history, actions and movements online. His fascination increases to the point where he follows her frequently on campus, takes pictures of her without her permission, and spies through her window at night with a long-range camera lens. He wants to have her beautiful purple hair for his own, so that he can stroke it whenever he wants.

Appendix J: Drug Screening Procedures

DRUG SCREENING PROCEDURES

TUC Students enrolled in the Osteopathic Medicine, Pharmacy, PA/MPH and Nursing programs must meet a variety of institutional and third party standards in order to participate in their clinical rotations. TUC establishes the academic standards and experiential educational standards for all educational experiences, such as for clinical rotations. Clinical rotation standards and policies are stated in full detail in each program's student handbook. However, since the clinical rotation experience is common to several academic programs, the university drug screening procedures apply to all academic programs requiring clinical rotations.

Clearance Monitoring and Release of Records

TUC Student Health Center (SHC) facilitates the gathering, collating and validation of the required health clearance data for student rotations through the E*Value system for all programs except the Nursing program. In addition to health screening, immunization, and titer requirements, students are required to pass a drug screen analysis in order to participate in any clinical activity. While the specific thresholds and drug clearance requirements vary among clinical sites, almost all of the clinical sites require that students pass a drug screen prior to the first day of rotations. SHC obtains a signed release of information that includes the student's approval for the TUC SHC to share the student's drug screen results with the student's clinical rotation sites. Additionally it is acknowledged that the clinical sites may keep copies of the student's drug screen results for up to three years after discontinuation of the rotation in order to comply with the clinical site's specific accreditation requirements.

Payment

The first drug screen test is paid for through the university collected student health fee. TUC will arrange for the third party vendor to offer the initial screening on campus at the university expense. All students who are required to have a drug screen are encouraged to utilize the services provided. Students failing to attend an on campus drug screening event sponsored by SHC may be required to obtain screening on their own and pay the costs. Students obtaining a drug screen on their own must request the vendor to provide a copy of those results to SHC staff. The university pays for the initial drug screen test (when obtained during SHC arranged on campus events) and may pay for some that are required to be conducted within 30 days of the start of a rotation. All elective rotations and student requested rotations requiring additional screening shall be completed at the student's expense. Students may be responsible for payment for initial and /or subsequent drug screen tests for other reasons, including, but not limited to student noncompliance and retesting as the result of positive results.

Screening

TUC contracts with an independent third party to conduct the laboratory analysis and TUC has no control over the results of the screening. The results are submitted by the third party vendor to the SHC staff who will record, maintain and report the results to the student's program and where needed, to clinical sites (please note that the COM and COP academic programs provide this information to the clinical sites in the third year).

Notice

Students will be given notice a minimum of seven calendar days prior to the initial drug screening test. Special circumstances that prevent the student from participating in the scheduled drug screen test must be discussed with the appropriate academic program administrator prior to the test in order to receive an "excused absence." The SHC (for Nursing students the vendor) will send each academic program a

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roster of the students who participated in the screening. Students who do not participate are reported as “no show” for the initial testing to their academic program administrators and will be required to pay for their initial drug screen test and may be subject to professionalism charges and/or university student conduct code violations.. Students with an excused absence from the announced drug screen test day will still be given an opportunity to have the test paid for by the university at an agreed upon date. The “make-up” test must be completed within seven calendar days of the missed event. Again, the student who is “making-up” the drug screen test, must request that the vendor provide a copy of the test results to the SHC or to the Nursing Program administrator.

Reporting of Medication Usage

Students using prescription(s) or OTC medications that may impact the drug screen test must provide adequate documentation of the medical need and validity of the prescriptions(s) to the Student Health Center (or if in the Nursing program, to the Nursing program administrator) prior to the testing. The student is responsible for confirming that the screener noted the medications at the time of the test. A list of adequate documentation requirements is posted on the TUC SHC website.

Results

Students shall be provided two attempts to successfully pass the drug screen test. Students who fail the drug test are recommended to seek appropriate drug and alcohol counseling and/or remediation intervention.

First Failure

The student’s academic program will be notified. The student shall retest at their own expense within three to five calendar days after receipt of notification of the initial failure SHC and the academic program will work together to make arrangements for the testing to be completed. Students acknowledge that this delay may have a serious impact on their ability to complete their scheduled clinical rotations and that this retaking of the drug screen test will mean that their rotation space may be given to another student. Furthermore, such delays may result in delayed graduation and additional tuition and/or fees. Students are referred to their academic programs for information regarding any additional programmatic disciplinary consequences.

Second Failure

Students who fail the second drug screen test will not be given a third opportunity to pass the drug test and their academic program administration will be notified of the second failure. Students may face program dismissal, professionalism charges and/or university student conduct charges for a failed second drug screen test. Please see the university Student Code of Conduct and the university Drug and Alcohol Use policy as well as academic program specific student handbooks for more information on what impact this may have on student enrollment status in a program.

Appendix K: Touro College and University System Academic Integrity Policy

STATEMENT ON ACADEMIC INTEGRITY

Touro College and University System is a community of scholars and learners committed to maintaining the highest standards of personal integrity in all aspects of our professional and academic lives. Because intellectual integrity is a hallmark of scholarly and scientific inquiry as well as a core value of the Jewish tradition, students and faculty are expected to share a mutual respect for teaching, learning and the development of knowledge. They are expected to adhere to the highest standards of honesty, fairness, professional conduct of academic work and respect for all community members.

Academic dishonesty undermines our shared intellectual culture and our ability to trust one another. Faculty and administration bear a major responsibility for promoting a climate of integrity, both in the clarity with which they state their expectations and in the vigilance with which they monitor students. Students must avoid all acts of dishonesty, including, but not limited to, cheating on examinations, fabricating, tampering, lying and plagiarizing, as well as facilitating or tolerating the dishonesty of others. Academic dishonesty lowers scholastic quality and defrauds those who will eventually depend on the knowledge and integrity of our graduates.

The Touro College and University System views violations of academic integrity with the utmost gravity. Such violations will lead to appropriate sanctions, up to and including expulsion from the college community. We commit ourselves to the shared vision of academic excellence that can only flourish in a climate of integrity.

The Touro College and University System's policy on academic integrity, which is outlined in this document, is designed to guide students as they prepare assignments, take exams, and perform the work necessary to complete their degree requirements, and to provide a framework for faculty in fostering an intellectual environment based on the principles of academic integrity. It is presented here in order to educate the faculty on the enforcement of the policy.

The International Center for Academic Integrity (ICAI), of which the Touro College and University System is a member, identifies five fundamental values of academic integrity that must be present if the academic life of an institution is to flourish: Honesty, Trust, Fairness, Respect, and Responsibility. To sustain these values, the TCUS Academic Integrity Policy¹, requires that a student or researcher:

- Properly acknowledge and cite all ideas, results, or words originally produced by others;
- Properly acknowledge all contributors to any piece of work;
- Obtain all data or results using ethical means;
- Report researched data without concealing any results inconsistent with student's conclusions;
- Treat fellow students in an ethical manner, respecting the integrity of others and the right to pursue educational goals without interference. Students may neither facilitate another student's academic dishonesty, nor obstruct another student's academic progress
- Uphold ethical principles and the code of the profession for which the student is preparing.

Adherence to these principles is necessary to ensure that:

- Proper credit is given for ideas, words, results, and other scholarly accomplishment;
- No student has an inappropriate advantage over others;
- The academic and ethical development of students is fostered;
- The Touro College and University System is able to maintain its reputation for integrity in teaching, research, and scholarship.

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Failure to uphold the principles of academic integrity threatens not only the reputation of Touro, but also the value of each and every degree awarded by the institution. All members of the Touro community bear a shared responsibility for ensuring that the highest standards of academic integrity are upheld.

The Touro College and University System administration is responsible for working with faculty and students to promote an institutional culture of academic integrity, for providing effective educational programs that create a commitment to academic integrity, and for establishing fair procedures to deal with allegations of violations of academic integrity.

VIOLATIONS OF ACADEMIC INTEGRITY

The following are considered to be violations of academic integrity and are prohibited by the Touro College and University System. Students, faculty, and other members of the Touro College and University System community who commit one of the offenses listed below, or similar such offenses, or those who assist in the commission of such offenses, may be subject to sanctions (i.e. classes as A, B or C, as described below in the section “Procedures in Response to Violations of Academic Integrity”)

Plagiarism

Plagiarism is defined as the unauthorized use of the writings, ideas and/or computer-generated material of others without appropriate acknowledgement and the representation of them as one’s own original work. Plagiarism encompasses acts of inadvertent failure to acknowledge sources, as well as improper attribution due to poor citation.

