

TOURO UNIVERSITY CALIFORNIA



College of Osteopathic Medicine Student Handbook

Revised July 22, 2009

TOURO UNIVERSITY OF CALIFORNIA
College of Osteopathic Medicine
Student Handbook

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SECTION I TOURO UNIVERSITY- CALIFORNIA

The Student Handbook contains policies and requirements which govern academic performance and student conduct. These policies are unique to Touro University California (TUC), 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 TUC 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 handbook applies to all currently enrolled students in the College of Osteopathic Medicine and, and only where stipulated, do policies and requirements apply differently for individual classes.

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

Non-Discrimination Policy

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. 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 admission's committee for selection to the program.

Historical Perspective

Touro University 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 institution 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 California (founded in 1997 as the San Francisco College of Osteopathic Medicine); the Lander College for Men in Kew Garden Hills (2001) created 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); Touro College South in Florida (2006), and Touro University College of Osteopathic Medicine – New York (2007).

Touro opened a branch in Moscow in Spring 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 comprises 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.

Touro 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 to explore the possibility of establishing a college of osteopathic medicine. Touro 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 in Vallejo, California in 1999. In 2003, Touro University College of Osteopathic Medicine (TUCOM) became the Founding College of Touro University – California. Touro University – California is now composed of four colleges: College of Osteopathic Medicine (grants the Doctor of Osteopathic Medicine Degree – D.O.); the College of Health Sciences (founded 2003) (grants the Master of Science in Physician Assistant Studies-MSPAS and Master of Public Health-MPH); the College of Education (Founded 2004) (grants Master's degrees and provides teacher credentials), and the College of Pharmacy (grants the Doctor of Pharmacy).

As Touro College 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 branch campus, Touro University College of Osteopathic Medicine - Nevada, matriculated its first class in Fall 2004 and provided programs in osteopathic medicine and physician assistant studies. Touro University – Nevada now consists of the College of Osteopathic Medicine and the College of Health and Human Services providing programs in nursing, occupational therapy, physical therapy and education.

Mission of Touro College

Touro College is an independent institution of higher and professional education under Jewish sponsorship, established to perpetuate and enrich the Jewish heritage and to serve the larger community in keeping with the Judaic commitment to social justice, intellectual pursuit, and service to humanity.

Vision Statement of Touro University – California

The vision of Touro University – California is: Educating caring professionals to serve, to lead, to teach.

Mission of Touro University – California

The mission of Touro University – California is to provide quality educational programs in the fields of health care and education in concert with the Judaic commitment to social justice, intellectual pursuit, and service to humanity.

SECTION II TOURO UNIVERSITY COLLEGE OF OSTEOPATHIC MEDICINE

Accreditation and Approval

Touro University College of Osteopathic Medicine (California and Nevada): In 1995, the California Board for Private Postsecondary and Vocational Education authorized Touro to confer the Doctor of Osteopathic Medicine degree. After obtaining both pre-accreditation and provisional accreditation from the Bureau of Professional Education of the American Osteopathic Association, Touro was authorized to open its doors to students during the 1997-1998 academic year. An accreditation team representing the Commission on Higher Education of the Middle States Association of Colleges and Schools recommended Touro University College of Osteopathic Medicine for regional accreditation as a Branch Campus of Touro College. The Commission on Higher Education approved that recommendation in December 1997. In April 2001, the AOA awarded full accreditation status to the College of Osteopathic Medicine. In the Spring of 2004, the Commission on Osteopathic College Accreditation of the AOA approved the development of a branch campus of Osteopathic Medicine in Henderson, Nevada. In June 2004, the Commission included Touro University College of Osteopathic Medicine – Nevada within the scope of Touro College's accreditation. In May 2009, the Commission reaffirmed the accreditation of Touro University College of Osteopathic Medicine, California and Nevada campuses. In February, 2005 regional accreditation was transferred from the Commission on Higher Education of the Middle States Association of Colleges and Schools to the Western Association of Schools and Colleges.

Policy on Student Complaints Regarding Institutional Compliance with Accreditation Standards

The Dean of the College of Osteopathic Medicine or other institutional official designated by him/her will address the expressed informal concerns of students regarding institutional compliance with the Commission on Osteopathic College Accreditation (COCA) accreditation standards and procedures. Under most circumstances, a response to those concerns will be made in writing. If the complaints are judged to be valid, the Dean or institutional official designated by him/her, will institute documented changes in

institutional policy or procedures to bring the College of Osteopathic Medicine into compliance with COCA standards. Formal complaints filed through the AOA-COCA Assistant Secretary will be managed according to AOA-COM Accreditation Standards. All records of the proceedings regarding receipt, adjudication and resolution of student formal and informal complaints in these matters will be maintained in the Office of the Dean.

Students Rights & Responsibilities in Reviewing Standards & Policies of Accreditation

Students have the right to review the standards and policies for accreditation of the institution as published by COCA. Copies of accreditation standards and procedures will be available through the Office of the Dean of the College or at www.do-online.org and follow the links under Education. Individual students (or their elected class representatives) may register formal or informal concerns or complaints regarding the compliance of the institution with accreditation standards or procedures as published by the American Osteopathic Association Commission on Osteopathic Accreditation (AOA-COCA). Informal concerns should be addressed to the Dean of the College of Osteopathic Medicine, preferably in writing. Formal concerns or complaints should be filed in accordance with the procedures of the AOA-COCA described in the COCA document "Accreditation of Colleges of Osteopathic Medicine: COM Accreditation Standards and Procedures", page 53. These concerns must be in writing, signed and should be addressed to the AOA-COCA Assistant Secretary, AOA, 142 E. Ontario Street, Chicago, IL 60611.

Degree Awarded

The Doctor of Osteopathic Medicine (D.O.) degree is conferred upon graduates of Touro University College of Osteopathic Medicine (TUCOM) who have fulfilled all of the requirements for graduation published elsewhere in this handbook.

Mission of Touro University College of Osteopathic Medicine

TUCOM prepares 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 College advances the profession and serves its students and society through innovative education, research and community service.

The Osteopathic Medical College

The curriculum of TUCOM is modeled and revised based on the mission of TUCOM. TUCOM strives for our students to acquire a sound foundation in the basic sciences and primary care for the study of osteopathic medicine, to demonstrate the clinical skills and knowledge essential for postgraduate training with an emphasis on primary care, to extend osteopathic philosophy, concepts and techniques to the practice of osteopathic

medicine, to demonstrate the management and care of patients whose conditions of health deviate from normal, to demonstrate the use of health education and disease prevention in patient care, to demonstrate appropriate use of computer technology in the making of medical decisions and to demonstrate the psycho-social and economic-legal context in which the practice of osteopathic medicine occurs to produce research that pertains to osteopathic medicine and to the health care delivery system, and to promote delivery of osteopathic healthcare in the community we serve.

The administrative leadership of TUCOM strives to maintain a skilled and competent academic and clinical faculty, administration and staff devoted to working in concert using contemporary educational and clinical facilities while maintaining current and innovative modalities of education and research. The College strives to provide an optimum environment for all participants in the process of developing osteopathic physicians. Faculty development programs will be offered in order to ensure professionals the opportunities for growth, teaching improvement, evaluation strategies and scholarly performance. TUCOM recognizes that the process of medical education is a continuum from undergraduate, graduate, and post-graduate training. TUCOM sponsors post-graduate programs in support of this continuum.

General Educational Goals

The goal of TUCOM is to educate qualified students to become osteopathic physicians imbued with the philosophical principles and palpatory and manipulative skills of osteopathic medicine. It is the stated purpose of the college to educate and develop primary care physicians in the osteopathic tradition. At the same time, it proposes to provide its students with a firm academic background so that those who wish may advance further into the osteopathic specialties or academic careers.

The College of Osteopathic Medicine has a defined set of goals for our educational program. These goals have been developed by the Faculty to reflect the type of graduate the University strives to educate. These goals are competency-based and reflect our mission statement.

The College of Osteopathic Medicine emphasizes primary care throughout the curriculum. Considering the national shortage of primary care physicians and particularly the shortage in rural areas, the College stresses primary care on several levels, including an increased proportion of clinical time devoted to family medicine, sites for family practice rotations, cooperative efforts toward matching physicians with community need and early identification of undergraduate students committed to becoming rural primary care physicians.

Because research activities are a link to future developments in the osteopathic profession, all faculty members are encouraged to engage in appropriate research activities both at group and individual levels. To that end, funds are budgeted for research purposes each year and for participation in professional conferences, seminars and developmental programs.

TUCOM Program Goals/Characteristics of a TUCOM graduate:

At the finish of their education at TUCOM, we expect our graduates in osteopathic medicine to have the following abilities and attributes, each of which is listed with the core competenc(ies) it reflects:

- **Know how to perform and document an osteopathic history and physical**
preclerkship analog: interpersonal and communications skills, patient care
- **Formulate a working diagnosis and problem list including correlation of osteopathic findings**
medical knowledge, preclerkship analog: practice based learning and improvement
- **Formulate and implement a cost effective treatment plan to address the diagnosis**
medical knowledge, patient care, practice based learning and improvement, system based practice
- **Re-evaluate treatment and make appropriate corrections**
practice based learning and improvement
- **Communicate effectively and appropriately with the patient, the healthcare team and the family**
interpersonal and communications skills
- **Evaluate and continuously revise and add to his/her own skills/knowledge**
practice based learning and improvement
- **Know how to critically evaluate data, labs and professional and scientific literature**
practice based learning and improvement, medical knowledge, critical reasoning
- **Understand the legal, economic and regulatory milieu affecting the practice of medicine**
system based practice
- **Be able to advise patients on preventive nutrition and lifestyle measures that can be taken to avoid illness, disease and/or injury**
medical knowledge, public health and prevention
- **Identify and navigate ethical issues pertinent to medical practice**
professionalism, medical knowledge, ethics, critical reasoning, preclerkship analog: system based practice
- **Have strong understanding of scientific principles that apply to clinical medicine and be grounded in the evidentiary basis of medicine**
medical knowledge, critical reasoning, practice based learning and improvement, system based practice
- **Understand the self healing, self regulating nature of the human body and the relationship of structure to function**
Osteopathic philosophy and practice, medical knowledge, preclerkship analog: system based practice, practice based learning and improvement

- **Know how to establish, develop and effectively participate in physician patient relationships that support the patient in improving their health and quality of life**
professionalism, interpersonal and communications skills, patient care
- **Be respectful and self-reflective**
professionalism, practice based learning and improvement
- **Pass COMLEX parts 1&2 (including COMLEX PE)**
medical knowledge, test taking skills, patient care, interpersonal and communications skills
- **Knows his/her limits and seek consultation appropriately**
medical knowledge, practice based learning and improvement, system based practice, professionalism
- **Knows how to research clinical topics using appropriate resources**
critical reasoning, medical knowledge, system based practice
- **Understands epidemiologic principles and their application to medical care practice including the use of patient care guidelines**
medical knowledge, critical reasoning, practice based learning and improvement, system based practice
- **Discuss and/or describe the history, philosophy and principles of the osteopathic profession**
osteopathic philosophy and practice
- **Develop technical skills**
patient care

Synopsis of Curriculum

The curriculum of TUCOM stresses the interdependence of the biological, clinical, behavioral and social sciences. Emphasis is on the education of physicians for primary care medicine and the specific roles of osteopathic principles in the maintenance of health and treatment of disease. The TUCOM curriculum is a continuously evolving educational program designed and developed by the faculty to meet the ever changing demands of medical education and the mission of TUCOM. New courses and changes in existing course work are initiated by the faculty in their respective departments and are approved by the Curriculum Committee and the Dean. Please see the college catalog for detailed course descriptions.

The educational program is centered on the basic concepts of osteopathic medicine. The academic program is intended to meet the following goals:

- I. To emphasize the role of the patient in the maintenance of health.
- II. To recognize and emphasize the inherent capacity within each person to overcome disease and maintain health; to educate physicians to cooperate with this therapeutic capacity in their methods of treatment.

III. To offer a curriculum that will interest students in primary care and prepare them to provide quality, comprehensive health care to their patients.

IV. To provide sufficient academic training to make students analyze health-care decisions, promote wellness, and empower patients to assume responsibility for their own health.

A primary care physician must first of all be capable of problem solving and the development of expertise in diagnosis. In order to achieve this goal, the curriculum adopted at TUCOM emphasizes the integration of basic and clinical science aspects of medical practice. With this approach, practice in problem solving becomes a part of the daily classroom and clinic experience. The TUCOM Faculty has adopted the following core competencies which will guide curriculum development and assessment.

- Osteopathic Philosophy and Osteopathic Manipulative Medicine
- Medical Knowledge
- Patient Care
- Interpersonal and Communication skills
- Professionalism
- Practice-based learning and improvement
- Systems-based practice

The curriculum includes two principal phases:

I. Teaching of the fundamentals of basic sciences, followed by the study of the organ systems of the body, incorporating both basic and clinical sciences. This is integrated with an osteopathic approach to the art and science of doctoring including the fundamentals of history-taking, physical diagnosis, primary care skills, and osteopathic principles, practice, and philosophy.

II. Clinical experience and clinical clerkships

The Philosophy of Osteopathic Medicine - TUCOM

Osteopathic medicine is a separate and distinct branch of medical practice that is based on a set of philosophic principles and stresses a comprehensive approach to the maintenance of health. The osteopathic medical education is unique in its emphasis on the neuromusculoskeletal system and its utility in the diagnosis and treatment of disease. It is the unobstructed interrelationship of all the body's systems by which we maintain health and disease is prevented. Founded in 1874 by Andrew Taylor Still, M.D. (1828-1917), osteopathic medicine makes use of the following principles that assist the osteopathic physician to look for health, and not simply treat a disease state:

- The human body is a dynamic unit of function.
- The human organism is self-regulating and self-healing.

- Structure (anatomy) and function (physiology) are reciprocally interrelated.
- The function of the musculoskeletal system goes beyond support and may be vital in the diagnosis and treatment of disease.

