

# College of Osteopathic Medicine

## 2016 - 2017 Student Handbook

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**TOURO UNIVERSITY**  
C A L I F O R N I A

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## DISCLAIMER

The Student Handbook contains policies and requirements which govern academic performance and student conduct. These policies are unique to Touro University California College of Osteopathic Medicine (TUCOM), 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 TUCOM 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 Student Handbook contains only general guidelines and information. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the policies and procedures of Touro. Some of the subjects described in this Handbook are covered in detail in the Touro University California Student Catalog and other official policy and procedure documents. You should refer to these documents for specific information, since this Handbook only refers to those policies. For that reason, if you have any questions concerning a particular policy or procedure, you should address your specific questions to the Office of Student Affairs. Please note that the terms of the full official policies are controlling in the case of any inconsistency.

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

This Handbook is written for informational purposes only and may contain errors. The policies, procedures and practices described herein may be modified, supplemented or discontinued in whole or in part, at any time with or without notice. However we will attempt to inform you of any changes as they occur. However, it is your responsibility to keep current on all College policies, procedures and practices. It is your responsibility to review College policies and procedures in detail and to request any clarification needed from the Office of Student Affairs. Violation of College policies or procedures may result in disciplinary action, including dismissal from the program. Action may be taken against a student notwithstanding their failure to appear or otherwise participate in disciplinary or grievance proceeding.

The Touro University and College System Academic Integrity Policy, the Student Code of Rights and Responsibilities, the Student Code of Conduct and the TUCOM Code of Ethics all express Touro University California's value of students conducting themselves in ethical and appropriate manners as scholars and as student doctors. Student doctors are held to the highest standards and violations of these policies are

first resolved with the student and the TUCOM administrative procedures. As the student's academic program standing is the primary university standing, most issues are resolved through processes outlined in the TUCOM student handbook. Where the student handbook is silent on an issue or unclear to the proper process the TUCOM student and administrators will work with the university administrators to resolve the issue(s) using the processes outline the TUCS policies.

Students are required to investigate for themselves as to whether the program they enroll in meets their personal, educational and career needs. While students may expend significant sums associated with higher education, successful completion of a course, program, or degree is dependent on many factors. The payment of tuition entitles a student to register and matriculate in the courses and programs available and offered by the Touro School or program in which the student is enrolled. Except as noted in the paragraph below, no contract rights exist or are established in the student-educational institution setting. To this end, Touro disclaims any liability for promises, assurances, representations, warranties, or other statements made in its marketing or promotional materials, and makes absolutely no promises, assurances, representations, guarantees, warranties or other statements concerning our courses and programs and a student's academic success in them. Thus, Touro further disclaims any liability in tort as well as contract in connection with any of the foregoing. In order for a degree to be earned, the required grades and grade point averages must be achieved and maintained, and all other requirements of the school and program must be fulfilled.

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

## SECTION I: TOURO UNIVERSITY CALIFORNIA

### 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.

The Touro College and University System has long been interested in medical education. In 1983, Touro established the Center for Biomedical Education, a cooperative program leading to an M.D. from the Technion-Israel Institute of Technology, Israel's premier school of applied sciences. Success in this and other related programs led Touro founder, Dr. Bernard Lander to explore the possibility of establishing a college of osteopathic medicine. Touro University sought incorporation in the State of California, and in 1997 located a campus in the San Francisco Bay Area. The campus was moved to Mare Island, California in 1999. Touro University College of



Osteopathic Medicine (TUCOM) is the Founding College of Touro University California. Touro University California is now composed of three colleges: the College of Osteopathic Medicine (grants the Doctor of Osteopathic Medicine Degree – D.O. and the Master of Science of Medical Health Science); the College of Pharmacy (founded in 2004 grants the Doctor of Pharmacy and the Master of Science of Medical Health Science - Pharmacy Science); the College of Health Sciences (founded in 2003) and the College of Education (founded in 2004) were combined into the College of Education and Health Sciences in 2012, and grants the Master of Science in Physician Assistant Studies-MSPAS; Master of Public Health-MPH; Master’s degree in Teacher Education and provides teacher credentials; and the School of Nursing (founded in 2014) which grants the Masters of Science Nursing.

As 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 provides 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.

## **SECTION II: TOURO UNIVERSITY COLLEGE OF OSTEOPATHIC MEDICINE**

### **Mission of Touro University College of Osteopathic Medicine**

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

### **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 D.O. 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 American Osteopathic Association (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.