When using ideas/words from other sources, the student must clearly define the sources using standard methods of citation. Plagiarism can occur even when one does not use the exact words of another author. Paraphrasing written material by changing or rearranging words without the proper attribution is still considered plagiarism (even if it eludes identification by plagiarism detection software). It is therefore critically important that students understand how to cite. If students have any questions about the proper use and citation of material from other sources, they should seek help from their professors.

Intentional Plagiarism

Plagiarism takes many forms. **Flagrant forms, or intentional plagiarism,** include, but are not limited to: purchasing a paper; commissioning another to draft a paper on one’s behalf; intentionally copying a paper regardless of the source and whether or not that paper has been published; copying or cutting and pasting portions of others’ work (whether a unique phrase, sentence, paragraph, chart, picture, figure, method or approach, experimental results, statistics, etc.) without attribution; and in the case of clinical documentation, copying clinical notes, materials without personally performing the patient examination. Plagiarized sources may include, but are not limited to, printed material, computer programs, CD-ROM video/audio sources, emails and material from social media sites and blogs, as well as assignments completed by other students at Touro College and University System and elsewhere. A more subtle, but equally flagrant, form is paraphrasing or attempting to put in one’s own words the theories, opinions or ideas of another without proper citation.

Additionally, students may not reuse their own previous work without appropriate citation. This is a form of plagiarism called self-plagiarism, and may mislead the reader or grader into the erroneous belief that the current submission is new work to satisfy an assignment.

If students are unsure as to whether a fact or idea is common knowledge, they should consult their instructor or librarian, or else provide appropriate citations.

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Unintentional Plagiarism

Plagiarism is not only the failure to cite but the **failure to cite sources properly**. If a source is cited but in an inadequate way, the student(s) may still be guilty of unintentional plagiarism. It is therefore crucial that students understand the correct way to cite. The rules are relatively simple:

- For exact words, use quotation marks or a block indentation, with the citation.
- For a summary or paraphrase, show exactly where the source begins and exactly where it ends.

In its policies and disciplinary procedures, the Touro College and University System will seek to recognize and differentiate between intentional plagiarism, as defined above, and failure to cite sources properly (unintentional plagiarism). While both forms are violations of the Academic Integrity Policy, a student's first instance of unintentional plagiarism may only be penalized with a Class C sanction (see sanctions below).

Cheating on Examinations and Other Class/Fieldwork Assignments

Cheating is defined as improperly obtaining and/or using unauthorized information or materials to gain an advantage on work submitted for evaluation. Providing or receiving assistance unauthorized by the instructor is also considered cheating.

Examples of cheating include, but are not limited to:

- Giving or receiving unauthorized assistance to or from another person on quizzes, examinations, or assignments;
- Using materials or devices not specifically authorized during any form of a test or examination;
- Exceeding the restrictions put in place for "take home" examinations, such as unauthorized use of library sources, intranet or Internet sources, or unauthorized collaboration on answers;
- Sitting in for someone else or permitting someone to sit in for you on any form of test or examination;
- Working on any form of test or examination beyond the allotted time;
- Hiding, stealing or destroying materials needed by other students;
- Altering and resubmitting for re-grading any assignment, test or examination;
- Copying from another individual's examination or providing information to another student during an examination;
- Soliciting, obtaining, possessing or providing to another person an examination prior to the administration of the examination.

Examples of unauthorized assistance include ³:

- Giving or receiving assistance or information in any manner, including person-to-person, notes, text messages, or e-mails, during an examination or in the preparation of other assignments without the authorization of the instructor;
- Using crib sheets or unauthorized notes (unless the instructor provides explicit permission);
- Copying from another individual's exam.

Failure to comply with any and all Touro College and University System test procedures will be considered a violation of the Academic Integrity Policy.

Research Misconduct and Other Unethical Conduct

The integrity of the scientific enterprise requires adherence to the highest ethical standards in the conduct of research and research training. Therefore, students and other trainees conducting research are bound by the same ethical guidelines that apply to faculty investigators based on the Public Health Service

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regulations dated May 17, 2005.

Research misconduct is defined in the USPHS Policy as “fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results.”

These terms are defined as follows:

- (a) *fabrication* - making up data or results and recording or reporting them;
- (b) *falsification* - manipulating research materials, equipment or processes, or changing or omitting data or results such that the research is not accurately represented in the research record;
- (c) *plagiarism* - the appropriations of another person’s ideas, processes, results, or words without giving appropriate credit. Research misconduct does not include honest error or honest difference of opinion.

Misleading or Fraudulent Behavior

Misleading or fraudulent behavior, put simply, is lying, and includes acts contributing to or associated with lying. It takes on any form of fabrication, falsification or misrepresentation.

Examples include, but are not limited to:

- Reporting false information to gain an advantage;
- Omitting information or data resulting in misrepresenting or distorting findings or conclusions;
- Providing false information to explain lateness or to be excused from an assignment, class or clerkship function;
- Falsely accusing another of misbehavior, or otherwise misrepresenting information about another;
- Providing false information about oneself, such as on an application or as part of some competition;
- Taking credit for accomplishments achieved by another;
- Omitting relevant information about oneself.

Tampering

Tampering is unauthorized removal or alteration of College documents (e.g., library books, reference materials, official institutional forms, correspondence), software, equipment, or other academic-related materials, including other students’ work. It should be noted that tampering as a form of cheating may also be classified as criminal activity and may be subject to criminal prosecution.

Examples include, but are not limited to:

- Tearing out the pages of an article from a library journal;
- Intentionally sabotaging another student’s work;
- Altering a student’s academic transcript, letter of recommendation, or some other official college document;
- Electronically changing another student’s or colleague’s files, data, assignments, or reports.

Copyright Violations

Academic integrity prohibits the making of unauthorized copies of copyrighted material, including software and any other non-print media. Individuals, under the legal doctrine of “fair use”, may make a copy of an article or copy small sections of a book for personal use, or may use an image to help teach a concept. Examples of copyright violations include:

- Making or distributing copies of a copyrighted article for a group (on paper or electronically)

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- Disseminating an image or video of an artist's work without permission (such as a Netter® or Adam® anatomical drawing)
- Copying large sections of a book

The "fair use doctrine" regarding use of copyrighted materials can be found at the following link: <http://www.copyright.gov/fls/f1102.html>.

SANCTIONS

The following sanctions may be imposed for violation of this Policy. Sanctions of one class may be accompanied by sanctions of a lesser or greater class. Except in the case of a student's expulsion or dismissal, any student found to have violated this Policy is required to take additional ethics tutorials intended to assist student to avoid future misconduct

Class A Sanctions:

- Expulsion/dismissal
- Revocation of awarded degree in the event that the violation is identified after graduation.

Class B Sanctions:

- Suspension (up to twenty-four months)
- Indication of the violation in a letter of reprimand, in reference letters, licensure and regulatory forms, etc.
- Notification of the violation to the other schools within the Touro College and University System
- Indication of 'disciplinary action for academic integrity violation' on the permanent transcript

Class C Sanctions:

- Placement on Academic Probation
- Failure in the course, with consequences as determined by the individual programs's rules and regulations
- Reduction of the grade for a particular submitted piece of work, segment of work required for a course/clerkship, or the entire course/clerkship with or without the option of redoing the work or the course/clerkship
- Requiring the student to redo the assignment.

Repeat offenders may be subject to more stringent sanctions.

PROCEDURES IN RESPONSE TO VIOLATIONS OF ACADEMIC INTEGRITY

This Touro College and University System Academic Integrity Policy applies to all Touro students. Any act in violation of this Policy or any allegation of misconduct related to this Policy involving a student must be reported and addressed in accordance with the adjudication procedures outlined below or those of the student's school, which may not be less stringent than the requirements and standards set forth in this Policy Statement.

The Dean of each school shall designate a member of the administration as Chief Academic Integrity Officer (herein referred to as the "CAI Officer") to oversee the adjudication of violations and to maintain

appropriate documentation. The CAI Officer must be an assistant dean or higher, or another appropriate responsible individual approved by the Provost or Vice President. The Provost shall designate a Dean

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responsible for hearing formal resolution appeals (herein referred to as the “Appeals Dean:). The CAI Officer and the Appeals Dean cannot be the same individual

Reporting a Case of Suspected Plagiarism or Cheating

Faculty members students, or other members of the Touro community who encounter suspected academic integrity violations should contact the Chair of the relevant department. The Chair will consult with the faculty member, and if a violation is identified the faculty member will inform the student. The Chair will also report all violations in writing (using the Academic Intergrity Violation Reporting Form) to the CAO Officer. No permanent grade may be entered onto the studdnet’s record for the course in question before the issue is resolved.