Dr. Still's philosophy of health care and his world view resulted in the introduction of some revolutionary concepts for his time:

- The role of the physician is to seek the health of patients, not simply to treat disease or symptoms.
- The human organism continually strives toward health, and disease is a disruption of this process.
- Disease in any body system will affect the entire body.
- The work of the physician includes assisting the patient's own body in fighting disease.
- All qualified individuals, regardless of race or sex, should be given the opportunity to become a physician. (His was the first medical school of any type to have an anti-discrimination policy, which it had from its beginning.)

What Makes Osteopathic Medicine Unique? - TUCOM

In the United States, there are only two types of medical schools – allopathic (grants M.D. degree) and osteopathic (grants D.O. degree). The osteopathic profession is a minority profession and consists of approximately 16% of the practicing clinicians in our country. In the past, a majority of osteopathic physicians practiced primary care (family medicine, general internal medicine, and pediatrics) and tended to establish clinics in underserved or rural areas. Although this is slowly changing today, many schools of osteopathic medicine still lead the nation in the development of primary care physicians. All schools of osteopathic medicine continue to embrace the basic tenets of Dr. Andrew Taylor Still and incorporate these concepts within the curriculum. All students in osteopathic medicine learn the traditional medicine curriculum plus develop competencies in osteopathic manipulative medicine, a form of manual medicine originally developed by Dr. Still and continuously enhanced by the profession. The philosophy of osteopathic medicine, first enunciated by Dr. Still in 1874, is still true today. Osteopathic medicine continues to emphasize preventative medicine, a holistic approach to patient care, and empowering the patient to strive toward health and not disease.

For additional information about osteopathic medicine, the following references are recommended:

Gevitz, Norman: *The D.O.'s: Osteopathic Medicine in America*, The Johns Hopkins University Press, Second Edition, Baltimore 2004

Trowbridge, Carol *Andrew Taylor Still: 1828; 1917*, Thomas Jefferson University Press, Northeast Missouri State University, Kirksville, Missouri, 1991

Walter, Georgia Warner *Osteopathic Medicine: Past and Present*, Kirksville College of Osteopathic Medicine, Kirksville, Missouri, 1981.

Ward, Robert C. *Foundations for Osteopathic Medicine*, Lippincott Williams & Wilkins, 2002

Licensure

Osteopathic physicians are required to be licensed by the states in which they practice. Each state has its own requirements for granting licensure and its own licensing board. Generally, a license can be obtained by successful completion of exams administered by the National Board of Osteopathic Medical Examiners (NBOME), the National Board of Medical Examiners (NBME) or by reciprocity from another state.

The examination given by the NBOME is the Comprehensive Osteopathic Medical Licensing Examination (COMLEX). The COMLEX is divided into three parts. Part 1 is a written exam and is taken following completion of Year II. Part 2 is comprised of two parts, a written examination (COMLEX-CE) and a performance examination (COMLEX-PE). This exam is usually taken following the completion of all core clerkships. Part 3 consists of a written examination that may be taken during the internship year.

Osteopathic medical students are also eligible to be examined by the NBME which administers the United States Medical Licensing Examination (USMLE). This exam is also given in three parts but is not required for graduation. Some residency programs recommend this exam as part of the application process for ACGME approved programs. All graduates after 2004 will be required to pass a clinical skills examination for licensure in the United States.

Internships & Residencies

Postdoctoral training in an American Osteopathic Association (AOA) – approved internship and/or residency is part of the continuum of osteopathic medical education. The training is designed to further students' medical skills and knowledge in hospital and ambulatory care environments. Osteopathic training programs throughout the country offer carefully supervised internship training, affording the intern-physician practical and realistic indoctrination into the practice of medicine. Students may also secure internship training positions approved by the Accreditation Council for Graduate Medical Education (ACGME).

An internship is the first post-doctoral training period and is for a 12-month period. It can be secured, with the assistance of the College, by participating in the Intern Match Program (IMP) of the American Osteopathic Association or the National Residency

Matching Program (NRMP) of the American Association of Medical Colleges. Residency training programs follow the internship year and are available in all areas of specialty and primary care.

SECTION III OFFICE OF STUDENT SERVICES

The Office of Student Services, which is under the supervision of the Dean of Students, is located at 1310 Johnson Lane, Vallejo, CA 94592. This office coordinates a variety of student support service functions within the University including the publication and distribution of the Student Handbook.

Student Services interacts with students to develop and offer support programs and services which enrich students' experiences on campus. The Office of Student Services is available to students on a continuing basis supporting student concerns and challenges.

Office of the Registrar

Services provided by the Office of the Registrar support every student at the University as well as all faculty and staff members who interact with those students. Specifically, the Office of the Registrar is responsible for: the integrity of student records for the University; the planning and execution of registration of students each semester; recording of grades; certification of degree requirements for students; verification of graduation; mailing of diplomas to graduates; preservation of student academic records and protection of their privacy (FERPA).

Leave of absence, petition to return, add/drop and withdrawal forms are processed through the Office of the Registrar. The Office of the Registrar also provides continuing support for alumni, with services such as verification of enrollment and graduation, completing forms for licensure and providing official transcripts.

Matriculation and Registration

All students are required to register by the dates that are specified by the office of the Registrar. Failure to register in a timely manner may exclude the student from attending classes. Full tuition and fees and prior debts must be paid in full on or before registration day each academic term. Matriculation and promotion are subject to satisfactory academic progress and completion of all academic requirements and all outstanding debts to the University. Prior to registration, official transcripts, including a final transcript indicating conferral of baccalaureate degree, and transcripts from all colleges and universities indicated on the student's application must be received by the Registrar's office. Failure to comply with providing official undergraduate transcripts will result in the student being excluded from attending classes.

Bursar's Office

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 receives and disburses the federal and private loans that the students receive through the Financial Aid Office. The Bursar's Office also processes refund checks for students who receive funds in excess of their tuition and fees to cover their living expenses while attending the University. In addition, the Bursar works with those students who are having financial difficulty meeting their financial obligations to the University.

Tuition Payment

All checks and money orders should be made payable to Touro University, with the student's social security number indicated on the front. If tuition payments are made through the mail, please address the envelope as follows:

Touro University
Attention: Bursar
1310 Johnson Lane
Vallejo, CA 94592

Student Financial Aid

Touro University helps students with obtaining financial assistance to students who, without such assistance, would be unable to attend TU-C. It is to this end that TU-C participates in and receives funds from federal, state and local sources, some of which may include:

Federal Subsidized Stafford Loans
Federal Unsubsidized Stafford Loans
Alternative loan through selected lenders
Armed Forces Health Professions Scholarship Program
Air Force Health Professions Scholarship Program
Veterans Administration Benefits

The financial aid funds that a student will receive while in attendance at TUC are primarily student loans. In order to maintain as limited indebtedness as possible, TUC encourages students to investigate other avenues for possible grants, scholarships, low interest rate loans and free money. Other financial resources include religious organizations and private organizations with which students or family members are currently affiliated.

Federal Subsidized Stafford Loans & Federal Unsubsidized Stafford Loans

Federal Subsidized Stafford Loans – Interest rate is fixed at 6.8%. The U.S. Department of Education pays the interest while the student is at an in-school status and during the 6

month grace period. Recipients of the Stafford Subsidized Loan must demonstrate need in order to qualify.

Federal Unsubsidized Stafford Loans – Interest rate is fixed at 6.8%. Interest starts to accrue when the funds disburse and will continue to accrue for the life of the loan.

In order to be eligible for Federal Financial Aid all students must complete the Free Application for Federal Student Aid (FAFSA) found on line at www.fafsa.ed.gov, To complete the FAFSA, students will need to apply for a PIN number from the Department of Education. Students can apply for the PIN number at www.pin.ed.gov . The Federal school code for Touro University, which is required for completing the FAFSA, is 010142, it is a New York code as Touro University is a branch of Touro College in New York. Students may complete the FAFSA immediately, even before they receive an admission decision from TUCOM, however; it is required that students wait until they have filed taxes. In addition to completing the FAFSA applicants must also complete the Touro University Financial Aid Application and Loan Request Statement found at www.tu.edu, and complete the entrance counseling at www.mappingyourfuture.org.

Once Students have completed the financial aid process the funds will disburse to the school electronically. When the funds have arrived at the school the Bursar will deduct tuition and fees and issue refund checks if a credit exists. Financial Aid checks are issued at the start of each semester. Students must be enrolled at least half time (6 credits) and have satisfactory academic progress to qualify for financial aid. Students are granted a six-month grace period after graduation or withdrawal from the University before repayment begins and interest on the Subsidized Stafford loan begins to accrue.

Federal Perkins Loan

TUCOM participates in the Federal Perkins Loan program. The Federal Perkins Loan is a low interest (5%) educational loan offered to students who demonstrate exceptional financial need. Exceptional need is defined as students with the lowest expected family contribution (EFC) as determined by the Free Application for Federal Student Aid (FAFSA). As of October 1998, Federal regulation stipulates that graduate or professional students may borrow up to \$6,000 per year with an aggregate loan limit of \$40,000. The amount of the loan awarded is determined by the school, based on the student's financial need and the availability of funds. Borrowers must sign a promissory note with the Office of the Bursar agreeing to repay the loan. No interest accrues while the student is in school. There is a 9 month grace period given to borrowers after they graduate, leave school, or drop below half time. Borrowers are allowed up to 10 years to repay the loan with repayment beginning at the end of the grace period. Monthly payment amounts are determined by the size of the debt and the length of the repayment period.

Under the Federal Perkins Loan program, a borrower may have all or a part of his or her loan (including interest) cancelled for engaging in teaching, nursing, public service, service in the Peace Corps or ACTION, service in the military, or by becoming a medical technician providing health care services directly to patients. Details of eligibility for

loan cancellation for are available from the US Department of Education at <http://www.ed.gov>.

Federal Work-Study Program

The purpose of the Federal Work-Study program is to stimulate and promote part-time employment, particularly for those 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 25 hours per week when classes are in session and up to 30 hours per week when classes are not in session. The minimum pay rate for Federal Work-Study positions at Touro University is \$10.50 per hour, students are paid according to established payroll procedures.

Eligibility for the University Work-Study Program is determined by TUC's Financial Aid Office.

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'.

Western Interstate Commission for Higher Education (WICHE)

WICHE scholarships are available to osteopathic medical school 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 program when those fields of study 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. For further information, please visit WICHE at www.wiche.edu.

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

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 Vice President for Student Affairs & Institutional Planning.
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.

Satisfactory Academic Progress

Federal regulations which govern the various federal financial aid programs stipulate that in order for a student to continue to receive financial aid funding, he/she must maintain "Satisfactory Academic Progress" as defined by the institution. In the definition, the institution must establish a maximum time frame in which the student must earn the degree and divide the maximum time frame into increments not to exceed one academic year.

The degree of Doctor of Osteopathic Medicine is granted to, and conferred upon, candidates who are of good moral character and who have satisfied all requirements as stated under Handbook Section on Graduation Requirements. A minimum of 45 months must elapse between the date of matriculation and graduation. All degree requirements, however, must be completed within six years following matriculation, (excluding approved leaves of absence).

Any student who, at the end of the academic year, fails to maintain satisfactory academic progress is ineligible to receive financial aid, including student loans.

Standards of Satisfactory Academic Progress (SAP) for Financial Aid Eligibility

Introduction

Federal regulations require Touro University to establish standards of academic progress for students who are the recipients of federal student aid. This policy defines "Satisfactory Academic Progress" in terms of the student's ability to continue to receive federal student aid; the policy is related only to financial aid; this policy should not be confused with other policies for academic probation and/or suspension.

To meet the qualitative standard of Satisfactory Academic Progress, students must maintain a minimum cumulative GPA as set by their program. The quantitative measure (acceptable passing rate and maximum time-frame for completion of degree) is used to monitor progress toward degree completion. To be eligible for Title IV aid, all students must also be in good academic standing under current institutional policies. The measurements for satisfactory academic progress are the same or stricter than the University's standards for students enrolled in the same educational program who are not receiving Title IV aid.

Minimum Cumulative Grade-Point Average (GPA)

The minimum cumulative GPA is based on a student's program of study. Transfer credits will have no effect on the GPA for the purposes of financial aid satisfactory academic progress.

Minimum cumulative grade point averages associated with each college are as follows:

College of Osteopathic Medicine	70%
College of Pharmacy	70%
College of Health Sciences	70% for Master of Science degree in Physician Assistant Studies (MSPAS) and 80% for Master of Public Health as joint degree
Master of Public Health	80%
College of Education	80%

Completion Rate

All students are required to accumulate credits towards graduation and are expected to successfully complete a minimum percentage of their attempted credits.

All students in programs other than the College of Osteopathic Medicine must successfully complete 67% of the cumulative credit hours attempted to meet the minimum requirement.

Example chart for making Satisfactory Academic Progress

Units of attempted enrollment	Minimum Units you must complete for SAP (67%)
14-15 units	10 units
13 units	9 units
12 units	8.5 units
11 units	7.5 units
9 units	6.5 units
8 units	5.5 units
7 units	5 units
6 units	4.5 units
5 units	3.5 units
3 units	2.5 units

Successfully completed credit hours do not include those credits for which a grade of U-Unsatisfactory/Failure, NC-No credit, IP-Course in Progress, INC-Incomplete, W-Withdrawal or Dropped is awarded. AU-Audited courses will not be computed as attempted or successfully completed credit hours.

Repeat Courses and Remediation

Students will be allowed to repeat a failed course one time in order to obtain a passing grade. Failed courses include course grades that fall below 70%, U-Unsatisfactory/Failure, W-Withdrawal or dropped course, or W/U Withdrawal/Unsatisfactory. Students who fail the repeated course may only attempt the course a third time with permission of the Student Promotion Committee, however, Title IV aid will not be awarded for any additional attempts at that course. Except for College of Osteopathic Medicine pre-clinical courses, as addressed below, students will not be awarded financial aid for repeated courses with an original grade of 70% or higher. If a student repeats a course, both the original attempt and the repeated attempt will be counted for purposes of the maximum time frame and completion rate calculations of this Satisfactory Academic Progress Policy.