If an instructor strongly suspects cheating during an exam, the instructor should stop the students’ exam and collect all evidence of cheating. The incident should be immediately reported to the Chair, who will investigate and report in writing to the CAI officer.

Resolution of Academic Integrity Violations

Incidents of academic integrity violations are reported to the department Chairperson, and a report by the Chair is submitted to the CAI Officer. The medthod of resolutin of the violation may be either informal or formal. Students who are found to have violated the Touro College and University system’s Standards of Academic Integrity are subject to the sanctions listed above.

Should a student action be of such a serious nature that it is felt that he/she may be considered a danger in a clinial setting, the CAI Officer or the department Chair may remove such a student from a clinical assignment, not to exceed fourteen (14) days pending the outcome of a formal resolution. A student shall not be removed from a didactic course while an allegation of an academic integrity violation is ongoing.

Informal Resolution

After consulting with the department Chair (as per “Reporting a Case of Suspected Plagiarism or Cheating”), the faculty member may attempt to resolve the issue informally with the student. Once an informal resolution is agreed to between the faculty member and the student, the faculty member must present such resolution and the sanctions imposed to the department Chair for approval. The faculty member, in consultation with the department Chair, may impose any range of Class C sanctions, but must include requiring the student to take addtional ethics tutorials intended to assist the at student avoid future misconduct. Once accepted by the stuent, the informal resolution is binding on both the stuent and faculty member, and cannot be appealed by the student.

The outcome of the informal resolution shuld be reproted in writing by the deptmt Chair to the CAI Officer, who will mantain the record for the duration of the students’s academic career. The informal resolution process is not available to individuals who have been previously reported.

Formal Resolution

In the event that (1) the student denies the charge, (2) the student and faculty member do not agree to informal resolution, (3) the stuent has been accused and found guilty before, or (4) for any other reason for which informal resolution is not appropriate as determined by the Chair or the CAI Officer, then the matter shall be submitted for formal resolution.

The Touro College and University System has developed the following formal method of resolution to deal with academic integrity allegations and complaints.

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To institute formal resolution, the following procedures shall be followed:

- The Chief Academic Integrity Officer receives a written statement from the instructor or any other complainant, as the case may be.
- The written statement must include the name of the involved student, the name and status of the reporting person, and the nature of the alleged act.
- The CAI Officer shall arrange a hearing which, generally speaking, should take place no earlier than three (3) calendar days and no later than twenty (20) calendar days after receipt of the complaint.
- The hearing shall take place before the Standing Committee on Academic Integrity of the School.
- All persons involved in a hearing shall be given adequate notice of all hearing dates, times and places. Such notice, which may be by email and followed by a hard copy, will be given at least twenty-four hours prior to any hearing, unless waived by the parties involved.
- Postponements of Committee hearings may be made by the interested parties or the administration. The student may be granted a postponement if pertinent information or interested parties cannot for good cause be present at the appointed time. Any postponement may not extend beyond a three-month period.
- The student charged and the person making the charges will be afforded the following opportunities:
 - To review, but not copy, all pertinent information to be presented to the Committee. The length of time for review shall be reasonable, as determined by the Committee Chair.
 - To present fully all aspects of the issue before the Committee.

Committee Hearings will proceed under the following guidelines:

- All Committee hearings and meetings are to be closed to the public
- The Committee may hear the student, the faculty member, and any other individual who may be knowledgeable or may have information to share with the Committee regarding the suspected offense. Each person will meet with the Committee on an individual basis.
- The Committee may consider relevant written reports, discussions with involved parties, examinations, papers, or other related documents.
- The Committee may consider relevant written reports, discussions with involved parties, examinations, papers, or other related documents.
- The Committee must be comprised of a minimum of three people, who must be present either in person or via video-conference
- All decisions shall be made by majority vote..
- The student has the right to appear in person before the Committee in order to present his/her case, but, after proper notice of a hearing, the Committee may proceed, notwithstanding the student's absence.
- The hearing is academic in nature and non-adversarial. Student representation by an attorney or other counsel is not permitted.
- Audio recordings of the Hearing are not permitted..
- The chair of the committee shall prepare an executive summary that includes a written record of the charges that were reviewed, evidence that was considered, the decision that was made, and any instructions for follow-up.
- All information supporting the charges made against a student shall be presented first. Following this presentation, the student who has been accused of a violation will present his/her side of this issue, submitting to the Committee information that he/she chooses to submit to support

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the student's stance or position. The CAI Officer, his or her designee, or other members of the Administration may also meaningfully participate in this information exchange. Pursuant to the Touro College and University System's representatives may raise questions about the information under review so that all aspects of the case are clarified.

The Committee shall reach a decision using the following guidelines:

The Committee will meet in closed session to reach a decision, including recommended sanctions, if applicable. Such meeting will generally be held within one school day following the hearing

If the Committee seeks additional information following commencement of its deliberations, it will notify the parties within two school days, and reconvene the hearing within five school days of the conclusion of the original hearing. The Committee's final decision must then be made

- The Committee may impose a range of Class A, B, or C sanctions.
- The Committee's decision must be based solely on the evidence presented at the hearing and will be the final disposition of the issues involved, including sanctions. The decision of the Committee will be presented in writing to the CAI Officer, the student, and the department Chair. The Committee's letter will contain the following elements: Charge; Hearing Date; Findings; List of Sanctions; and the Right to Appeal and to whom.

Appeal Process

Examples include, but are not limited to:

- Following a Formal Resolution Hearing and notification of the Committee decision, a student may appeal the decision. An appeal may only be granted on the basis of: 1) evidence of bias of one or more of the members of the Committee; 2) new material documenting information that was not available at the time of the decision; 3) procedural error.
- The student has three (3) business days within which to submit a formal written appeal of the decision to the Appeals Dean for the School. The appeal should be accompanied by the Hearing Committee's letter and by a narrative explaining the basis for the appeal. The narrative should fully explain the student's situation and substantiate the reason(s) for advocating a reversal or modification of the decision by the Committee.
- The Appeals Dean may request to meet with the student
- After consideration of the Appeal, the Appeals Dean may accept, reject or modify the Committee's decision, and will notify the student in writing of the decision.
- The Appeals Dean's decision is FINAL, except in case where a Class A or Class B sanction has been imposed. The Appeals Dean, when notifying the student of the decision, shall inform the student of his/her right to appeal an adverse decision in the event a Class A or Class B sanction has been imposed.

A copy of the Appeals Dean's final decision will be transmitted to the CAI Officer and the department Chair.

Only in the event that the Appeals Dean upholds a Class A or Class B sanction, may a student appeal that decision to the respective Chief Academic Officer (CAO). Such student has three (3) business days from

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receipt of written notification to submit a formal written appeal of the decision to the respective Chief Academic Officer (e.g., the Provost or Senior Provost) or his/her designee. The CAO may grant an appeal only on the basis of one to the following:

- Evidence of bias of one or more of the members of the Committee or of the Appeals Dean.
- New material documenting information that was not available to the Committee or the Appeals Dean at the time of the initial decision.
- Procedural error.

The CAO may conduct interviews and review material, as appropriate. The CAO will notify the student, the CAI Officer, and the Appeals Dean in writing of the appeal decision. The decision of the CAO shall be final.

Status of Student Pending Action

Pending resolution on charges, the status of the student will not be altered except in cases where the student may be considered a danger in a clinical setting. Such a student may be suspended only from the clinical aspect of their program pending the outcome of a formal resolution. If a student is suspended for any reason, all as-yet undisbursed financial aid may be withheld unless or until the action is fully resolved and the student is reinstated. If reinstated, the financial aid funds can be released to the student. If the student is dismissed, the funds will be returned to the proper agency or lender..

Recordkeeping

The CAI Officer of each school will maintain records of all violations and resolutions, both informal and formal. On an annual basis, the CAI Officer will submit data on academic integrity violations to the TCUS Academic Integrity Council.

Such records shall be kept in accordance with the Record Retention Policy as it relates to the student records.

A student may see his/her file in accordance with Touro College and University System regulations concerning inspection of records as spelled out in Guidelines for Access to and Disclosure of Educational Records Maintained by the Touro College and University System.

Distribution of Policy

The official Touro College and University System Policy on Academic Integrity should be distributed by the President's Office. It should be added to the Faculty Handbook, Student Handbook, etc.