At the discretion of course faculty, as an alternative to repeating an entire course, students may be allowed to remediate a course grade of U-Unsatisfactory. Remediation of a course may include submitting additional work for evaluation or revising prior

assignments. If a U-Unsatisfactory grade has been successfully remediated a U/number will replace the U on the transcript (i.e.U/70). The “U” denotes the initial grade of unsatisfactory and the “number” represents the final recorded grade for the remediated course. A remediated grade will not exceed 70%. Only the “number” will be factored into calculation of a student’s cumulative GPA.

Maximum Hours/Time-Frame Allowed

All students in programs other than the College of Osteopathic Medicine are expected to complete degree requirements after having attempted not more than 150 percent of the number of credit hours of course work required for the degree program, rounded down to the nearest credit. Students in the College of Osteopathic Medicine are expected to complete degree requirements within 150 percent of the typical 4 full-time equivalent program academic years.

If it is determined at any time within a student’s course of study that they will be unable to graduate within the 150% time-frame, the student will become immediately ineligible for financial aid.

Change of Program

If a student changes his or her program of study, all attempted credits that apply to the new program of study will be used to calculate the student’s progress under the standards of satisfactory academic progress.

Other Institutions

When the program grants a student transfer credit toward degree completion requirements, no grade will be calculated for those courses, nor will they count toward the 67% progress requirement. Cumulative grade point average and courses completed, for the purposes of financial aid, will be calculated only on the curricular requirements remaining after transfer or experiential credit is awarded. The maximum time frame calculation will include any transfer credits applied to the degree requirements.

Probation or Suspension of Title IV Eligibility

Grade point average will be monitored at the end of each semester. Minimum completion rate and maximum timeframe will be monitored annually at the conclusion of each academic year ending with the spring semester. Any student failing to meet either the minimum cumulative GPA standard at the end of any semester or the minimum completion rate standard at the end of any academic year will be placed on probation for up to two consecutive semesters of probation. The financial aid office will send a written notice to students who are placed on financial aid probation with a copy of the written notice to the Academic Dean. A student is eligible for financial aid during the probationary period. If a student has not regained satisfactory academic progress at the end of the probationary period, financial aid will be suspended until they have resolved

the credit hour deficiency from the last evaluation period and/or brought their GPA up to the minimum requirement. Students suspended from financial aid eligibility but continuing coursework at Touro may contact the Student Financial Aid Office for a SAP re-evaluation after the completion of any semester. If a student meets the maximum time-frame and CGPA requirements at that time, they will regain federal student aid eligibility for the next semester.

Appeals Procedures

Appeals must be submitted in writing to the Student Financial Aid Office within 30 days of notification of financial aid probation or suspension. The student's letter of appeal must include all documentation relating to the extenuating circumstances surrounding the failure to meet the standards of satisfactory academic progress. Examples of extenuating circumstances may be personal illness or injury to self or immediate family member, death of an immediate family member, and other serious, unusual hardships causing the student lack of success. The appeal must also include evidence that the matter that impaired progress has been resolved and will not impede future progress. Submitting an appeal letter does not guarantee that financial aid will be reinstated. The appeal letter and accompanying documentation will be reviewed by the appeals committee. Students will be notified in writing, sent certified mail, of the committee's decision within 14 days of receipt of the appeal letter. All decisions made by the committee are final.

College of Osteopathic Medicine (TUCOM)

Maximum Time-Frame and Completion Rate

Due to the serialized nature of the College of Osteopathic Medicine curriculum, the quantitative component of the financial aid satisfactory academic progress is measured by minimum cumulative credits successfully completed based on an academic year scale. Students in the College of Osteopathic Medicine are expected to complete degree requirements within 150 percent of the typical 4 full-time equivalent program academic years (6 full-time equivalent program academic year maximum). The chart below reflects the minimum number of units required per full-time equivalent academic year a student must successfully earn to complete the program within the 150% maximum time-frame allowed.

Full-Time Academic Year	Anticipated Per-Year Course Completion	Cumulative Units Required	
		Typical 4 Full-Time Equivalent Academic Year Completion Progress	Maximum 6 Full-Time Equivalent Academic Year Completion Progress
1	42	42	14.5
2	44	86	42
3	72	158	57
4	60	218	86
5			152
6			218

If it is determined at any time within a student’s course of study that they will be unable to graduate within the 150% time-frame, the student will become immediately ineligible for financial aid.

College of Osteopathic Medicine Pre-Clinical Coursework

In order to successfully pass the College of Osteopathic Medicine pre-clinical courses, a student must maintain a minimum of 70% for the entire course and at least 70% for each subdiscipline. Students not meeting the 70% minimum for each subdiscipline will be eligible for Title IV aid for one repeat of the entire course, including all subdisciplines regardless of original individual subdiscipline grades.

Student Counseling

Emotional disturbances may arise occasionally among students enrolled in the programs of Touro University. These episodes are usually brief and carry a good prognosis. Students can contact the Associate Dean of Student Services to discuss options for counseling and to arrange for an initial interview. All aspects of mental health care are strictly confidential. TUC participates in an Employee Assistance Program (EAP), a service that also provides acute counseling services to individual students.

Faculty Role in Academic Advising and in the Assessment of Professionalism

The faculty advisor program plays an important role at TUC. Students and faculty work very closely together in the academic arena. This kind of educational interaction permits students to get to know their teachers and vice-versa. Students should feel free to contact their faculty advisor as frequently as necessary for advice, encouragement and support. At a minimum, the faculty advisor is an advocate who takes a personal interest in his/her

assigned students. Faculty advisors do assume a pro-active role, however, and become involved with their students when performance levels fail to meet minimum academic and professional standards.

The protocol for the advising program is as follows:

- Students are assigned faculty advisors at orientation.
- Advisors meet with first year students twice minimum, during blocks two and five, and with second year students once minimum, between November and March. Students may change advisors after the first semester, with permission of both the old and the new advisor. The Associate Dean for Preclinical Education or designee must also be notified of any advisor changes.
- At the meeting the advisor will complete an advising form which will include a general review of the student's academic performance, outside activities, and student goals. This will be an opportunity for discussion of any concerns by either party. At the end of the second year, the advisor will provide a summary statement of his/her observations concerning the student's progress and development through the first two years of the program.
- Completed advising forms are filed electronically in an advising file maintained in the office of the Associate Dean for Preclinical Education or designee. The Associate Dean for Preclinical Education or designee will monitor the advising program, noting if advisors are meeting with students and completing the advising forms.
- One faculty member will be assigned the role of Vice-Chair for Professionalism and will serve as an officer of the Student Promotion Committee.
- The responsibilities of the Vice-Chair for Professionalism include: reviewing Professionalism Report Forms (see below); acting as a liaison with the Associate Dean of Student Services to ensure students' rights of due process are protected; bringing before the Student Promotion Committee any students about whom there are professionalism concerns and chairing that part of the meeting, and serving as a resource to report pertinent positive or negative professionalism comments on file for all other students who come before the committee.
- Faculty should notify the Vice-Chair for Professionalism if there are any concerns regarding professionalism in any student.
- Professionalism Report Forms will be made available for anyone on campus to submit, to report positive or negative examples of professionalism.

Clinical departments assume responsibility for advising students in the clinical years. In addition to a faculty advisor, a student may seek the advice of a mentor. The College will endeavor to assist in this process.

Student Tutor Program

Through the Office of Student Services, Touro University offers academic support , including 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. This office can also assist the student by identifying resources for such areas as: assessment of learning styles, time management, test-taking strategies, study skills, and referrals for special accommodations.

Students are eligible to apply to be a tutor in a specific subject if they are approved by the coordinator of the course in which the subject is taught. Students must be able to communicate effectively, have mastered the course material and be in good academic standing. Tutors receive an hourly honorarium for their services. Student tutors must have registered in the Office of Student Services 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 80% or lower in a course will be given priority in the program. Applications to tutor and requests for tutoring services are available in the Office of Student Services.

Student Organizations

Student Government Association

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 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 TUC.

Recognition of Student Organizations

To ensure that organizations seeking recognition meet the high standards of TUC and its student population, the appropriate SGA shall have the power to recognize all student organizations.

Student:

1. The students and faculty advisor seeking group recognition must complete a petition for recognition.
2. The petition must include the organization's name and goals, proposed charter, name of faculty advisor, and list of charter members.

3. A complete copy of a proposed charter or constitution and by-laws must be attached to the recognition petition.

Student Government Association:

1. The SGA will review the petition.
2. The SGA has the authority to approve, approve for a one-year probationary period or disapprove the organization.
3. A majority vote of those SGA members voting shall determine the status of the applicant group. Appeal of the SGA decision may be made to the Associate Dean of Student Services.
4. 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.
5. The SGA will have the discretion to hear objections related to the recognized organization.
6. 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 hear the charges made against it and present its side of the issue.
7. The SGA shall ensure that a group submitting an unapproved application may resubmit its application at any time after having satisfied the objections of the SGA.

Associate Dean of Student Services:

1. Review the petition for a new university organization to ensure proper documentation
2. Recommends approval or denial;
3. Forwards the recommendation to the appropriate Dean or Program Director.

Dean/Program Director:

Reviews the petition for a new university organization and approves or disapproves it.

Renewal of Recognition

The SGA conducts an annual review of all approved student organizations to determine whether the organizations are indeed providing activities and services that are consistent with their charter enabling them to accomplish their organization's goals. Based on the results of its annual review, the SGA, by vote of its members, makes a recommendation to the Associate Dean of Student Services regarding the renewal of an organization's approved status. Following administrative review by the Associate Dean of Student

Services, a recommendation is submitted to the appropriate college dean/program director.

The voting options available to the SGA are to recommend approval, denial or probationary status for an organization. A student organization whose activities have been substantively inconsistent with its charter or have failed to lead to progress toward its goals shall be recommended for probationary status. Continued failure of a student organization while on probation to provide activities consistent with its charter and goals shall result in a recommendation to deny renewed recognition.

Student Representation

Student representation is provided 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 deadlines to the SGA 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.

Official Representation

To ensure that a positive image of TUC is maintained, TUC 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 TUC.

Student Organization Stationery Usage Policy

To use the stationery bearing the University logo, seal or facsimile thereof in any correspondence, a student organization must have approved or probationary status and have received approval from the Associate Dean of Student Services. Requests to use stationery bearing the college/institutional logo or seal must be submitted in writing to the Associate Dean of Student Services.

Extra-Curricular Activities

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 Associate Dean of Student Services. Written requests to approve the sponsored extracurricular activities by a student or student organization should be submitted to the Associate Dean of Student Services. Request forms are available in the Office of Student Services.

Publications

Yearbooks and other sanctioned student publications are published under the auspices of the University. Traditionally, the University contracts with its students to develop, edit and prepare these works for publication.

On-Campus Student Events

To provide a mechanism for student groups (organizations, classes, etc.) to have on-campus student events, all student groups (organizations, classes, etc.) seeking to have an on-campus student event must have prior approval of the Associate Dean of Student Services who will advise the student organizer of the necessary steps to follow in order to schedule the event.

Student groups (organizations, classes, etc.) can obtain a Student Activity Approval/Room Reservation Request form from the Office of Student Services. The Student Activity Approval/Room Reservation Request form needs to be completed and submitted at least two weeks before the on-campus student event is to be held.

Once the approval has been obtained for the on-campus student event, the Student Services office and Food Services will assist the student organization to: coordinate the scheduling of the event, contact campus administration to arrange for security and housekeeping, if applicable. If the student event is to be held at a location which is controlled by the Campus Facilities Office, the student organization will be notified by the Student Services office of the procedure to be followed. Any event sponsored by student groups (organizations, classes, etc.) which violates any of the provisions of the policy on "On-Campus Student Events" will be subject to cancellation or termination.

Catering Process

Students are required to use the University's Food Services for University sponsored events (whether held on/off campus). The following process is required:

- Catering requests must be submitted on the appropriate forms two weeks prior to the event. The event must be approved by the Dean or Associate Dean of Student Services.
- If the event is large enough a representative from the student group may be asked to meet with the Master Calendar Committee to secure a date. The group will then need to meet with the Event Management Team to talk about logistics.
- For smaller events the student group will meet with the Director of Food Service to discuss the event.

- Payment is due upon receipt of the final bill and needs to be made in the Bursar's office.

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.

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 is considered to be unacceptable attire, and demonstrates inappropriate professional judgment that is subject to review and action by the Dean of Students.

Dress Code for Clinical Activities

On clinical rotations, students must wear dress that is professional in nature. White coats with TUC issued name tags are required. Male students should wear collared shirts with ties. Female students should wear dresses or slacks/skirts with dress shirts. Closed-toed shoes are required. Specialty rotations or specific training sites may designate other prescribed clothing such as scrubs and/or tennis shoes. A professional appearance mandates the conservative use of jewelry, hair color, and clothing selection. Any clothing, hair color, jewelry, or body piercing that may cause a concern with affiliated faculty, hospitals, or patients should be avoided. Students may be asked to change their appearance to conform to the dress code of rotational sites. Additional dress code policies are found within the student manual for clerkship's rotations.

Student Health

Medical Records

Information provided by students at matriculation (e.g., immunization records, emergency medical form, medical history and physical information) is collected and retained by the Student Health Clinic.

Immunization Requirements

Touro University requires that all incoming students submit documented proof of immunization against measles, mumps, rubella, diphtheria/tetanus, oral polio and hepatitis B prior to matriculating as students. The University keeps student immunization documentation on file. No student will be permitted to participate in any activity involving patient contact if he/she has not completed or demonstrated satisfactory progress toward completion and maintenance of student health requirements. Furthermore, students who are not in compliance with these requirements will have grades withheld until compliance is verified by Student Health.

Student Health Insurance/Health Care

Because the University is concerned for the health and welfare of its students, the University mandates participation in the Touro University Health Insurance Plan, unless the student is approved to be waived out of the program. In order to be waived out of the program, the student must have health insurance that meets specified criteria.