Honor Statement

The TCUS Academic Integrity Council will draft a template of an Honor Statement that would be adopted by Division and Schools of the TCUS for use in their individual programs. such committee shall be three members.

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1. Includes elements of New York Medical College. New York Medical College Guidelines for Ethical Practices in Research and Policies for Dealing with instances of Alleged Violations of Ethical Standards. 2004. http://www.nymc.edu/Research/OfficeOfResearchAdministration/assets/Ethical_Practices_In_Research.pdf
2. U.S. Department of Health and Human Services. Public Health Services Policies on Research Misconduct; Final Rule. 2005. http://ori.hhs.gov/documents/42_cfr_parts_50_and_93_2005.pdf
3. With permission from the USM Library to link the Plagiarism test on the website of Touro Libraries. University of Southern Mississippi Libraries
4. Portions of the BEST PRACTICES IN THE PROMOTION OF ACADEMIC INTEGRITY IN ONLINE EDUCATION section are based on the following sources: “Best Practice Strategies to Promote Academic Integrity in Online Education Version 2.0, June 2009” and “Student Authentication” available on the WICHE* Cooperative for Educational Technologies Website (<http://wcet.wiche.edu/>).

*Western Interstate Commission for Higher Education

Members of the Task Force

Dr. Stanley Boylan, Chair, Vice President of Undergraduate Education and Dean of Faculties
Mr. David Raab, Chief of Staff to the President
Rabbi Moshe Krupka, Senior Vice President of College Affairs

Plagiarism Subcommittee

Professor April Schwartz, JD, Chair, Director of Law Library and Professor of Law
Professor Laurie Bobley, Coordinator of Online Education and Special Education
Dr. Howard Feldman, Chair, Faculty Senate; Professor of Biology, Lander College for Women
Ms. Sara Tabaei, Touro Library Information Literacy Services Director
Dr. Donne Kampel, Associate Dean of Faculties for Development and Evaluation

Examination Security Subcommittee

Dr. Jim O'Connor, Chair, Dean of the College of Education (COE), Touro University, California
Dr. Carole Beckford, Chair, Psychology, New York School of Career and Applied Studies (NYSCAS)
Dr. Jutta Guadagnoli, Associate Professor in Basic Sciences, Touro University, Nevada (TUN)
Dr. David Lenihan, Dean, Preclinical Medicine, Touro College of Osteopathy, NY (TouroCOM)
Dr. Anthony Polemeni, Vice President of Graduate Education and Dean, Graduate Division
Ms. Frada Harel, Chair, ESL and English, New York School of Career and Applied Studies (NYSCAS)

Campus Culture Subcommittee

Dr. Mark Press, Chair, Chair, Department of Psychology, Division of Undergraduate Studies
Dr. Nadja Graff, Associate Dean, School of Health Sciences
Dr. Gordon McCarter, Assistant Dean in the College of Pharmacy (COP), Touro University, California; Chair, COP Academic Standards Committee

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Ex Officio

Mr. Michael Newman, JD, Chief Compliance Officer and General Counsel, Touro College
Touro recognizes that emerging Internet-based services offer both potential organizational opportunity and risk and, as such, requires use of these services in ways that improve the commitment to our community of students, faculty and staff. These Internet services encompass a broad spectrum of online activity. For the purposes of this document, “Internet-based services” is defined as those that allow for user-generated content. These would include, but not be limited to: “wikis,” “blogs” (for which you write entries or comments); “live”-blogging tools such as “Twitter”; social networks such as “Facebook” and “MySpace”; professional networks such as “LinkedIn”; streaming media such as “YouTube”; discussion forums such as “listservs”; instant messaging; and social bookmarking tools such as “Digg.” Internet-based services extend to services that are not owned, operated, or controlled by Touro, as well as those that we do control, such as our websites and our Web portal and any networking sites paid to host a presence on Touro’s behalf.

As an educational institution, we recognize that these Internet-based services can support your academic and professional endeavors but we are also aware that if not used properly they can be damaging. Both in professional and institutional roles, students, faculty and staff should follow the same behavioral standards online as they should offline, and, are responsible for anything they post to a social media site regardless of whether the site is private (such as a portal open to only the Touro community) or public site. The same laws, professional expectations, and guidelines for interacting with students, parents, alumni, donors, media and other college agents apply online as apply offline.

Recognizing the benefits and risks associated with using these services, we have developed a policy to provide guidance to students, faculty and staff of Touro. This policy does not replace other policies or guidelines of Touro; it is in addition to specific policies such as the Information Security Policy, Code of Conduct, or the Acceptable Use Policy. This Policy will be reviewed periodically and will be updated, as necessary. You are responsible for keeping current on any changes to this or any other Touro policy and acting accordingly.

Section I: Policies for all Internet Based Services, Including Social Media Sites

5. Protect restricted, confidential and proprietary information: You may not post restricted, confidential, or proprietary information about Touro, students, faculty, staff or alumni to any site. Faculty and staff are required to follow the requirements of the Family Education Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA) and Health Information Technology Economic and Clinical Health Recovery (HITECH) Act, and to adhere to all Touro policies associated with privacy and confidentiality.
6. Respect copyright and fair use: Touro will always endeavor to respect the copyright and intellectual property rights of others and of the Institution. For guidance on these policies and questions on permissible use or copyrighted material please contact your local Library group at Touro.

Important Disclaimer

This policy does not form a contract. Touro College reserves the right to amend, modify, supplement or revoke this policy, in whole or in part, at any time with or without notice in its sole discretion. This policy is neither written nor meant to confer any rights or privileges on a individual or entity or impose any obligations on Touro College other than its obligations under the law. As with all Touro College policies,

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this policy is written for informational purposes only, may contain errors and may not be applicable to every situation or circumstance. Any dispute, claim or controversy arising out of or related to this policy, which is not resolved through Touro College's internal procedures (hereinafter, "Disputes"), shall be resolved exclusively through final and binding expedited arbitration conducted solely by the American Arbitration Association ("AAA"), or any successor in interest, in accordance with the AAA Rules then in effect. The location of the arbitration shall be Touro College's main campus.

7. Touro logos may not be used for endorsements: You may not use "Touro College," "Touro University" or any other Touro logo or iconography on personal social media sites unless permission is granted by the Touro "Legal Department" and the posting is made in conformity with Touro logo usage policy which is incorporated here by reference. You may not use Touro's name or any Touro logo to promote a product, cause or political party or candidate
8. Respect property: Touro computers and use of Touro IT resources are reserved for Touro-related business as approved by supervisors and in accordance with the Acceptable Use Policy, incorporated herein by reference.
9. Monitoring: Know that Touro can track Internet usage, as well as review the content of the usage.
This review may be used to determine the efficacy and legality of usage by Touro employees. We are particularly concerned with anything that may compromise network security or restricted or confidential information, such as student records.
10. Terms of service: Adhere to the Terms of Service of any and all social media and Internet services used. Remember that any services hosted and contracted for on Touro's behalf are required to abide by Touro policies and practices, as well.
11. Consequences for infractions: If you work for or represent Touro, we trust you to be responsible with your work time. Please note that violations of this policy, like any other Touro Policy, are governed by the Touro Code of Conduct Policy. Any disregard of Touro policies that are impacted in any way by this policy shall be considered violations and may be grounds for discipline, including termination of employment.

Section II: Practices for all Internet-Based Services including Social Media

1. Posting, interacting and managing online services on behalf of Touro:
 - a. Our most valuable commodities are the Touro name and reputation. Only designated people directly representing Touro are authorized to post and interact online on behalf of Touro, to reduce risk and ensure our message is consistent and that we're not duplicating effort or information. Touro retains ownership of any online content posted on its behalf, thus it is always important to obtain permission to speak or write on behalf of Touro; when in doubt ask your supervisor, Program Director and/or Communications Director.
 - b. Regardless of whether you are managing a presence (e.g., portal page, Facebook, etc.) on Touro's behalf or have contracted this service out on Touro's behalf, you are required to adhere to all of Touro's policies and practices. When managing the site, consider the following:
 - i. Have a plan. Departments should consider their messages, audiences, and goals, as well as a strategy for keeping information on social media sites accurate and up to date.
 - ii. Departments that have or wish to have a social media presence should contact

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their local communications director or Web Services to discuss logistics and planning, and provide the proposed written plan (a form to guide you thru this process is included as Appendix A) to the Office of the Chief Information Security Officer (CISO), who will have final review to ensure that all required parties have reviewed the site and approved program content. All department sites should designate a point of contact that is responsible for content and ensuring compliance with Touro policies. Administering a social media site on behalf of any Touro program requires the Dean, or his/her designee of the relevant program to make the commitment to managing the “presence” (for example, on Facebook, this means that if the Dean chooses to create a “page,” the “page” must routinely be reviewed and any issues arising from posting addressed on a regular basis); and, requires the program to submit appropriate documentation that contains the site name of where the posting will appear (e.g., Facebook, LinkedIn, etc.), the name of the Dean and the person charged with managing the site for the program (a form to guide you thru this process is included as Appendix A).