By enrolling in Touro University, students acknowledge that they are required to have medical insurance at all times during enrollment. They further acknowledge that if they do not have a plan that meets or exceeds the defined standards of the insurance plan offered through the University, they will be responsible for paying for the Touro University student group insurance plan either personally or through financial assistance funds.

Details of the Touro University Student Health Insurance Plan coverage and costs, as well as information on the waiver procedures, are provided to students in advance of registration.

Crime Awareness & Campus Security Act

As required by federal law, Touro University makes information available to students about policies and procedures 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. Students interested in this information should contact the Office of Student Services for assistance in obtaining these data.

SECTION IV GENERAL ACADEMIC POLICIES

Transfer Students - TUCOM

TUCOM accepts transfer students only from medical schools and colleges accredited either by the Commission on Osteopathic College Accreditation (COCA) or by the Liaison Committee on Medical Education (LCME). Transfer students must be in "good academic standing" and have acceptable reasons(s) for seeking a transfer. Candidates for

transfer must be eligible for continuation in, or readmission to, the previously attended medical school or college. Students transferring to TUCOM must complete, at a minimum, the last two (2) years of instruction at TUCOM.

Coursework completed at the prior medical school or college will be reviewed for each transfer student and additional coursework may be assigned to ensure that the transferring student has received equivalent academic preparation for his/her level of entry into TUCOM. In particular, students transferring from LCME-accredited schools will be assigned to training in osteopathic manipulative medicine (OMM) to ensure that TUCOM's requirement for OMM will be completed prior to graduation.

Transfer applicants must provide the following information in time to allow appropriate committee review proceeding the semester of intended enrollment:

1. A letter to the Director of Admissions indicating why the student wishes to transfer.
2. A Supplemental Application (with the non-refundable \$100 application fee) clearly marked and highlighted FOR TRANSFER ONLY.
3. Most recent format of the Medical College Admission Test (MCAT) score.
4. Official copies of transcripts from all post-secondary school and colleges.
5. Official copy of the most current medical school transcript.
6. A letter from the medical college in which the student is currently enrolled, stating that the student is in good academic standing.
7. A letter of recommendation from a faculty member at the medical college in which the student is currently enrolled.

All required material (see above) must be directed to the attention of the Director of Admissions and be submitted in a timely manner. Acceptance of transfer students will be dependent upon the student's qualifications, curricular compatibility and available space. Additional course work may be required to satisfy academic deficiencies.

Procedure for Transfer Students

Admissions Committee and Standards Review

Once the candidate's file is complete, the Admissions Committee will meet and determine availability 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 Promotion Committee.

Student Promotion Committee Review

The Student Promotion 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.

Personal Interview

The Director of Admissions, on the recommendation of both the Admissions Committee and the Student Promotion Committee will invite the transfer candidate to TUCOM to be interviewed by the Admissions Committee.

Final Decision

Following the personal interview, the Admissions 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.

Permanent Address

The Office of the Registrar maintains the official permanent address for all enrolled students of TUC. Each student has the responsibility to provide the Office of the Registrar with a current address, email address and phone number. Students also are expected to furnish the Registrar with their local address and telephone number. Any change of address, email address and/or telephone number must be reported to the Registrar.

Name Change

The university adjusts 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, 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.

Transcripts

Unofficial copies of student transcripts are available electronically through the TUC Website. In order to request an official transcript, written authorization must be submitted to the Office of the Registrar. A form for such a request is available from the Registrar. There is a \$5.00 fee for each transcript requested. The transcript is official only when it bears the signature of the Registrar and the seal of the University. 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, COMLEX scores, and letters of recommendations for internships, residencies, employment, staff privileges, specialty certification and licensing.

New Student Orientation

Orientation programs are planned each year by the Office of Student Services and the colleges 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. In addition, students are provided with opportunities to interact socially with peers, meet faculty, administrative and staff members and develop a sense of belonging to the University and individual college communities.

Approximately one month prior to matriculation, new students receive an e-mail pre-orientation packet which contains general information about the college program of study, class schedules, etc. The orientation program is a three day session which includes an outline of the curriculum, a review of policies and procedures, and opportunities to meet fellow classmates.

Student Identification

The Office of Student Services 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 student identification badge may result in a member of the security staff requesting the student to leave the building, denying the student admission to the building or referring the student to the Associate Dean of Student Services. If a student identification badge is lost or stolen the student is required to inform the Office of Student Services and arrange for a replacement badge. A fee of \$15.00 will be charged to replace a lost or stolen ID badge.

Name Tags - TUCOM

Students enrolled in programs at TUC and involved in patient-related activities are required to wear a name tag which clearly shows their name and identifies the program and college in which they are enrolled. An acceptable format is as follows:

John Smith
TUCOM
Osteopathic Medical Student

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. 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.

Disclosure of Student Directory Information

The University designates the following personally identifiable items as Student Directory Information: Student name, address, telephone number, e-mail 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.

Disciplinary Records

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

Medical Records and Immunizations

Medical files are maintained separately from the other student files. Contact the Student Clinic Director for record inspection.

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, record of audited courses, evaluation of student clerkships and preceptorships and class ranking. Students may access and inspect their records by making an appointment with the Registrar's Office.

Class Rank

Class rankings are usually provided to currently enrolled students in applicable programs and may be requested from the Office of the Registrar either in person or in writing. Class ranking is determined on the basis of the cumulative-weighted average of grades 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.

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 course coordinator who must approve enrollment. Procedures for registering for elective courses can be obtained from the Office of the Registrar.

Audited Courses

An audited course is defined as the registration and participation of a student in a course for which the student receives no credit or grade. However, a record of the audited course will be maintained in the student's permanent academic file. Students interested in registering to audit a course should first contact the course coordinator who must approve enrollment. Procedures for registering for audited courses can be obtained from the Office of the Registrar. Registration for audits must be completed during the normal registration period. Students registered for an audited course cannot change back to credit for the course after the first day of class.

Course Management and Examination Policies

Posting of Course Materials on Blackboard™

Lecture (e.g., PowerPoint™) presentations and required laboratory or small group assignments/readings are to be posted on Blackboard™ as early as possible; however, they must be posted a minimum of 48 hours prior to the lecture or laboratory/small group session. If, for any reason, this deadline cannot be met, a message must be posted as to

when the materials will be posted and the course coordinator must be notified as to the reason for the delay. Course coordinators will be required to report to the Associate Dean for Academic Affairs any instances of chronic tardiness in compliance with this policy (more than two instances).

Once the materials are posted, any corrections or changes that require a later re-posting must be identified clearly and any potential impact on grade-bearing activities (examinations, team based learning requirements, etc) must be explained.

Standardized Display of Grades in Blackboard™

Standardized Display of Weighting

1. For every course, a grid will be created that shows all planned graded activities or planned categories of graded activities. In the event that weights are to be applied, the planned weight in each subdiscipline and the course overall will be indicated. The grid will also show that the planned weights equal 100% in each subdiscipline and the course overall. In the event that no weighting scheme is applied an “X” will be used to indicate whether a graded activity will be included in the score calculated for any subdiscipline or the course.
2. The grid will be placed in Blackboard™ (see below).
3. If the plan is revised a revised grid will be posted and the students will be advised of the change.

Standardized Placement in Blackboard™ and Nomenclature of Weighting

1. The grid showing grading scheme will be posted in the Syllabus folder.
2. The grid will be titled: “Grade Weights by Subdiscipline and Course.” Revisions to the grid will be titled: “Grade Weights by Subdiscipline and Course Revised (insert date).”

Standardized Display of Grades in Blackboard™

1. The first several columns in the gradebook will display the running totals for each subdiscipline and the course overall.
2. Running totals will be updated and displayed frequently, preferably as results from each graded experience become available.

Examination Schedules

The responsibility for developing and coordinating these schedules rests with the participating Course Coordinators, Department Chairs/Program Directors and Associate Deans.

Examination Protocol

Both the student and faculty member/instructor/proctor are responsible to be familiar with and ensure that the examination protocol is followed consistently. The following are the procedures that are to be followed when administering an examination:

1. Students are required to be present for all scheduled examinations.
2. A student cannot be given an examination more than 15 minutes after the scheduled start time or after the first person has completed the exam and left the examination room. The finish time for the examination will be as for the students who arrived on time.
3. The student unable to attend a scheduled examination for any reason must notify the Associate Dean for Preclinical Education or designee as soon as possible prior to the start of the exam. Contact may be in person or via voice mail or e-mail. The Associate Dean for Preclinical Education or designee will immediately notify the Course Coordinator of the student's absence and will determine (within 48 hours) whether the absence is excused or unexcused and notify the Course Coordinator and the student of the decision. Absences due to illness must be supported by a physician's note in most cases. If the reason for the absence is judged by the Associate Dean for Preclinical Education or designee to be caused by a circumstance or condition that may impact the student's future academic progress, the Associate Dean of Student Services will also be notified. All communications and decisions regarding excused absences must be recorded by the Associate Dean for Preclinical Education or designee.
4. Make-up examinations must be accomplished within 72 hours. In the case of an illness or extenuating circumstances, the make-up must be accomplished within 72 hours of a physician/mental health practitioner release or reasonable resolution of the extenuating circumstances. Extenuating circumstances may require an extension of the make-up period. This will be coordinated by the Course Coordinator and Associate Dean for Preclinical Education or designee.
5. When an examination is to be rescheduled every effort will be made to ensure the examination does not conflict with regularly scheduled lecture times. In no case will make up examinations be scheduled to conflict with required lectures or labs.
6. Scores awarded for unexcused absences will be 90% of the raw score achieved in the make-up examination.
7. A second unexcused absence will be reported to the Student Promotion Committee for appropriate action.
8. Failure to make up the examination within the specified time period will result in a grade of "Zero" for that examination.

9. If a student fails to appear for an examination, the proctor will notify the Course Coordinator who will notify the Associate Dean for Preclinical Education or designee.

Examination Decorum

Assessment of the student's knowledge is essential. This not only reflects what the student has learned, but also the quality and content of the information presented. It is therefore essential that examination decorum must be maintained at all times to ensure fairness and validity. Students are expected to maintain at all times a decorum and demeanor that is consistent with accepted academic and professional standards during examinations.

Upon entry into the examination site, the student must place all books, notes, study aids, coats and personal possessions on the floor well away from the examination area. No talking is allowed once an examination starts. Students are expected to uphold the Code of Responsibilities and Rights of the Students of TUC. Any student engaging in dishonest acts during an examination is subject to disciplinary action.

Hats/caps may not be worn during any examination except for the wearing of a headpiece for religious reasons. Any student wearing a hat will be asked to remove it. Failure to comply with this or any other reasonable request of a proctor will result in the immediate dismissal of the student from the examination. In such instances, the student will receive a zero for the examination.

Posting and Review of Grades for Years 1 and 2

Every effort will be made to uniformly apply the following policy to all courses given during the first two years:

- No examination grades will be posted until the last regularly scheduled exam in a block has been given.
- The course coordinator will post grades within 5 working days of the examination as scheduled in the block.
- Every effort will be made to have examinations ready for review within 3 working days of the end of the exam block.
- For Exam Blocks I and II: after examinations are available for review, the student Education Committee has 5 working days to meet with and present appeals to the course coordinator. A final decision will be reached and grade changes, if any, will be posted within 3 working days of that meeting. If the Committee does not communicate with the course coordinator, the grades will stand as originally posted.

- For Exam Block III (Fall Semester), all exam grades will be posted within 5 days of the last regularly scheduled examination. The student Education Committee will have the first 5 days of the spring term in which to present appeals to the course coordinator. The course coordinator will have 3 additional days to post both block and final course grades and to report these grades to the Registrar.
- For Exam Block III (Spring Semester), all exam grades will be posted within 5 days of the last regularly scheduled examination. The student Education Committee will have 5 days in which to present appeals to the course coordinator, who will then have 3 additional days to post both block and final course grades and to report these grades to the Registrar.
- It is the responsibility of the faculty to provide accurate grades to the Registrar and to adhere to the timelines stated above.
- Individual students should not contact the instructor for special consideration.

Any grade changes after the final grades are provided to the Registrar must be submitted on the Official Change of Grade Form and have the required approvals.

Attendance Policies

It is expected that students will attend all lectures in the required curriculum, laboratory activities, clinical rotations, elective, and audited courses. Departments and/or individual courses may establish more specific attendance requirements. Students requesting an excused absence from any required activity must complete a Request for Excused Absence Form and submit it to the Associate Dean for Preclinical Education or designee preferably before the absence occurs or as soon thereafter as possible. The Associate Dean for Preclinical Education or designee will determine whether the absence is excused or not and will notify the student and the appropriate faculty. Students who must miss laboratory or clerkship sessions should also 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. Absences from any instructional session for any reason do 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.

Student Absences to Attend Off-Campus Conferences & Events

The College will grant excused absences to students to attend the following events, provided that these students are in good academic standing at the time of the event (see below for definition) and provided that the event does not conflict with a scheduled block examination:

- Meetings for which the student would attend as an officer or designated representative of a University or College chapter of the organization;

- Meetings at which the student is presenting a talk or a poster as a representative or author from Touro University;
- American Academy of Osteopathy Annual Convocation

All other meetings are considered optional events that the student may choose to attend but he/she will not receive credit (points) for course activities scheduled at those times.

Good academic standing is defined as not being on Academic Probation and having passing scores in all courses in progress at the time of the event.

The following are the procedures to be followed in requesting an excused absence in order to attend meetings in any of the above three categories:

A first or second year student will fill out an excused absence form and submit it to the Associate Dean for Preclinical Education or designee. This form must be submitted one month in advance of the planned meeting. The Associate Dean or designee will determine whether the student is in good academic standing and, for meetings where the student is attending as a representative of a University or College organization, will consult with the Associate Dean of Student Services to confirm that the student in fact holds said position.

If the Associate Dean for Preclinical Education or designee is satisfied that the criteria for approval have been met, he/she will indicate approval on the request form and will notify affected faculty and the student of the approval.

The student will be responsible for any curricular material missed during the excused absence, will be credited for any attendance points missed during the absence, and will be allowed to make up other points that may have been awarded for minor quizzes or group activities.

A third or fourth year student will follow the procedures for requesting an excused absence that are detailed in the Clinical Rotation Manual for Students and Faculty, section on “General Student Protocols,” which includes submission of the proper request forms and approval by the preceptor as well as by the Associate or Assistant Dean for Clinical Education of the College.

Support of Students to Attend Research Meetings

The COM will budget annually for the support of COM students to present research at local, national, or international meetings. Distribution of funds will be governed by a selection process on a first-come basis. Requests for travel support may be submitted once presentation abstracts are accepted, but not before. The following rules will apply:

- Only one student will be funded per presentation. Typically, that will be the first author. Another student author may be funded, with approval of the Research Director, if the first author cannot attend.

- Students must be in good academic standing in order to apply for support to present research.
- Any individual student will typically be funded for a maximum of one meeting per year.
- A student wishing to be funded to attend a meeting must present a request in writing, including the abstract and details of the meeting as per the standard TUC Travel and Conference Request form, to the Research Director.
- The Research Director will make a funding decision, based upon quality of the research, impact of the meeting, and availability of funding. Funding for international travel is likely to be very limited and, therefore, requests for such travel will be subject to particularly rigorous review.
- Students who are approved through this policy to present their research will be required to give their oral presentation or show their poster to the campus community prior to attending the meeting.
- Expense coverage includes economy airfare, cost of poster production (if applicable) and Touro College standard levels for meals, lodging and ground transportation.

Leave of Absence

A leave of absence is defined as a pre-approved leave from the University that suspends a student's course of academic and/or clinical study for a defined period of time. The amount of leave time granted depends largely on the personal needs of the student and the timing of the withdrawal within the academic program. Leaves of absence usually do not exceed 9 months. Circumstances necessitating a leave of absence may include, but are not limited to, short or long-term personal illness, military training or obligations, jury duty, maternity and infant care, and critical illness or death of an immediate family member. A student requesting a leave of absence for any reason during or at the end of an academic year must adhere to the following general procedure:

1. The student must meet personally with the appropriate Associate Dean or director to discuss the reason for the leave and the effects on his or her academic progress. A mutual decision is reached after careful consideration is given to personal and professional circumstances.
2. The student must then complete a Leave of Absence Petition and obtain all required signatures of institutional officials, including that of the appropriate College Dean.

3. The Dean of Students will send an official letter to the student and to the program indicating if the leave of absence has been approved or denied by the respective College Dean.

Provided that the leave is approved, the official start date of the leave of absence will be the original date of receipt of the student's completed Leave of Absence Petition. Any tuition charged or refunded will be in accordance with the College's withdrawal policy. Any changes in the terms of the petition during the leave period should be relayed to the appropriate College Dean as soon as possible. Students must contact the College Dean or Program Director at least 6 weeks prior to the expiration of a leave of absence to plan their reentry into the program. Failure to do so may result in administrative withdrawal of the student from the university. Reentry of the student into the academic program following a leave of absence will occur in coordination with the Dean of Students.

The following details some aspects of the policy related to specific types of Leave of Absence:

Maternity Leave

Enrolled students who become pregnant can request a maternity leave. The amount of leave time granted depends largely on the personal needs of the student and the timing of the birth within the academic program. Prior to officially requesting a leave, pregnant students should contact the Office of Student Services to discuss how a leave will affect their progress in the academic program and to review options open to them. A mutual decision is reached after careful consideration is given to personal and professional circumstances.

Military Leave

TUC is committed to supporting students called to active military duty. Students called to such duty will be considered on military leave. Students called to active duty should immediately notify the Associate Dean of Student Services and provide all their 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 Associate Dean of Student Services and have supplied any pertinent military papers requested by him/her.

Pre-clinical students with less than two-thirds of assignments/exams completed will be encouraged to re-start the courses once they return. Departments, however, will have the prerogative to make special arrangements. Clinical students returning to Touro University 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 Associate Dean for Clinical Education. 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 or for subsequent academic semesters will be set at the tuition rates in effect at the time the student returns from military duty. The Dean of the College will provide leadership to 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.

Withdrawal Policies

Withdrawal from the University

The decision to withdraw from the University is a serious matter. Any student who withdraws from a college or a program is dropped from the rolls of the University. As such, if he/she decides at some later date to reenter the program, he/she must reapply for admission and, if accepted, assume the status of a new student.

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 students' professional program. Before withdrawing, students should discuss the issue with their advisor and/or dean.

Withdrawal Procedures

A student wishing to withdraw from Touro University is required to meet with the respective Dean or designee. The student must request approval from the Dean, 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 and deliver this form to the Office of the Registrar. 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 respective Dean or designate. If withdrawal is granted, the student receives one of the following grades: 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.

Withdrawal Tuition Refund Schedule

A student wishing to withdraw from classes must notify the Office of 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

*Please note that as of the summer 2000 semester, new Federal Regulations are in effect when a Title IV funds recipient withdraws from school. You may obtain a copy of these regulations from the Financial Aid office. These Federal Regulations will supersede the policy for refunds established by TUC.

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.

Lecture Policies

Recording of Lectures

Taping of lectures is not mandated by the administration and permission to tape a lecture is solely at the discretion of the instructor. In all instances, prior approval of the instructor must be obtained, and it is to be understood that the instructor's approval is on a voluntary basis and that such a privilege may be withdrawn at any time.

Note Pool

Note pools are developed, coordinated, and managed by the students for the exclusive educational use of TUC students. The note pool must abide by copyright laws and material presented by a visiting faculty member may be included in the note pool only if the faculty member provides written permission.

Equipment Policies

Science Equipment/Slides

Students will be provided with boxes containing histology and pathology slides. They will be shared by students who will be jointly responsible for them.

Clinical Equipment

Information regarding the purchase of instruments will be provided during the orientation program. Students are advised to ask questions of faculty, students at other schools, and salespeople before purchasing any equipment.

Visitors

Only registered students are permitted in the TU-C buildings. Non-students are not allowed to attend any didactic or laboratory sessions without the special permission of the Associate Dean of Student Services. No visitors are permitted in the anatomy lab without the permission of the Department Chair. These regulations are strictly observed.

Students wishing to bring a visitor to any campus building must arrange in advance for a special visitor's pass, which may be obtained from the Office of Student Services.

SECTION V GENERAL ACADEMIC STANDARDS

Grading & Credit Hours

At the end of each course, system or rotation, a grade for each student will be submitted to the Registrar by the faculty responsible for the instruction. The work of all students in the four years at TUCOM shall be reported in terms of the following grades in any of the required courses.

The following grading system has been in effect from the summer 2005 semester:

<u>% GRADE</u>	<u>GPA</u>	<u>LETTER</u>
97-100	3.85-4.00	A+
93-96	3.65-3.80	A
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-
less than 70	0	U

U/P (70% recorded grade) Unsatisfactory/Remediated

The grade point average (GPA) is only used for determination of class rank.

CREDIT ONLY – Counted in units earned but not calculated in GPA

P	Pass
CR	Credit

NO CREDIT AWARDED – Not calculated into GPA

IP	Course in progress
INC	Incomplete course
NR	Not reported
AU	Audit
NC	No Credit
W	Withdrawal or dropped course
WU	Withdrawal/Unsatisfactory
U	Unsatisfactory/Failure

Courses are rated at one credit hour for each 15 hours of lecture or 30 hours of laboratory and/or practice sessions. Credit hours of 1.5 will be assigned for each week of clinical rotations. A cumulative weighted grade point average will be calculated and posted on the transcripts. Class ranking is available upon request in the Registrar's Office.

Definition of Grades

Satisfactory

A 70% or above in each course is considered a satisfactory grade.

Unsatisfactory “(U)”

An unsatisfactory grade (U) is less than 70%.

Unsatisfactory with remediation “(U/P)”

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

Incomplete “(I)”

An incomplete grade “(I)” indicates that a student has not been able to finish all required work for issuance of a final grade. An incomplete grade is not counted in the grade point calculations until a final grade replaces it. An incomplete must be replaced before the student registers for the next academic year. Replacement of an incomplete will be under the direction of the instructor. If the required work is not completed within one year of the issuance of the “(I)” the Registrar will notify the Dean or Program Director and, if no grade is forwarded upon notification, the Registrar will automatically convert the “(I)” to

an unsatisfactory grade “(U)” and the student will not receive credit for the course. It is to the student's advantage to arrange to make up any incomplete work as soon as possible.

No Credit “(NC)”

A grade of No Credit “(NC)” indicates that a student has not satisfactorily completed the required coursework. For students in the College of Osteopathic Medicine, it will be recorded for those students who, at the end of a term, have a course score equal to or greater than 70%, but who have an unsatisfactory grade in one or more subdisciplines. If the subdisciplines are successfully remediated within the required time frame, the “(NC)” for the course will be replaced by the originally earned course score. If the subdisciplines are not successfully remediated, the “(NC)” for the course will be replaced by a grade of “(U)”. An “(NC)” grade is not counted in the grade point calculations until a final grade replaces it. An “(NC)” must be replaced before the student is allowed to register for the fall semester of the next academic year; otherwise the “(NC)” will be replaced by a grade of “(U)”.

Withdrawal “(W)”

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

Withdrawal Unsatisfactory “(WU)”

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

Satisfactory Progress and Promotion

For the Class of 2011 and each subsequent class, academic progress requirements include passage of each course and each designated subdiscipline within each course, with a minimum percentage grade of 70%. However, only course grades will be utilized in calculating the *cumulative curriculum* weighted average.

For all classes, whether enrolled in a full or modified curriculum, each student's cumulative curriculum weighted average must exceed 70% in order to be considered for remediation (see remediation options, below). Failure to maintain a cumulative curriculum weighted average of 70% places a student in the category for dismissal. Promotion to the next academic year requires successful completion of all academic progress requirements for the preceding year.

Eligibility to Sit for COMLEX Level 1 Examination

Students must successfully complete all of the academic requirements for years I and II before taking COMLEX Level 1 Examination. In addition, all students are required to

take a comprehensive nationally benchmarked basic science examination in the spring semester of the second year. This examination will be scheduled by the university and all students will take it at the same time. The score on this examination will be considered in combination with the student's cumulative weighted percentage grade for the preclerkship curriculum (years 1 and 2) in determining whether the student must complete a structured preparatory program in order to be approved to sit for the COMLEX 1 examination. Normally, a cumulative weighted percentage grade after the first two (preclerkship) years of less than 74% will require participation in this preparatory program.

Limitation on Rotation Site Assignments

The Department of Clinical Education will assign third year rotation sites for any student with a cumulative weighted percentage grade after the first two (preclerkship) years of less than 74%. Student input into the selection process will be limited in these cases.

Passage of COMLEX Examinations (effective with Class of 2011)

Passage of the Comprehensive Osteopathic Medical Licensing Examination (COMLEX) Part 1, Part 2 CE and Part 2 PE is required for graduation. Students are responsible for maintaining an awareness of registration requirements and deadlines. Test registration, as well as any fees, travel costs, or accommodations are also the students' responsibility. Information on COMLEX is available at: <http://www.nbome.org>.

Attempts and passage of the United States Medical Licensing Examination (USMLE) series is optional. Students again maintain responsibility for registration, deadlines, and costs. Information on USMLE is available at: <http://www.usmle.org>.

Touro University policies regarding COMLEX are as follows:

Every student will be allowed a minimum of two and a maximum of three attempts each to pass COMLEX 1 and COMLEX 2 CE. Students will be allowed a maximum of two attempts to pass COMLEX 2 PE. Failure of the maximum allowable examinations at any of these levels may be cause for dismissal.

COMLEX 1:

COMLEX 1 is to be taken not later than **October 1** of the student's 3rd year. A passing grade must be received prior to promotion to 4th year and is a requirement for graduation.

Upon failure of COMLEX 1 the first time, the student will be placed on academic probation and removed from rotations for one month, in order to prepare for a second attempt at the examination. A remediation plan will be recommended for the student. The examination must be retaken prior to resumption of rotations. The student may return to rotations pending grade receipt. If the grade is passing, the student will be removed from academic probation (unless there is another reason for probation) and will

proceed with his/her education. If the grade is failing, the student will be continued on academic probation and will be removed from rotations until a passing grade is received. The Student Promotion Committee will review the student's entire academic record, the previous COMLEX scores, and the cumulative z-score from the preclerkship curriculum. The student may be asked to return to campus to complete a structured remediation plan. Failure of a third attempt may result in dismissal from the college. In no event will a student who has not passed COMLEX 1 be promoted to 4th year.

COMLEX 2 CE:

COMLEX 2 CE is to be taken no later than **March 1** of the student's 4th year. A passing grade must be received prior to and is required for graduation.

Upon failure of COMLEX 2 CE the first time, the student will be placed on academic probation and will be recommended to be removed from rotations for one month in order to prepare for a second attempt at the examination. A remediation plan will be recommended for the student. The examination must be retaken prior to the resumption of rotations. The student may return to rotations pending grade receipt. *Note: If the student elects not to take the month to study, a letter indicating understanding of the recommendation to take the time off and electing not to comply must be submitted to the college prior to the start of the affected rotation.* If the grade is passing, the student will be removed from probation (unless there is another reason for probation) and will proceed with his/her education. If the grade is failing, the student will be continued on academic probation and will be removed from rotations until a passing grade is received. The Student Promotion Committee will review the student's entire academic record, all previous COMLEX scores, and the cumulative z-score from the preclerkship curriculum. The student may be asked to return to campus to complete a structured remediation plan. Failure of a third attempt may result in dismissal from the college. In no event will a student who has not passed COMLEX 2 CE be allowed to graduate.

COMLEX 2 PE:

COMLEX 2 PE is to be taken no later than **January 1** of the student's 4th year. A passing grade is required for graduation.