- iii. For any newsworthy photos, permission to post may not be required. Absent newsworthiness, any photos or videos posted require a signed permission form to be on file as per Touro policy. Each Program must maintain all appropriate authorization forms that allow media to be posted, if used on any site that they manage.
 - iv. Include Disclaimers: Disclaimers with Touro legal-approved language must be prominently displayed on any Web page not maintained by Touro’s Web Services group or contracted out on Touro’s behalf. The disclaimer may be modified from time to time and it’s current version is annexed here to as Appendix B.
 - v. Removal of post: Posted material that is not in line with Touro policies, Touro published program content or is in disregard of Touro’s code of conduct or mission should not be posted and is subject to a request for removal and approval of the site can be withdrawn.
- c. If you are authorized to go on line on behalf of Touro, at any and all times:
- i. Identify yourself: Disclose your name and your affiliation with Touro and include contact information when possible, unless it is clear you are acting on behalf of Touro as an overall institution or as the “Touro” entity itself. In such cases, provide contact information for your institution (primary office phone number and Web address, at a minimum).
 - ii. Never post restricted, confidential or proprietary information: Refer to Touro’s Information Security Policy and ask your supervisor, Program Director and/or Communications Director and the Chief Information Security Officer (CISO) if you are not sure what is restricted, confidential or proprietary.
 - iii. Attribute what you post: When providing information that can be sourced, provide appropriate attribution and permissions, letting others know where you obtained your information. Be especially mindful of copyright, trademark and other intellectual property rights.
 - iv. To foster the smooth administration of the public relations function and ensure that Touro is in compliance with copyright laws, all members of the Touro

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community, when circulating or posting media coverage of or about Touro or its community members, must utilize an electronic link to the coverage. By 'link' we mean a link to a news article on a media outlet's website that opens up to the coverage when one clicks on it.

If such a link is not available and you still desire to post the item, then you must receive express written permission from the media outlet to post or circulate the coverage in another manner.

(In other words, if you see a story published in the hard copy of a newspaper, and you would like to circulate or post it, check to see if it is available online and copy the link from your browser to circulate it. If a link is not available, you must obtain written permission to distribute the story internally or externally. You may not circulate or post PDFs, or copy a story into another document or Web page and circulate it or post it on a Touro website without written permission from the media outlet.)

Note that compliance applies to media coverage authored by non-Touro community members. For op-eds, columns, and other editorial copy including advertising and 'advertorials' authored or co-authored by Touro community members, other rules may apply. Please call the Office of Communications or the Office of the General Counsel for questions on these issues or other permissions questions.

- v. Be helpful and professional: Understand that your supervisor and others may monitor your online activity to be sure it doesn't interfere with other duties or reflect poorly on Touro or anything we do. You must respect Touro Policies on Information Technology, Information Security and Acceptable Use, in addition to your Staff and Faculty Administration Handbooks.
- vi. If a staff member is offered payment to produce a blog for a third party this could constitute a conflict of interest and must be discussed with employee's immediate supervisor and manager and program director, as well as Human Resources where appropriate.
- d. If any staff member is contacted by the media about posts on their blog that relate to Touro they should speak to their immediate supervisor and manager before responding and also prior to responding contact and consult with the Director of Communications.
- e. Control of Content: Touro reserves the right to control and remove any content issued on its behalf, whether the employee/agent had authorization to post on Touro's behalf, or not. Touro will work with you to remove content in a way that respects your privacy whenever possible.

Section III: Personal Social Media

Touro understands and respects that most of us participate in a variety of online activities as individuals. Sometimes these efforts are good for professional development and in that way are assets to Touro. Sometimes, however, individual actions online are purely for the sake of connecting with family

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or friends, entertainment or distraction. These uses are not beneficial to Touro, but sometimes the lines between these types of interaction blur.

1. Examples of good personal social media that are an asset to Touro:
 - a. Suggesting someone contact another Touro employee or program for more information on a relevant topic.
 - b. Illustrating connections between Touro and partner organizations (provided the partner organization approves of such publicizing) and directing others to contact information for either/both.
 - c. Connecting with others in the education community, using your real identity, on LinkedIn, Twitter, Facebook, our own Web portal or other social networks.
2. Examples of unacceptable personal social media:
 - a. Speaking on behalf of Touro when not specifically authorized to do so.
 - b. Revealing restricted or confidential information about Touro.
 - c. Trying to “friend” students, clients, or others on social networks who may not be interested in communicating online (e.g., students may prefer not to communicate with their teachers).
 - d. Using your real or a fake identity to engage in any illegal or unethical activity, including but not limited to file sharing, harassing, stalking, defamation, plagiarism, etc.
3. During work hours
 - a. Generally, personal use of social media during work hours should be limited so as not to interfere with work tasks and functions. Think of using time at work for social media as you would use time at work for personal phone calls or emails.
 - b. Staff members are not allowed to update their personal blog from a Touro computer at work if it interferes with their job responsibilities.
4. Furthering Touro’s mission or work

Unless you are authorized to speak on behalf of Touro, be careful how you participate online in areas relating to Touro’s mission and services. Ask before you post anything that may be construed as the official view or statement of Touro. See Section II.1 for requirements for posting on behalf of Touro.
5. Ancillary to Touro’s mission or work (individual professional development)

Employees are encouraged to participate in social networks for professional development. Ask your colleagues for suggestions on who to follow or what blogs to read to keep up on industry topics and people of interest. Remember to:

 - a. Use your real identity and say how you are affiliated with Touro, unless you choose not to for personal or client safety reasons. In such cases, create an alternate Touro identity, approved by your supervisor, so others know you are affiliated with Touro.
 - b. Indicate that you are writing on your own behalf, not Touro’s. Write in the first person.
6. As a Touro employee/agent
 - a. Any time you can be identified as a Touro employee or agent, you should disclose your connection to Touro and indicate you are writing on your own behalf, not Touro’s. If your employer is listed as Touro in your Facebook profile, realize that what you post there may reflect on Touro as an organization. The same applies to your LinkedIn profile or anywhere that your Touro affiliation is indicated.
 - b. Remember we live and work in relatively small (online and offline) communities. Even

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if you are not directly self-identified as a Touro employee/agent, people may know you work or volunteer for Touro. Anything you say or do online under your real name can reflect on Touro. Please be mindful of this fact and act responsibly during all of your online activity.

- c. Use your personal email address and other contact information for non-Touro correspondence and participation.

7. Posting anonymously or with a pseudonym

Posting under a fake name or identity is discouraged, unless you believe it to be necessary for privacy or security reasons. Instead, try adjusting your privacy settings on social network sites to limit visibility. If you do create a pseudonym, it is good practice to keep it consistent across networks/platforms, so you can be accountable for that activity. As noted above, creating or using a fake identity for the purpose of illegal or unethical activity is explicitly prohibited at Touro and is in violation of the Touro Information Security Policy.

8. Identifiable as a Touro employee/agent

- a. Touro is not interested in monitoring or censoring what you do on your own time. But it's important to remember that some online actions can affect your employment or service with Touro even if they are done on your own time and equipment.
- b. If you mention Touro, disclaimers should be visible on all blogs, something like "these are my personal views and not those of Touro."
- c. Staff members are free to talk about non-confidential Touro programs and content on their blogs, but if there is any doubt, staff members should consult their immediate supervisors and managers for clarification of what may and may not be posted. Supervisors and managers should coordinate through their Office of Communications if there is any question whether the content is an appropriate representation of Touro.
- d. Personal blogs and websites should not reveal confidential information about Touro. If in doubt about what might be confidential, staff members should consult their immediate supervisors and managers for clarification.
- e. Personal blogs and websites should not be used to attack or abuse colleagues. Staff members should respect the privacy and the feelings of others. Remember also that if you break the law on a blog (for example, by posting something defamatory), you will be personally responsible.
- f. If a staff member thinks something on their blog or website gives rise to concerns about a conflict of interest, and in particular concerns impartiality or confidentiality, this must be discussed with their immediate supervisor and manager. An Incident Report Form must be filed.

9. Anonymous or with a pseudonym

If you post anonymously or use a pseudonym that does not connect you to your real identity or affiliation with Touro, remember that you are still responsible for abiding by Touro policies associated with your online activity and you should always be respectful of Touro and its clients, vendors, partners and competitors.

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Disclaimer:

Owner and Touro make no warranties, either expressed or implied; concerning the accuracy, completeness, reliability, or suitability of the information contained on this website or any other website to which this site is linked (hypertext links on this website allow you to leave this website and enter websites not under the control of Touro or Owner), and expressly disclaim liability for errors and omissions in the contents of this website, links, or linked websites. Your use and/or viewing of this website is acceptance of the terms of this Disclaimer.

Appendix L: (Excerpted from) Internet Services and User-Generated Content Policy

Unsolicited Ideas and Concepts and Claims Resulting from Use of this Website

Any information provided to Owner in connection with this website shall be provided on a non-confidential basis. User shall not submit licensed material or material owned by another; Owner shall be free to use the information on an unrestricted basis and such information will become the exclusive property of Owner to be used by it as it deems appropriate without compensation of any kind to any other party.

Indemnification and Venue of Disputes

As a condition of use of this website, you agree to indemnify Owner and Touro from any and all liabilities from your use of this website. By accessing and/or using this website, the Internet user agrees that any dispute, claim or controversy arising out of or related to this website or its contents shall be resolved exclusively through final and binding expedited arbitration conducted by the American Arbitration Association (“AAA”) by one arbitrator who shall be an attorney, in New York, New York, in accordance with the AAA Commercial Arbitration Rules then in effect. Unless otherwise required by law, each party shall bear his/her or its costs of arbitration, including attorney’s fees; provided, however, that the arbitrator may award costs and attorney’s fees to the prevailing party under the provisions of any applicable law. The arbitrator shall not award any special, direct, indirect, punitive, incidental or consequential damages arising out of or in connection with the use of this including, without limitation, any lost profits, business interruption, or loss of programs or information even if Owner or Touro has been specifically advised of the possibility of such damages. The Internet user understands that, by viewing this website, he/she is electing to resolve all Disputes described above exclusively in an arbitration forum rather than in a judicial forum, and he/she is, to the extent permitted by law, waiving any right he/she may have to a jury trial of any such Dispute. The Internet user agrees that if for any reason any Dispute arises out of this website and is, for some reason, resolved in court rather than through arbitration, then, to the extent permitted by law, trial of that Dispute will be to a judge sitting without a jury, and the Internet user specifically waives any rights he may have to trial by jury of any such Dispute.

Conformance of Individual School Policies

This Touro College and University System Academic Integrity Policy applies to all students in each of Touro’s schools. Any act in violation of this Policy or any allegation of misconduct related to this Policy involving a student is to be reported and addressed in accordance with the adjudication procedures outlined above or those of the student’s school, which in no event will be less stringent than the requirements and standards set forth in this Policy Statement.

Within three months of the distribution of the Touro College and University System Policy on Academic Integrity, the Dean of each Touro School or Division shall inform the Touro College and University System Academic Integrity Council that the School has adopted the Touro College and University System Policy on Academic Integrity and the existence of the more stringent requirements, if any. In addition, the Dean of each Touro school or division will inform the TCUS Academic Integrity Council of the identity of the Dean designated as responsible for Academic Integrity and the composition of the Individual School Academic Integrity Committee consisting of at least three members, and preferably five. A quorum of

Appendix L: (Excerpted from) Internet Services and User-Generated Content Policy

REFERENCES

1. Center for Academic Integrity. The fundamental values of academic integrity. 1999. <http://www.academicintegrity.org/icaai/home.php>
2. Rutgers University. Academic Integrity Policy. 2011 http://academicintegrity.rutgers.edu/files/documents/AI_Policy_9_01_2011.pdf
3. New York Medical College: School of Health Sciences and Practice. Thesis Guidelines of the New York Medical College. 2011. <http://library.nymc.edu/informatics/ThesisGuidelines.pdf>
4. New York Medical College. Student Code of Academic Integrity and Professionalism. 2010. <http://www.nymc.edu/universitypolicies/StudentCodeofAcademicIntegrityandProfessionalism.html>

Appendix M:

Policies and Procedures Concerning Requests to Accommodate Disabilities and Complaints Regarding Allegations of Failure to Accommodate and Disability-Based Discrimination

1.0 Policy

It is Touro's policy that any students with a disability be afforded the same opportunities as every other student within the Touro community. This policy may be utilized when there is a dispute about discrimination, including harassment on the basis of disability, refusal to find a disabled student eligible for academic adjustments and auxiliary aids, denial of a requested prospective reasonable academic adjustment/auxiliary aid, and refusal of a faculty member to implement approved academic adjustments and auxiliary aids. Any adverse treatment in regards to a person's disability will not be tolerated.

2.0 Purpose

All divisions of Touro University ("Touro") seek to foster a collegial atmosphere where all qualified students have full access to each of our programs and are nurtured and educated through close faculty-student relationships, student camaraderie, and individualized attention. Adverse treatment of any kind in regards to an individual's disability, is anathema to Touro's mission, history, and identity, and will not be tolerated. Touro will endeavor to resolve claims of policy violations in an effective and timely manner. When a violation is found to have occurred Touro will take prompt and effective remedial action.

Those believing that they have been harassed or discriminated against on the basis of their disability should immediately contact the Compliance Officer or their designee. When Touro has notice of the occurrence, Touro will take prompt and effective corrective action reasonably calculated to stop the harassment, prevent its recurrence, and as appropriate, remedy its effects.

3.0 Scope

This policy applies to all qualified students of the Touro University community.

4.0 Definitions

4.1 Individual with a Disability

An individual with a disability is a person who has a physical or mental impairment which substantially limits one or more major life activities of the individual. These persons are protected by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA). Individuals with a record of such an impairment and individuals who are regarded as having such an impairment are also protected by these Federal laws.

4.2 Academic Adjustments/Auxiliary Aids

Title I of the Americans with Disabilities Act of 1990 (the "ADA") and Section 504 of the Title I of the Americans with Disabilities Act of 1990 (the "ADA") and Section 504 of the Rehabilitation Act require an institution to provide academic adjustments and auxiliary aids to qualified individuals with disabilities, unless to do so would cause undue hardship.

Students must provide documentation of disability to the Office of Disability Services ("ODS") from an appropriate professional, which vary depending on the nature of the disability. This documentation may be the student's medical records, or reports created by the student's medical provider or an appropriate professional who conducts a recent assessment of the student. The documentation of disability is kept confidential, though not strictly so, including but not limited to situations where it receives a subpoena. The ODS will determine what information needs to be shared with Touro staff and professors, on an "as needed basis," in order to facilitate academic adjustments/auxiliary aids or other services.



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There are a number of possible academic adjustments/auxiliary aids that Touro may be required to provide to qualified students in connection with the scholastic environment.

An academic adjustment or auxiliary aid is practical depending on the:

- student's disability;
- the type of academic adjustment/auxiliary aid requested by the student; and
- the academic adjustment/auxiliary aid is effective in meeting the needs of the individual in the context of the educational setting.

An academic adjustment/auxiliary aid enables a qualified student with a disability to have an equal opportunity to participate in our programs. Finally, an academic adjustment/auxiliary aid allows a student with a disability an equal opportunity to enjoy the benefits and privileges of our programs that students without disabilities enjoy.

All that being said, Touro is not required to change the essential elements/requirements of its program to accommodate a student. For example, our Satisfactory Academic Progress Policy is applied uniformly to all students with or without disabilities. Also, there are several academic adjustments/auxiliary aids that are considered appropriate provided that an academic adjustments/auxiliary aid does not cause a fundamental alteration or cause an undue burden to the program. If the latter is the case, Touro will work with the student to determine if there is an alternative academic adjustments/auxiliary aid which can meet the needs of the student that does not cause a fundamental alteration or undue burden. This is because a person with a disability who is unable to meet one or more essential program requirements, with or without academic adjustments/auxiliary aids, is not a "qualified" individual with a disability within the meaning of the law.

Touro does not have to provide as academic adjustments/auxiliary aids, personal use items, otherwise known as personal appliances. Thus, Touro is not required to provide a prosthetic limb, a wheelchair, eyeglasses, hearing aids, or similar devices if they are also needed off campus.