Upon failure of COMLEX 2 PE the first time, the student will be placed on academic probation and will be removed from rotations for one month and will return to campus. The Student Promotion Committee will review the student's entire academic record, all previous COMLEX scores, and the cumulative z-score from the preclerkship curriculum. The student will be asked to complete a structured remediation plan, including evaluation by means of an objective structured clinical encounter (OSCE). The second COMLEX 2 PE will be scheduled as soon as possible; however, the examination must be retaken prior to the resumption of rotations. The student may return to rotations pending grade receipt. If the grade is passing, the student will be removed from probation (unless there is another reason for probation) and will proceed with his/her education. Failure of a

second attempt may result in dismissal from the college. In no event will a student who has not passed COMLEX 2 PE be allowed to graduate.

Passage of COMLEX Examinations (for classes up to and including Class of 2010)

For the Classes of 2008, 2009, and 2010, the requirement is to have taken and passed all components of COMLEX 1 and COMLEX 2 to be eligible for graduation. Students must take Level 1 of the Comprehensive Osteopathic Medical Licensing Examination (COMLEX) prior to the beginning of rotation period 5. A student who fails Level 1 will be placed on academic probation and will be removed from clinical rotations in order to prepare for licensure board examinations. Students must complete COMLEX 2 CE after the completion of all third year core clerkship rotations and no later than October 31 of year IV. COMLEX Level 2 PE must be taken by March 1 of year IV. Promotion to Year 4 requires that a student has passed Level 1 of the COMLEX.

Academic Standards for Dual Degree Students

Students enrolled in dual degree programs must maintain satisfactory academic progress and programmatic requirements as defined for each individual program.

Additionally, for students enrolled in the DO/MPH program:

- Any failure in a course within either program will result in placement on academic probation and review by the Student Promotion Committee from that specific program. Students will remain on academic probation until the failure is remediated. Remediation may involve re-examination, additional assignments, or repeat of the course, as determined by the committee.
- Any failure to maintain a cumulative percent average of 80% in the MPH program and 75% in the DO program will result in placement on academic probation. The student will have one academic session within which to achieve the required cumulative average as designated by the program. If this is not achieved, the student will be reviewed by the appropriate program's Student Promotion Committee. Consequences may include, among others, an additional session to bring up the cumulative average to the specific program's required average, suspension from the program until further remediation is completed, or dismissal from the program.
- Failure in one program will not preclude continuation in the other program.

Both DO and MPH programs will appoint a faculty liaison to participate as a member on each program's Student Promotion Committee for Dual Degree students. Program Directors will consider all facts and make a recommendation to the Dean of the College of Health Sciences/College of Osteopathic Medicine, whose decision will be final.

Approval of Students to Participate in Global Health Summer Internship Program

A student must meet the following criteria in order to be approved by Touro University College of Osteopathic Medicine, for participation in the Global Health Summer Internship program.

- 1) The student may not be on Academic Probation at the start of the summer internship.
- 2) The student must have a passing score (70% or greater) in each course and each subdiscipline in each fall semester course prior to leaving for a Global Health Summer Internship. Therefore,
 - Students must have successfully remediated any failed fall semester courses or subdisciplines prior to leaving
- 3) The student must have a passing score (70% or greater) in each course and may not have a score of less than 70% in more than one subdiscipline for the spring semester. Therefore, students are advised to carefully consider their academic status in Spring courses and subdisciplines after the second examination block, so that they can make the best decision about whether to risk losing a deposit.
- 4) If grades are not finalized prior to the group's departure for a Global Health Summer Internship, students who meet the above criteria prior to the departure date will be allowed to participate. However, they **MUST** leave contact information, including an email address, and are responsible for checking messages as well as their final grades on Blackboard™. Students will be notified by email if they have in fact scored less than 70% in any course or subdiscipline.
- 5) Students who have anything to remediate are required to return to campus immediately upon the completion of the Global Health Summer Internship and sit for remediation examinations, which must be completed no later than July 7. No exceptions will be made for extended travel beyond the end date of the internship program.
- 6) If a student has not met the above criteria at the end of the spring semester and, through exam challenges, subsequently meets the criteria after the group has left for a Global Health Summer Internship, that student will be permitted to join the group late, but only if the Director of the Global Health Program and the internship site are willing to accept a late participant. The cost of participation, including any additional cost of late participation, will be the responsibility of the student.

Veterans Benefits/Academic Progress

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.

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

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 Associate Dean of Student Services.
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.

Student Promotion Committee

The Committee is 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 will meet or 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 Dean. The Committee may recommend actions including, but not limited to, promotion, dismissal, academic probation, repeat or remediation of a course or term of study. These recommendations are communicated to the Dean by the Chair of the Committee. The Dean has the authority to accept or modify their recommendations.

Academic Probation

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 academic year.

Terms of Probation

1. 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, this is also noted in the student's file and transcript.
2. When a student is placed on academic probation, following approval by the Dean of the College, he/she will be notified in writing by the Dean and the reasons will be stated. When the terms of academic probation have been satisfied the Student Promotion Committee will notify the Dean that probation has been rescinded and a letter will be provided to the student.
3. 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 at off-campus conferences or sponsored events.

Modified Curriculum

Touro University – California recognizes that some students may need to modify the standard prescribed curriculum. Students who are placed in a modified curriculum will not be considered for class rankings such as valedictorian. There are two categories of a modified curriculum:

Expanded Educational Program

Students may request permission to enter a modified curriculum in order to pursue their education in more depth, exercise research interests, and/or obtain a dual-degree. Students interested in a modified curriculum must petition the Associate Dean of Student Services in writing, who will then present a recommendation to the Student Promotion Committee. Eligibility for a modified curriculum depends upon the following condition:

- Students beyond the first semester of study must have a grade point average greater than 3.0 and be in good academic standing.

Extenuating Circumstances

A student may petition the Associate Dean of Student Services in writing for a modified curriculum, or a Leave of Absence. This petition is not granted automatically and is approved only in extenuating circumstances. The Associate Dean of Student Services is responsible for evaluating the petition and submitting a recommendation concerning a student's request for a modified curriculum or a Leave of Absence to the college's Student Promotion Committee. The Committee then reviews the case and issues a

recommendation to the Dean. The Dean or designee is responsible for notifying the student that his/her request has been approved.

Remediation

In the event of a failed course(s) or subdiscipline(s) of a course, 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 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 as recommended by the Student Promotion Committee and determined by the Dean. Decisions will be made by written notification to the student by the Dean or his/her designee.

After consultation with the course coordinator and/or faculty and the Office of Student Services, the Student Promotion Committee may recommend a remediation plan that includes, but is not limited to, the following:

1. A re-examination of failed subject material or course, as constructed and administered by the course coordinator or designee (see next section for details of policy on remediation and grading). Students who fail a re-examination will be reviewed by the Student Promotion Committee and may be placed in a category of dismissal.
2. Repeat the failed course during the next academic session in which it is offered. The student will receive the grade earned for each offering of the course. Any student who earns a failing grade in a repeated course may be placed in a category of dismissal.
3. Repeat the semester or the academic year. The student will be required to repeat all course offerings. The grade earned by the student in each offering of each course is used to calculate the student's cumulative grade point average. Any student who earns a failing grade in a repeated course may be placed in a category of dismissal.

Upon successful completion of a repeated course or academic term the student's cumulative weighted average must be a minimum of 70% in order to satisfactorily meet the standards of satisfactory progress and promotion.

A student who does not remedy a failed grade(s) within one calendar year of the issuance of the failed grade may be placed in a category of dismissal.

A student who earns a failing grade in any clinical clerkship will be required to repeat the clerkship. The Associate Dean for Clinical Education will assign the site and preceptors

for remediation. Any student who fails two clinical clerkships or who earns a failing grade in a repeated clerkship may be placed in a category of dismissal.

Reporting of Grades for Courses and Subdisciplines for OMS Years 1 and 2 (effective Fall 2009)

In order to pass a course, the student must receive at least 70% for the entire course AND at least 70% for each subdiscipline as defined in the course syllabus.

Grades will be recorded as follows:

- **Course score equal to or greater than 70%, all subdiscipline scores equal to or greater than 70%**

In this instance actual percent grades earned for the course and for each subdiscipline will be reported and entered into the official transcript.

- **Course score equal to or greater than 70%, score for one or two subdisciplines less than 70%**

If, at the end of the semester, the overall course score is equal to or greater than 70% but the score in one (1) or two (2) subdisciplines (total for all courses in that semester) is less than 70%, a NC (No Credit) will be entered for the overall course score and no subdiscipline scores will be reported initially. The student will be allowed to remediate the failed subdiscipline(s). For fall semester courses, the remediation will be completed during the spring semester on a date selected by the course director(s). For spring semester courses, the remediation will be completed during the summer but no later than July 7.

If the remediations are passed the subdiscipline grade(s) will be recorded as P (pass) for those subdisciplines that were remediated while actual percentages will be recorded for subdisciplines that were passed on the first attempt. The NC for the course score will be replaced by the original earned course percentage grade (e.g., 72%) and calculated into the GPA.

If the attempted remediation of a subdiscipline is failed, the student will be referred to the Student Promotion Committee (SPC). Should any further attempt at remediation be allowed and the remediation is passed, the above grading policy will be followed. If the remediation is failed or if no further remediation is allowed, the NC grade for the course will be replaced by a U and no subdiscipline scores will be recorded. The SPC will consider whether a repeat of the course should be recommended.

- **Course score equal to or greater than 70%, score for three or more subdisciplines less than 70%**

If, at the end of the semester, the overall course score is equal to or greater than 70% but the score in three (3) or more subdisciplines (total for all courses in that semester) is less than 70%, a NC (No Credit) will be entered for the overall course score and no subdiscipline scores will be reported initially. The student will be referred to the SPC. A decision on whether a remediation will be allowed will be based on a review of the student's entire academic record. If the remediations are allowed and passed, the above grading policy will be followed. If the remediations are not allowed, the NC grade for the course will be replaced by a U and no subdiscipline scores will be recorded.

- **Course score less than 70%**

If, at the end of the semester, the overall course score is less than 70%, a U will be reported for the course score and no subdiscipline scores will be reported. The student will be referred to the SPC. A decision of whether a remediation will be allowed will be based on a review of the student's entire academic record. If the course is subsequently remediated, a U/P will be recorded for the course and a 70% will be calculated into the grade point average. Remediated subdisciplines will be recorded as P, and actual percentages earned will be recorded for subdisciplines passed on the first attempt.

Should a decision be reached that the student will be allowed to repeat the course, both the original grade and the new grade will be recorded on the transcript.

Dismissal from the College

The College may require dismissal at any time it deems necessary to safeguard its standards of scholarship, conduct and orderly operation. It should be clearly understood that TUC, after due consideration and process, reserves the right to require the dismissal of any student at any time before graduation if circumstances of a legal, moral, behavioral, ethical, health or academic nature justify such an action. The academic reasons for dismissal include but are not limited to the following:

1. A student's cumulative curriculum weighted average for any one academic year is less than 70%.
2. A student who earns a failing grade in a repeated course or repeated clinical clerkship.
3. A student who fails a re-examination under a remediation plan.
4. A student who fails two clinical clerkships.

5. A student who exceeds the limit for completion of the prescribed curriculum as defined by the program.
6. A student who does not remedy a failed grade(s) within one calendar year of the issuance of the failed grade.
7. A student who fails to pass COMLEX 1, 2 CE, or 2 PE within the maximum allowable number of attempts.
8. A student has not demonstrated continued academic and professional growth and achievement.

Decisions regarding dismissal are made on an individual basis after considering all pertinent circumstances and extenuating circumstances relating to the case. The Student Promotion Committee recommends dismissal to the Dean. The Dean issues a letter of decision to the student.

Academic Appeal Process

Following notification (traceable letter delivery) of a decision for dismissal, a student may wish to appeal the decision. He or she has (7) working days within which to submit a formal written appeal of the decision to the Dean. 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.

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

1. Bias of one or more of the members of the Student Promotion Committee.
2. New, material, documentable information not available to the committee at the time of its initial decision.
3. Procedural error.

The Dean may choose any of the following options when an appeal to dismiss a student is under consideration:

1. Concur with recommendation of the Student Promotion Committee and the decision to dismiss.
2. Amend the recommendation of the Student Promotion Committee.
3. 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 will be required to notify the student in writing of the decision. While the appeal is pending, the status of the student will not be altered.

Graduation Requirements - TUCOM

A student will be recommended for the degree of Doctor of Osteopathic Medicine provided the candidate:

1. Has completed at least four years in an accredited osteopathic college or its equivalent.
2. Has been enrolled in the Touro University College of Osteopathic Medicine during the final two academic years.
3. Is not on probation, has completed all prescribed academic requirements, has a cumulative curriculum weighted average of 70% or higher, has no outstanding grade which is incomplete, and has a passing grade for all clinical rotations. For eight-week rotations, a passing grade must be received for each four-week block.
4. Has taken and passed all components of COMLEX 1 and COMLEX 2. The only exception would be a suspension of the requirements by the Council on Osteopathic College Accreditation (COCA) of the AOA.
5. Has performed and behaved in a manner which is ethical, professional, and consistent with the practice of Osteopathic Medicine.
6. Has complied with all the legal and financial requirements of Touro University – California.
7. Has completed the academic requirements within six years following matriculation. (excluding approved leaves of absence).

Participation in Graduation Ceremonies

Students who have met all graduation requirements are expected, as part of their duty as a professional, to participate in graduation ceremonies.

A student who has not met all graduation requirements as of June 1, but is in good academic standing and is anticipated to complete all requirements by December 31, will be permitted to participate in graduation ceremonies with his/her class. However, participation does not signify that a degree has or will be granted and a diploma will not be released until all requirements have been met. A student who elects to participate in ceremonies but who has not completed all graduation requirements will be required to sign a document indicating understanding of this policy and agreeing not to represent himself/herself as having graduated until the diploma has been released.