4.3 Compliance Officer

The Compliance Officer, or his or her designee ("Compliance Officer"), is trained and knowledgeable about the duties of the institution with regard to accommodating students with disabilities in a post-secondary setting.

4.4 Interactive Dialogue for Academic Adjustments/Auxiliary Aids

Students who plan to request an academic adjustment/auxiliary aid should contact the ODS promptly, so there is time for the ODS to review the student's documentation and discuss the academic adjustment/auxiliary aid with the student before the student begins the class or program for which the academic adjustment/auxiliary aid is being requested.

In determining what appropriate academic adjustments/auxiliary aids are to be provided, the ODS (or other designated office) will engage in a dialogue and give careful consideration to the student's request. The student and the ODS will discuss how the student's impairment impacts the student, how the student expects the impairment to impact the student in Touro's program, the types of academic adjustments/auxiliary aids the student has previously received (if any), and the academic adjustment/auxiliary aid being requested by the student from Touro.

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Academic adjustments/auxiliary aids needed during certain phases of the program, classroom, laboratory, externships, rotations, and for classroom instruction, skills based instruction and skills practice may differ. Academic adjustments/auxiliary aids needed during certain phases of the program, classroom, laboratory, externships, rotations, and for classroom instruction, skills based instruction and skills practice may differ.

4.5 Decision of Academic Adjustment/Auxiliary Aids

The ODS will decide the appropriate academic adjustments/auxiliary aids to be provided to the student. They will consider any past academic adjustments/auxiliary aids that have been effective for the student. Alternate academic adjustments/auxiliary aids may be provided if there is an alternative that would be equally effective for the student.

Generally, within 30 days after receiving a complete set of required medical documentation and engaging in a dialogue, the ODS will list the approved academic adjustments/auxiliary aids in writing to the student. The ODS will then inform the appropriate professors and Touro staff in the same timeframe of the academic adjustments/auxiliary aids they are responsible for providing to the student, how to provide the academic adjustments/auxiliary aids, and when to provide the academic adjustments/auxiliary aids. The ODS Officer will also keep a written record of these contacts about the student's academic adjustments/auxiliary aids. The student must inform the ODS when academic adjustment/auxiliary aid is not being fully implemented. The ODS will intervene with relevant staff members to ensure the academic adjustment/auxiliary aid is provided to the student. The student must not delay in bringing implementation issues to the ODS's attention.

A faculty member may not unilaterally make a determination as to whether the student has a disability, the extent of the student's disability or the appropriateness of an approved academic adjustment/auxiliary aid.

4.6 Denial of Academic Adjustments or Auxiliary Aids

A denial of an academic adjustment/auxiliary aid may be justified if the student fails to follow procedure and supply the appropriate requested documentation. Further, a denial of an academic adjustment/auxiliary aid is warranted when Touro acts in good faith and when an attempt is made to assess the complainant's limitations or explore possible academic adjustments/auxiliary aids. A denial of academic adjustments/auxiliary aids may take place when the complainant's request is unreasonable for a variety of reasons, including, but not limited to: (a) a request for the academic adjustment/auxiliary aid is based on a stale evaluation by an appropriate healthcare provider, and has not provided an updated evaluation upon Touro's request, (b) the academic

¹Touro defines a stale evaluation as one that is 1) not applicable or related to the technical standards of the program; 2) is over three years old; or 3) has been previously provided to another school or program that is not Touro and is a course of study that is dissimilar to the current program to which the student is enrolled.

²The factors to be considered in determining whether an academic adjustment/auxiliary aid causes an undue burden to Touro include, but are not limited to: (a) the nature and cost of the requested academic adjustment/auxiliary aid, and (b) the overall financial resources of the School and the effect of the academic adjustment/auxiliary aid on expenses and resources of the School.



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notified Touro of the academic adjustment/auxiliary aid requirement, (d) providing an academic adjustment/auxiliary aid requested by a student with a disability would fundamentally alter the course or program requirements or (e) the aid sought is to be applied retroactively (e.g. when a student has not previously requested accommodations or otherwise self-identified, and seeks accommodations for exams previously taken or grades previously received) when a student did not self-identify. Where such determinations arise, regarding a requested academic adjustment/auxiliary aid, the School will work collaboratively with the student to identify whether any alternative academic adjustments/auxiliary aids may be provided (see below regarding “Disagreements and Complaints about Disability Accommodations Determinations”).

4.7 Retaliation

Retaliation is any kind of intimidation, harassment, reprisal, adverse action, or negative action taken against an individual that would not have occurred but for his or her: (1) filing or otherwise participation in the filing of or investigation of a complaint about alleged discrimination, (2) participation as a party or witness in an investigation relating to such allegations, or (3) participation as a party or witness in a court proceeding or administrative investigation regarding such allegations. Retaliation does not exist in the absence of an adverse action. An individual is protected from retaliation even when the complaint at issue is ultimately found to lack merit, as long as the complaint was made in good faith.

Touro prohibits any conduct by any Touro community member that may be regarded as retaliatory. Retaliation against any individual, whether said person submitted a complaint through the method described in section 6.4 below, or for any other reason will not be tolerated. A student may also file a Complaint if the student feels that he or she has been retaliated against based on disability. Any individual who believes he/she has been subjected to retaliation may file a separate complaint under this procedure.

5.0 Confidentiality

Touro has independent obligations to report or investigate potential misconduct, even if a complainant does not wish to initiate an official process. Therefore, absolute confidentiality cannot be promised with respect to a complaint that is received by the Compliance Officer or their designee.

Touro wishes, however, to create an environment in which legitimate complaints are encouraged, while also protecting the privacy of all involved in an investigation. Complaints about violations of these policies will therefore be handled in strict confidence, with facts made available only to those who need to know in order for Touro to promptly and thoroughly investigate and resolve the matter.

6.0 Complaint Procedures & Implementation

6.1 Types of Complaints Covered Under This Procedure

³The factors to be considered in determining whether an academic adjustment/auxiliary aid is a fundamental alteration include, but are not limited to, the following: (a) the purpose or objective of the course, requirement, standard, testing practice, procedures or rule in question, (b) the purpose or objective related to the requirements for the student’s program or degree, (c) the mastery of skills and knowledge required by a student in the course, (d) the minimum level of mastery that must be demonstrated by students, (e) the purpose of the chosen instructional methods, evaluation methods, and evaluation requirements, and (f) whether the evaluations to (a) through (e) above are generally consistent between all instructors of a course, or in a program.



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The purpose of this procedure is to provide the resolution of student complaints and is not limited to any of the following: (a) complaints by individuals with disabilities when the complainant believes that he or she has been retaliated or discriminated against on the basis of disability, (b) refusal to engage in the interactive process, (c) unreasonable denial of a requested reasonable academic adjustment/auxiliary aid, or (d) refusal to implement approved academic adjustment/auxiliary aid by a member of the community (including faculty and staff) whether the academic adjustment/auxiliary aid has been denied or if a previously approved academic adjustment/auxiliary aid has not been implemented. If the complainant does not wish to resolve the complaint informally, the receiving school authority must promptly forward the complaint to the Compliance Officer or their designee who will initiate an investigation, generally, no later than twenty (20) days after receipt of a complaint.

6.2 Duty to Cooperate and Facilitate

All members of the Touro community are required to cooperate fully with any investigation of discrimination, including harassment occurring in relation to any campus activity. A faculty member, staff member, or student who has relevant information and refuses to cooperate with an ongoing investigation will be subject to disciplinary action for, among other things, insubordination. Likewise, all Touro employees are required to ensure that complaints about discrimination, including harassment and retaliation are directed to the appropriate administrative office for investigation and evaluation. Touro is committed to conducting an inquiry that is thorough and impartial.

6.3 Compliance Officer

The Compliance Officer, or his or her designee, shall coordinate the enforcement, compliance, communication and implementation of Touro's policy.

The Compliance Officer shall communicate the policy via the following, without limitation: student orientations and catalogues, campus websites and publications, Student Affairs, Disabled Student Affairs, and Academic Affairs.

The Compliance Officer's designee in Nevada is:
Touro University Nevada:
Dr. Anne Poliquin
702-777-4769
anne.poliquin@tun.touro.edu

The Compliance Officer's designee in California is:
Touro University California
Dr. James Binkerd
707-638-5883
james.binkerd@tu.edu

6.4 Duty to Report Violations

Any member of the Touro community including faculty, employees, or vendors have a duty



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to report violations of this policy where individuals know, or should know, of accusations or actions which violate Touro Policy and will notify the Compliance Officer or their designee or the anonymous compliance hotline at 646-565-6000 Ext. 55330.

The Complaint procedure provides students the opportunity to file a complaint when they feel they have been discriminated against or retaliated against on the basis of disability. Touro then has the responsibility to objectively investigate the allegations in the complaint and determine whether the student has been discriminated or retaliated against. If Touro determines that discrimination or retaliation occurred, Touro must take appropriate steps to correct the discrimination or retaliation and prevent it from reoccurring.

6.4(a) Reporting Procedure

Complaints should be filed as soon as possible after the date of the alleged misconduct, and a written complaint is preferable but not absolutely required.

A complaint, which must be submitted within the earlier of the following two dates: (a) 180 days after the alleged misconduct; or, (b) the end of the semester in which the alleged incident occurred. A complaint should include the following information:

- a. Complainant's full name, home address, email, telephone number, and Touro Student/Employee ID number.
- b. Name of the person against whom the complaint was made, including job title or student status, if known.
- c. A clear statement of the facts that constitute the alleged discrimination or retaliation, including dates on which the acts were committed and any information to identify witnesses.
- d. The term and year of his/her most recent active student status within the university.
- e. A student who is seeking admission to Touro should include the term and year in which he/she sought admission to the university.
- f. The specific harm that resulted from the alleged act and the remedy sought.
- g. The complainant's signature and the date on which the complaint was submitted.

6.4(b) Intake Interview After Reporting

After receipt of a complaint, the Compliance Officer or their designee will meet with the complainant as soon as possible, but generally, not later than thirty (30) days after receipt. The complainant must make himself/herself available to meet.

The meeting will be an intake interview where the Compliance Officer or their designee must inform the complainant about the investigation procedure and timeline. The student may sign a formal complaint form at that time (under the above guidelines) if he/she has not already done so.

A thorough and impartial investigation of complaints will occur, which includes documented interviews of the complainant, the accused, and witnesses with relevant knowledge. Also, a review of relevant documents, if any, and other evidence also occurs.

6.5 Disagreements and Complaints about Academic Adjustment/Auxiliary Aid

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Determinations

A student, who disagrees with a decision made by the ODS concerning the outcome of the academic adjustment/auxiliary aid review process, including whether the student is a qualified individual with a disability or the adequacy of the student's documentation regarding the student's disability, the functional limitations of the disability, or approved academic adjustments/auxiliary aids, a denial of the student's request for disability-related services such as a request for academic adjustments/auxiliary aids, delay in the provision of an approved academic adjustment/auxiliary aid, or non-implementation of an approved academic adjustment/auxiliary aid by faculty or staff may take the following steps:

- a. Promptly make an appointment with the Compliance Officer after the decision has been made. Within 10 days of receiving the student's complaint, the Compliance Officer will discuss the disputed decision with the student, while providing necessary information. A student must make this appointment within 180 days of the date the discriminatory act occurred. The Compliance Officer will forward the relevant information to a Fact Finder who will inform the student in writing, generally, within ten (10) calendar days whether they decide to change or uphold the original decision. This decision may take longer to process and investigate depending on the nature of the allegations. If the decision is to change the original determination, the Compliance Officer will ensure that the changes to the original determination are implemented based on the Fact Finder's determination (If an instructor does not implement an academic adjustment/auxiliary aid, see below regarding procedure for how to address that.)
- b. If the student disagrees with the Fact Finder's decision, the student may file a written appeal to the Dean of Student Affairs/Affairs or his/her designee within ten (10) days of the Fact Finder's decision. The appeal must contain the decision that the student disagreed with, and the reasons for the disagreement, including any relevant documentation. The Dean of Student Affairs/Affairs or his/her designee will contact the student and Compliance Officer to gather relevant information, will liaise with the complainant, and will provide a written determination response to the appeal, generally, within ten (10) calendar days of the date the appeal was received or longer if additional investigating or processing is necessary. The written determination will include the reasons for the determination and what remedial action that will be taken (if any). This determination is final.

6.6 Procedure if Instructor Does Not Implement an Academic Adjustment/Auxiliary Aid

If an instructor fails to implement an academic adjustment/auxiliary aid for a student that has been approved, the student should promptly notify the student's Learning Specialist or Compliance Officer. The University encourages students to first discuss the issue with the instructor; however, this step is not required. When the Learning Specialist or Compliance Officer receives information from a student that an instructor is not implementing an approved academic adjustment/auxiliary aid, the University will take the following steps::

1. Attempt to resolve the matter with the instructor. Any proposed resolution may include discussions with the student, if appropriate.
2. The Compliance Officer will ensure that the student's approved academic adjustments/



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auxiliary aids are implemented during resolution and pending a final decision on the matter.

3. The Compliance Officer will refer the matter to a Fact Finder within ten (10) days, who will consider the Learning Specialist or Compliance Officer's basis for the approved academic adjustment/auxiliary aid, the instructor's objections, and reasons therefore. After reviewing all the evidence gathered, the Fact Finder will determine whether the student was treated differently from other students based on disability; whether the student was harassed based on disability; whether the student was retaliated against, or whether the student was denied an academic adjustment/auxiliary aid that Touro should have provided to the student; or whether the academic adjustment/auxiliary aids that were offered or provided were adequate and appropriate. A final decision will be issued, generally, within ten (10) calendar days of receiving the referral from the Learning Specialist or Compliance Officer. If the instructor raises the issue of undue burden or fundamental alteration, the University will follow the procedure set forth.
4. If the student disagrees with this disposition, the student can appeal the decision per section 6.5(b).

Faculty and Staff Compliance

6.7 Complaints about Faculty or Other Employees

Complaints against faculty or other employees shall be submitted according to the procedures set forth above. Upon receipt of a complaint against a faculty member or an employee of the Touro, the Compliance Officer shall conduct a thorough and impartial investigation regarding the circumstances surrounding the complaint. This investigation shall include documented interviews of the complainant, the person against whom the complaint is written, and witnesses with relevant knowledge, if any; as well as a review of relevant documents and any other evidence. A determination will be made by an impartial Fact Finder.

6.8 Preponderance of the Evidence and Written Determination

This standard weighs the evidence in an investigation. One party's evidence outweighs the evidence of the other. All investigations conducted at any of Touro's schools rely on the preponderance of the evidence standard. A written decision will be provided to the Complainant that includes the outcome of the investigation, reasons for the decision, and whether corrective actions must be taken, if any. Consistent with the Fact Finder's decision, Touro will take prompt, effective, remedial action to resolve any identified discrimination and to ensure that the effects are remedied and to ensure that it will not recur again.

6.8 Discipline

Employees, faculty, staff and students who violate Touro's policies may be subject to disciplinary action. All disciplinary actions shall comply with applicable local, state and federal laws. Individuals who retaliate against someone who files a complaint, or against a witness, representative, or advocate for a complainant, will be subject to further disciplinary action.

Consistent with this Policy, Touro will take prompt effective action to resolve any identified retaliatory acts, and take steps to avoid a reoccurrence.



Appendix M: Policies and Procedures Concerning Requests to Accommodate Disabilities and Complaints Regarding Allegations of Failure to Accommodate and Disability-Based Discrimination

7.0 External Remedies

Members of the Touro community are always subject to local, state, and federal laws, and nothing in these procedures is intended to limit or postpone the right of an individual to file a complaint or charge with appropriate federal, state, or local departments or agencies.

Among other options, students may contact the Headquarters of the

Office of Civil Rights
U.S. Department of Education,
Lyndon Baines Johnson Department of Education
Building, 400 Maryland Avenue, SW,
Washington, D.C. 20202,
by phone at (800) 421-3481,
or via email at OCR@ed.gov.

Or the student may contact the appropriate Regional Office at:

San Francisco Office (California)
Office for Civil Rights
U.S. Department of Education
50 Beale Street, Suite 7200
San Francisco, CA 94105-1813
Telephone: 415-486-5555
FAX: 415-486-5570; TDD: 800-877-8339
Email: ocr.sanfrancisco@ed.gov

Seattle Office (Nevada)
Office for Civil Rights
U.S. Department of Education
915 Second Avenue Room 3310
Seattle, WA 98174-1099
Telephone: 206-607-1600
FAX: 206-607-1601; TDD: 800-877-8339
Email: OCR.Seattle@ed.gov

8.0 Source Documents

34 CFR 106.8 and 106.9

Revised Sexual Harassment Guidance: Harassment of Students By School Employees, Other Students, or Third Parties, dated January 19, 2001

“Dear Colleague Letter” from the Assistant Secretary, U.S. Department of Education, Office of Civil Rights, dated April 4, 2011



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