Release of Diplomas

Students who have met all graduation requirements as determined by audit of records will have diplomas sent to the permanent address on file with the Registrar within one week of graduation. The audit consists of the following four phases; completion is indicated on the “Authorization to Release Diploma” form and is initiated by the Registrar:

1. Application for graduation by the student and audit of progress toward graduation requirements by the Office of the Registrar;
2. Audit of records in the Office of the Bursar, indicating that all tuition, fees and fines (if any) are paid;
3. Confirmation by the Office of Financial Aid that the Exit Interview is complete, and
4. Review of records and final approval to release the diploma indicated by the signature of the Dean or Dean’s designee (Assistant Dean, Associate Dean, or Program Director).

Student Academic Integrity and Ethics

Responsibility of the Administration & Faculty

The administration should provide physical settings and examination format that minimizes academic misconduct. Crowded examination conditions should be avoided and alternate seating should be provided during examinations when possible. In addition, the administration should appoint adjudication committees consisting of faculty and students to deal promptly and with procedural fairness with cases of alleged academic dishonesty. The faculty should clearly inform students of grading requirements and performance expectations for each assignment as well as use examination formats that discourage academic misconduct.

Responsibility of the Student

To be honest, act fairly towards others, take group and individual responsibility for honorable behavior and know what constitutes academic dishonesty.

Code of Conduct/Professional Promise

Students are expected to emulate the legal, moral and ethical standards expected of professionals in their respective areas and display behavior which is consistent with these qualities. Professionalism and professional ethics are terms that signify certain scholastic, interpersonal and behavioral expectations. Among the characteristics included in this context are the knowledge, competence, demeanor, attitude, appearance, mannerisms,

integrity, morals, etc. displayed by the students to teachers, peers, patients and colleagues in the other health care and educational settings.

Code of Professional Ethics for Faculty - TUCOM

From the American Osteopathic Association Code of Ethics

1. The physician shall keep in confidence whatever she/he may learn about a patient in the discharge of professional duties. The physician shall divulge information only when required by law or when authorized by the patient.
2. The physician shall give a candid account of the patient's condition to the patient or to those responsible for the patient's care.
3. A physician-patient relationship must be founded on mutual trust, cooperation, and respect. The patient, therefore, must have complete freedom to choose her/his physician. The physician must have complete freedom to choose patients whom she/he will serve. However, the physician should not refuse to accept patients because of the patient's race, creed, color, sex, national origin or disability. In emergencies, a physician should make her/his services available.
4. A physician is never justified in abandoning a patient. The physician shall give due notice to a patient or to those responsible for the patient's care when she/he withdraws from the case so that another physician may be engaged.
5. A physician shall practice in accordance with the body of systematized and scientific knowledge related to the healing arts. A physician shall maintain competence in such systematized and scientific knowledge through study and clinical applications.
6. The osteopathic medical profession has an obligation to society to maintain its high standards and, therefore, to continuously regulate itself. A substantial part of such regulation is due to the efforts and influence of the recognized local, state and national associations representing the osteopathic medical profession. A physician should maintain membership in and actively support such associations and abide by their rules and regulations.
7. Under the law a physician may advertise, but no physician shall advertise or solicit patients directly or indirectly through the use of matters or activities, which are false or misleading.
8. A physician shall not hold forth or indicate possession of any degree recognized as the basis for licensure to practice the healing arts unless he is actually licensed on the basis of that degree in the state in which she/he practices. A physician shall designate her/his osteopathic school of practice in all professional uses of her/his name. Indications of specialty practice, membership in professional societies, and related matters shall be governed by rules promulgated by the American Osteopathic Association.

9. A physician should not hesitate to seek consultation whenever she/he believes it advisable for the care of the patient.
10. In any dispute between or among physicians involving ethical or organizational matters, the matter in controversy should first be referred to the appropriate arbitrating bodies of the profession.
11. In any dispute between or among physicians regarding the diagnosis and treatment of a patient, the attending physician has the responsibility for final decisions, consistent with any applicable osteopathic hospital rules or regulations.
12. Any fee charged by a physician shall compensate the physician for services actually rendered. There shall be no division of professional fees for referrals of patients.
13. A physician shall respect the law. When necessary a physician shall attempt to help to formulate the law by all proper means in order to improve patient care and public health.
14. In addition to adhering to the foregoing ethical standards, a physician shall recognize a responsibility to participate in community activities and services.
15. It is considered sexual misconduct for a physician to have sexual contact with any current patient whom the physician has interviewed and/or upon whom a medical or surgical procedure has been performed.
16. Sexual harassment by a physician is considered unethical. Sexual harassment is defined as physical or verbal intimation of a sexual nature involving a colleague or subordinate in the workplace or academic setting, when such conduct creates an unreasonable, intimidating, hostile or offensive workplace or academic setting.
17. From time to time, industry may provide some physicians with gifts as an inducement to use their products or services. Members who use these products and services as a result of these gifts, rather than simply for the betterment of their patients and the improvement of the care rendered in their practices, shall be considered to have acted in an unethical manner.
18. A physician shall not intentionally misrepresent himself/herself or his/her research work in any way.
19. When participating in research, a physician shall follow the current laws, regulations and standards of the United States or, if the research is conducted outside the United States, the laws, regulations and standards applicable to research in the nation where the research is conducted. This standard shall apply for physician involvement in research at any level and degree of responsibility, including, but not limited to, research, design, funding, participation either as examining and/or treating provider, supervision of other staff in their research, analysis of data and publication of results in any form for any purpose.

Student Academic Ethics: A Guide to Academic Honesty

What is Academic Dishonesty?

Academic dishonesty is intentional cheating, fabrication or plagiarism. It is also knowingly helping or attempting to help others be dishonest. Academic dishonesty lowers scholastic quality and defrauds those who will eventually depend upon your knowledge and integrity.

Cheating

Definition:

Intentionally copying from another student's work or accepting assistance from other students, using or attempting to use unauthorized materials, information, or study aids during any academic exercise unless permitted by the instructor.

Clarification:

1. Students completing any examination should assume that external aids (for example, books, notes, conversation with others) are prohibited unless specifically allowed by the instructor.
2. Students are responsible for maintaining an appropriate demeanor and a decorum during examinations (for example: no talking; no hats; eyes on your own paper; placing books, notes, study aids, coats and personal possessions well away from your seat).
3. Students may not have others conduct research or prepare work for them without advance authorization from the instructor. This includes, but is not limited to, the services of commercial companies.
4. Major portions of the same academic work may not be submitted more than once for credit or honors, without authorization.

A proctor who observes students cheating should record their names, inform them that disciplinary proceedings will be initiated and report them to the Associate Dean of Student Services (see appendix B). Students cannot be prevented from completing an examination simply based on the suspicion of cheating.

Fabrication

Definition:

Intentionally falsifying or inventing any information or citation in any academic exercise.

Clarification:

1. "Invented" information may not be used in any laboratory experiment or academic exercise. It would be improper, for example to analyze one sample in an experiment and "invent" data based on that single experiment for several more required analyses.
2. One should acknowledge the actual source from which cited information was obtained. For example, a student should not take a quotation from a book review and then indicate that the quotation was obtained from the book itself.
3. Students must not change and resubmit previous academic work without prior permission from the instructor.

Plagiarism

Definition:

Intentionally or knowingly representing the words or ideas of another person as one's own in any academic exercise.

Clarification:

1. Direct Quotation – Every direct quotation must be identified by quotation marks or appropriate indentation and must be cited in a footnote or endnote.
2. Paraphrase – Prompt acknowledgment is required when material from another source is paraphrased or summarized in whole or in part, in one's own words. To acknowledge a paraphrase properly, one might state, "to paraphrase Locke's comment..." Then conclude with a footnote or endnote identifying the exact reference.
3. Borrowed facts – Information gained in reading or research which is not common knowledge among students in the course must be acknowledged. Examples of common knowledge include the names of leaders of prominent nations, basic scientific laws, etc. Materials which add only to a general understanding of the subject may be acknowledged in the bibliography and need not be footnoted or endnoted.

One footnote or endnote is usually enough to acknowledge indebtedness when a number of connected sentences are drawn from one source. When direct quotations are used, however, quotation marks must be inserted and acknowledgment made. Similarly, when a passage is paraphrased, acknowledgment is required. Please consult with the instructor for further information about plagiarism.

Facilitating Academic Dishonesty

Definition:

Intentionally or knowingly helping or attempting to help another commit an act of academic dishonesty.

Clarification:

A student must not knowingly allow another student to copy from his or her work during any academic exercise. This includes, among other things, examinations, videotapes, audiotapes, laboratory experiments and term papers.

Student Discipline Procedures

See Appendix B Bylaws and regulations of the code of responsibilities and rights of the students of Touro University.

SECTION VI UNIVERSITY COMPUTER SERVICES

The Information Technology (IT) Department is responsible for all computing services, on-campus telephone services, supporting the University's website, Blackboard, and audio-visual and print services. Students benefit, directly and indirectly, from the work of the IT Department in a variety of ways.

Upon admittance to the University, students are issued an email account and subscribed to a group list for their class. University faculty, staff and administrators participate in the various conversations on the class group list, along with the incoming students. By the time students arrive on campus, they have had the opportunity to introduce themselves to each other as well as to pose questions and air concerns in a public forum. The group lists remain a significant means of communication throughout the students' enrollment at TUC and as alumni.

Once arriving on campus, students are issued a network login which gives them access to the University's computer network and to the campus wireless access system. There are two computer labs, offering students approximately 40 workstations on which they may use productivity software, browse the Internet, access course-specific files and use software that complements the curriculum. Each computer lab has printing and scanning capability for student use. Each student also has a private file storage area on the University servers that he/she may access from any computer lab workstation. All students may access specifically tagged files from off-campus so that class presentations, group and individual projects in process and other data files may be retrieved from home.

Upon their arrival, students are also issued Blackboard accounts. Blackboard enhances on-campus class and lab instruction, and is also an important element of the curriculum during the clerkship years when the student is off-campus on rotation. Blackboard is also increasingly used as a part of the social and student life aspects of the student experience. Clubs, committees and other special interest groups may request a section of Blackboard be set aside for communication and collaboration among their membership.

The University's website is another significant means of communication, both with the outside world and with the on-campus community. Student clubs and organizations are

posted to the website, as well as weekly class schedules, assignments and other course-related information.

SECTION VII DISABILITY SERVICES

TUC is committed to providing reasonable accommodations to students with documented disabilities. Policies and procedures must 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.

Disabled students' rights 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 TU-C to insure that no qualified student with a disability is excluded from participation in or subjected to discrimination in, any University program, activity, or event.

If a student feels he or she has been discriminated against because of a disability by another student or by University personnel, he or she has the right to request an investigation into such a matter through the stated grievance policies and procedures stated in Appendix B of this Handbook.

TUCOM has developed a set of technical standards that are stated for all applicants to the program, as follows:

Technical Standards for Admission

Every applicant who seeks admission to TUCOM is expected to possess those intellectual, ethical, physical, and emotional capabilities required to undertake all essential elements of the curriculum and achieve the levels of competence required by the faculty. Once enrolled in TUCOM each candidate for the D.O. degree must be able, quickly, and accurately, to integrate all information received, perform in a reasonably independent manner, and demonstrate the ability to learn, integrate, analyze and synthesize information and data. TUCOM will make every effort to provide reasonable accommodations for physically challenged students, however in doing so, TUCOM must maintain the integrity of its curriculum and preserve those elements deemed essential to the acquisition of knowledge in all areas of osteopathic medicine, including the demonstration of basic skills requisite for the practice of osteopathic medicine.

Accordingly, TUCOM requires each student to meet certain technical requirements.

Observation: Candidates and students must be able to observe demonstrations, experiments, and laboratory exercises in the basic sciences. They must be able to observe a patient accurately at a distance and close at hand.

Communication: Candidates and students must be able to elicit information, examine patients, describe changes in mood, activity, and posture, and perceive non-verbal

communication. They must also be able to communicate effectively and efficiently in oral and written form with all members of the health care team.

Motor Function: Candidate and students must have sufficient motor function to execute movements reasonably required to provide general care and emergency treatment to patients. Examples of emergency treatment reasonably required of physicians are cardiopulmonary resuscitation, administration of intravenous medication, and the application of pressure to stop bleeding, the opening of obstructed airways, and the suturing of simple wounds. Such actions require coordination of both gross and fine muscular movements, equilibrium and functional use of the senses to touch and vision.

Sensory: Osteopathic medical candidates and students must have intact sensory skills, including tactile and proprioceptive abilities.

Strength and Mobility: Osteopathic manipulative medical treatment often requires sufficient upper extremity and body strength. Mobility to attend to emergencies and to perform such maneuvers as CPR is also required.

Visual Integration: Consistent with ability to assess asymmetry, range of motion, and tissue color and texture changes, it is essential for the candidate to have adequate visual capabilities for the integration of evaluation and treatment of the patient.

Intellectual, Conceptual, Integrative, and Quantitative Abilities: The candidate must be able to demonstrate ability in measurement, calculation, reasoning, comparison and contrast, analysis and synthesis, and problem solving. Candidates and students must demonstrate ability to comprehend three-dimensional relationships, and to understand spatial relationships of structures.

Behavioral and Social Abilities: Candidates and students must possess the emotional health required for full utilization of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive relationships with patients and co-workers. Candidates and students must be able to tolerate physically and mentally taxing workloads, adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in treating the problems of patients. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are personal qualities that will be assessed during the admissions and education process.

Participation in Osteopathic Manipulative Medicine Laboratories: Active participation in Osteopathic Manipulative Medicine Laboratories is an admission, matriculation, and graduation requirement. The development of manipulative medicine palpatory skills is taught in the first and second year osteopathic courses. This learning requires active participation in all laboratory sessions. During the first two years, each student will palpate, in the laboratory setting, a variety of people representing both genders and individuals with different body types to simulate the diversity of patients expected in a practice setting. Being palpated by other students and faculty helps the student appreciate how palpation feels from the patients' perspective, and enables students to provide

feedback to their laboratory partners, thus, enhancing their palpatory skills. Reading and observation, although helpful, do not develop the skills required to perform palpatory diagnosis and manipulative treatment. Each student is required to actively participate in all skills development laboratory sessions.

Occasionally, a student may have a physical problem, which may contraindicate a specific type of manipulation in a specific anatomical location. A student who feels manipulation might be contraindicated is required to contact the head of the OMM Department before the beginning of the course and present documentation of the problem. A member of the OMM faculty, or a consultant at the student's expense, will examine the student during the first week of school. If the problem is confirmed through the examination and review of documentation, special arrangements will be authorized. The student is expected to actively participate in all laboratory sessions not directly affected by the problem.

Rights and Responsibilities of the University

Rights

- The right of the university to set and maintain standards for admitting and evaluating the progress of students.
- The right of the faculty to establish, maintain and monitor standards of academic performance and to develop and assess content domains.
- The right to establish technical standards for admission of students into TUC programs.
- The right to request current documentation from a student completed by an appropriate professional source to verify the need for reasonable accommodations, academic adjustments, and/or auxiliary aids.
- The right to consult with the student, discuss a student's need for reasonable accommodations, academic adjustments, and/or auxiliary aids in consultation with students with disabilities.
- The right to deny a request for accommodations, academic adjustments, and/or auxiliary aids if the documentation fails to verify the need for the requested services, or the documentation is not provided in a timely manner.
- The right to refuse to provide or modify an accommodation, adjustment, and/or auxiliary aids that is inappropriate or unreasonable including any that:
 - pose 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 undue financial or administrative burden on the university.

Responsibilities

- The responsibility to ensure that University courses, programs, services, job, activities and facilities when viewed in their entirety, are offered in the most integrated and appropriate settings possible.
- The responsibility to provide information regarding policies and procedures to students with disabilities and assure its availability in accessible formats upon request.
- The responsibility to evaluate students on their abilities, not their disabilities.
- The responsibility to provide a student with reasonable and appropriate accommodations, academic adjustments, and/or auxiliary aids following a timely request.
- The responsibility to maintain appropriate confidentiality of records and communication concerning students with disabilities except where disclosure is required by law or authorized by the student.

Rights and Responsibilities of Students

Rights

- The right of the student with a disability to be included on the basis of criteria that does not unfairly discriminate because of the disability.
- The right of equal access to courses, rotations, programs, services, jobs, activities and facilities available through the university.
- The right of reasonable and appropriate accommodations, academic adjustments, and/or auxiliary aids determined on a case-by-case basis.
- The right of appropriate confidentiality of all information pertaining to his/her disability with the choice of whom to disclose their disability to except as required by law.
- The right of information reasonably available in accessible formats.

Responsibilities

- The responsibility to meet the University's qualifications and technical, academic and institutional standards as any other student.

- The responsibility to identify themselves in a timely manner as an individual with a disability when seeking an accommodation.
- The responsibility to provide documentation from an appropriate professional source that verifies the nature of the disability, functional limitations and the need for specific accommodations.
- The responsibility to follow specific procedures for obtaining reasonable and appropriate accommodations, academic adjustments and/or auxiliary aids.
- The responsibility to advocate for their own individual needs and to seek information, counsel, and assistance as necessary, and within reason, to be effective self advocates.

Rights and Responsibilities of the Faculty

Rights

- The right to identify and establish the abilities, skills, and knowledge that are fundamental to academic programs/courses and to evaluate each student's performance against 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.

Responsibilities

- The responsibility to make reasonable modifications for a student with a disability with respect to the adaptation of the manner in which specific courses are conducted.
- The responsibility to select and administer tests used to evaluate students so as to best ensure that test results accurately reflect aptitudes or competencies and do not discriminate against a student with a disability. Tests designed to measure specific skills related to fundamental standards are allowable even when those skills are impacted by the disability.
- The responsibility to evaluate students in a non-discriminatory manner.

Procedures

The following procedures and information serve as guide for students seeking special accommodations for disabilities.

Procedures and Information Regarding Requests for 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 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 Associate Dean of Student Services. An application for accommodation of a disability can be filled out in this office.

Although students can apply for accommodations at any time during their academic program, it is strongly advised that if you are seeking accommodations, you have the following paperwork and documentation on file in the Office of Student Services prior to your request.

1. Students must fill out the Request for Accommodations of Disability Application (RADA) prior to consideration of such requests. To expedite the process, students are encouraged to have this form prior to their meeting with the Associate Dean of Student Services. The form is available in the Office of Student Services.
2. Documentation is required from a physician, clinical psychologist or other certified individual and a report must be on file in the Office of Student Services before any accommodation can be granted. It is the student's responsibility to make sure that all required documentation is forwarded to the Office of Student Services. Documentation should include:
 - a. A cover letter from the physician, clinical psychologist or other certified individual.
 - b. Appropriate and thorough diagnostic test results. Summarization of results, while helpful, by itself is not considered satisfactory. The report should also a) clearly diagnose the disability, b) report the severity of the disability, c) offer implications of the disability for the students' program

of study, and d) include a summary of what accommodations are needed to assist in overcoming the disability.

- c. Test results must be within the last five years prior to the request.

Accommodations

The following is a list of accommodations that may be provided for, 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
- other accommodations will be considered as presented.

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 Psychoeducational Batter-Revised or other comprehensive, psychoeducation 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.

Process to determine reasonable accommodation:

It is the responsibility of the Associate Dean of Student Services to review the documentation and assess whether the accommodation is reasonable. Decisions shall be rendered in ten (10) business days and based on the following criteria:

- Has the student provided appropriate documentation that he/she has a disability?
- Was the request submitted according to the procedures stated above?
- Is the request reasonable within the student's required program of study? A reasonable request should not fundamentally alter the student's program of study.
- Does the request for accommodation interfere with a required component of the students' academic program or lower essential academic standards?
- Without this accommodation, would the student still be able to effectively learn the required material?

It is the responsibility of the Associate Dean of Student Services to discuss with the student how he/she can communicate to faculty and facilitate initiation of requested accommodations. If the requested accommodation meets approved criteria, the Associate Dean of Student Services will request the accommodation, in writing, to the Department Chair or Program Director in charge of the course or courses within which an accommodation is or accommodations are being requested. The Associate Dean of Student Services 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 Student Services will send the letter of request for accommodation every academic 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 Student Services to the Department Chair or Program Director, it is the student's responsibility to arrange the approved accommodations with course instructors. Students must do this prior to having the accommodation made available.

It is the student's responsibility to approach the specific instructor of the class in which he/she requests to be accommodated and discuss what works best for him/her, 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 special accommodations for other courses within their program of study. The wording provided in the written letter from the Associate Dean of Student Services 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 Associate Dean of Student Services. It is the responsibility of the Associate Dean of Student Services 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 stated grievance policies and procedure in Appendix B of this Handbook.

Students who are in need of testing or who need to provide current documentation should meet with the Associate Dean of Student Services. Information on testing and testing locations can be obtained through this office. Costs of testing and assessments are the responsibility of the student.

If students have gone through the proper procedures and the request is denied, they may request an appeal from the Committee on Disabilities which is an ad-hoc committee that will be established by the Office of Student Services. The request for appeal must be made in writing within 30 days of notice of receiving the initial decision "to deny." The decision of the Committee shall be rendered in ten (10) business days and will be considered final.

Access to these records is restricted. If the accommodating departments (s), instructors(s), wish to view a copy of the student assessment, they may do so only with the express written consent of the student and must show reason why they wish to view the assessment. Copies of the detailed assessment are maintained in a confidential file in the Office of Student Services and may only be viewed by this office and individuals that the student has identified.

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 under the ADA for these examinations will be determined by the respective governing body or institution and may be different from requirements established by TU-C.

Glossary of Terms Related to Disabilities

Disability: A physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment. (28 CRC Part 26 page 35698)

Major Life Activity: Examples are caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

Impairment: Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological;

musculoskeletal; special sense organs (which would include speech organs that are not respiratory such as vocal cords, soft palate, tongue, etc.); respiratory, including speech organs; cardiovascular; reproductive; digestive; genitourinary; hematologic and lymphatic; dermatologic; and endocrine.

SECTION VIII INSTITUTIONAL POLICIES

Smoking

Smoking is not permitted inside any campus building, in any of our health care facilities where patient care is delivered or inside University vehicles. The University recognizes the health, safety and 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 and to comply with California state law regarding smoking indoors. 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. Smokers are required to dispose of all cigarette butts in a safe manner.

Drugs, Alcohol, Firearms & 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 Student Services may alcoholic beverages be served at an on-campus student party (see "Student-Sponsored Events").

No firearms, ammunition, explosive devices or 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.

Drug-Free Workplace & Substance Abuse Policy & Procedures

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.

These policies and procedures apply to all students of Touro University at all facilities operated by the affiliated entities and any student enrolled at another academic institution rotating in a clinical service on the premises of a facility operated by Touro University. 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 probable expulsion in accordance with this policy.

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 at the Office of the Associate Dean of Student Services. 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".

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 and/or use of sexually abusive language (including remarks about a person's clothing, body or bodily movement or sexual activities).

Any member of the University community must report such harassment to the appropriate Program Director, Associate Dean or other member of the TU-C administration.

HIV/AIDS

Information about and copies of the institutional policy guidelines concerning HIV (Human Immune Deficiency Virus)/AIDS (Acquired Immune Deficiency Syndrome) are available upon request from the Office of Student Services.

Impairment of Life Safety Devices/Systems

Destruction of or tampering with campus life safety systems or devices are prohibited. Any student found responsible for such acts is subject to disciplinary action, fines and/or costs to repair damaged systems or devices.

Eating and Drinking In Classrooms/Laboratories

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

Parking

Parking on campus is free. Students are required to obtain a parking decal from the Office of Student Services to park on campus.

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.

Lockers

Upon matriculation, students may be issued lockers for personal use while enrolled at the University. No fee is charged for use of the lockers. Students must provide their own locks. Contact the Office of Student Services for locker assignment.

Lost & Found

The Facilities Office, located in Wilderman Hall, and the University Library maintain Lost and Found Services for the University. Lost articles may be claimed from these locations during regular business hours. 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.

APPENDIX A: CODE OF RESPONSIBILITIES AND RIGHTS OF THE STUDENTS OF TOURO UNIVERSITY – CALIFORNIA (TUC)

The primary purpose of Touro University is the education of osteopathic physicians, pharmacists, 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 TUC. 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 TUC. These general policies are subject to the bylaws and faculty policies of TUC.

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.

The "university" refers to Touro University. The term includes the physical plant, the total educational program, students, faculty, employees, officers and trustees.

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.

The "faculty" constitutes those individuals appointed to the faculty by the President of the University.

A "student organization" is any group of students given recognition by the Student Government Association (SGA) administration.

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.

"Student affairs" includes areas of student interest and involvement through which their academic, social and professional goals can be achieved.

"University affairs" are the academic, business, administrative, professional and public relations activities of the University.

"University programs" are those academic programs established by Touro University for osteopathic medicine, pharmacy, allied health, and teacher education.

"Academic freedom" is the right of faculty and students to study, discuss, investigate and function within the educational process.

"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 TUC 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.

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.

f. 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.

g. To initiate a grievance procedure as per the Bylaws of the Code of Responsibilities and Rights of the Students (Appendix B).

h. To have due process when charged with any academic, social, personal or professional misconduct.

i. To elect representatives to the "SGA" and to elect officers of their respective class and student organizations.

Sanctions

A student who is found to have engaged in improper conduct as defined in the Code of Student Responsibilities and Rights of Students and accompanying Bylaws and Regulations shall be subject to disciplinary action by the university. University actions may include but are not limited to: reprimand, monetary fines, probation, suspension or dismissal.

Amendment of This Code

Amendment of this code may be made by recommendation of the TUC CEO to the University President and Board of Trustees.

APPENDIX B: TOURO UNIVERSITY CALIFORNIA BYLAWS AND REGULATIONS OF THE CODE OF RESPONSIBILITIES AND RIGHTS OF THE STUDENTS OF TOURO UNIVERSITY

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 Services 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 Services 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 in 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
- 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 Services. The Associate Dean of Student Services 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 Services 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 Services 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 Services will render a decision within five (5) school days, in writing, of the

disposition of the violation and, if applicable, inform the student of the disciplinary action.

3. Should a student accept the decision of the Associate Dean of Student Services the disciplinary action will be effective immediately.
4. If the student does not accept the decision of the Associate Dean of Student Services, 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 the 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 Services.
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 his/her right to attend Touro University, the student may be temporarily suspended from the college on recommendation of the Associate Dean of Student Services. Any temporary suspension may 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 Services.
5. The Associate Dean of Student Services 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 hearings 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 study all information which he/she chooses to submit.
- f. At the completion of all discussion, the complainant and the student 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 Services 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. 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.
 - f. 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 President 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 President the basis for the appeal. All facts necessary to substantiate the appeal must be included within the request for appeal.
13. The President 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 President 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 Services 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 President shall be notified. At the applicable college Dean's, CEO's, or President'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 Services.
- 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 Educational Records Maintained by Touro University*.

APPENDIX C: GUIDELINES FOR ACCESS TO AND DISCLOSURE OF EDUCATIONAL RECORDS MAINTAINED BY TOURO UNIVERSITY

In accordance with the Family Education Rights and Privacy Act of 1974, 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.

I. Definitions

As used herein:

1. "University" means Touro University
2. "Directory information" includes the following information relating to a student: The student's name, address (permanent and present), telephone number, date and place of birth, undergraduate institution attended and degree, registration number, class level, marital status, home state, dates of attendance, degrees and awards received, the most recent previous educational institution attended 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 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 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, 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 shall maintain 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, 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 Associate Dean of Student Services.
- b. Security of all records shall be the responsibility of the Registrar, excepting those above-mentioned files which are the responsibility of the Associate Dean of Student Services.
- 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 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. A student desiring to inspect and review his/her records shall submit a written 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 faculty who has no direct interest in the outcome of the hearing, one administrator of the university (appointed by the CEO 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, including an attorney.
- 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.
 - 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.

- 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.

- 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.

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 student handbook or school catalog, or posted on bulletin boards at the university, or any other means reasonably likely to inform students of the aforesaid rights.