From March 30, 2015 through April 3, 2015 TUCOM underwent its seven year COCA accreditation visit at both TUN and our campus. The result of this visit was very positive with many areas noted for their strengths and a commendation received for TUCOM's strong research programs.

## **TUCOM Key Accomplishments and Milestones as of March 2015 AOA-COCA Accreditation**

- For six consecutive years (since 2010) TUCOM-CA has been ranked in top 10-15 nationally for our graduates matching in primary care residencies by U.S. News and World Report.

In 2012 TUCOM-CA was awarded the HERO Award from the California Primary Care Association for being the institution that produces the most primary care clinicians in California.

- The National Center for the Analysis of Healthcare Data (NCAHD) found 48% alumni (650/1363) practice in CA [63% in Primary Care (#1 in state), 7% in rural care (#1 in state) and 27% in underserved areas (#1 in state)].

Metrics indicating the increasing quality/ characteristics of entering students

- The Class of 2018 had the largest percent ever of students from California (82%) and the highest mean MCAT (30.4).
- Student SAAO chapter was one of four nationally to receive the Presidential Accolade Award acknowledging the club's combined impact and promotion of OMM.
- In 2014 TUCOM students rotating in Tanzania and Ethiopia became certified trainers in the Helping Babies Breath program. A total of 120 nurses were trained in Tanzania and 40 nurses and midwives trained in Ethiopia.
- TUCOM has increased its community footprint with the continuing development of the affiliation and partnership with the Solano County Family Health Services Clinic serving over 30,000 local citizens at 3 Federally Qualified Healthcare Centers (FQHC) representing those most in need of health care services in the county.
- TUCOM continues to expand its community involvement with a Student Run Free Clinic which last year had 420 patient visits, 530 preceptor hours, 1300 volunteer hours a 6 community events serving more than 300 clients.
- The People's Garden project which grows healthy foods for those most in need within Solano County was enhanced this year with a Mobile Garden Bus which further broadens its community impact.
- The merger with OPTI-West in 2013 combined TUCOM's OPTI with Western University and Pacific Northwest University increasing the residency programs to 67 with 832 trainees. The merger provides a far greater depth of expertise and raises our ability to remain competitive and continue to grow our GME given the emergence of a single GME accreditation system.

- On November 7, 2014 we celebrated the 10th year anniversary of the Global Health Program which includes six international sites (Tanzania, Ethiopia, Taiwan, Bolivia, Israel, Mexico). Since the inception of the Global Program in 2004:
  - 274 students rotated in experiential learning through summer externship
  - 175 students completed summer a Public Health field study practicum in lower and middle income countries
  - 168 students had global clinical rotation
  - 56 published abstracts by Global health Program by COM students and/or faculty
  - 10 national and regional awards to COM Global Health Program
  - Three 1st & six 2nd place awards in research and outreach and one award in innovative research
  - 3 American Osteopathic Foundation Rossnick Humanitarian Grants
  - In 2014 students in Tanzania and Ethiopia became certified trainers in the Helping Babies Breathe (HBB) program. A total of 114 nurses were trained in the district hospital in Tanzania and 40 nurses and midwives trained in Ethiopia. The HBB training is an evidence-based educational program to teach neonatal resuscitation techniques in resource-limited areas. It is an initiative of the American Academy of Pediatrics (AAP) in collaboration with the World Health Organization (WHO), US Agency for International Development (USAID), Saving Newborn Lives, the National Institute of Child Health and Development, and a number of other global health organizations. To the best of TUCOM's knowledge, it is the first medical school (DO or MD) to train the students so they can train the health workers in their summer community.
  - In 2014-15, 91 COM students (17%) were in the dual DO/MPH program with another 12 in Global Health Pathway certificate

## **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 formal and 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.

## **Student Rights and Responsibilities in Reviewing Standards and 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](http://www.do-online.org) by following 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 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" available online at <https://www.osteopathic.org/inside-aoa/accreditation/COM-accreditation/Documents/com-accreditation-standards-7-1-16.pdf>. These concerns must be in writing, signed and should be addressed to:

Chicago Office – Main Headquarters  
142 E. Ontario St.  
Chicago, IL 60611-2864  
Toll-free phone: (800) 621-1773  
General phone: (312) 202-8000  
Fax: (312) 202-8200  
Website: <http://www.osteopathic.org>

## **Student Academic Grievance Policy**

The COM fosters and encourages active participation of the student body in its academic life by keeping open channels of communication through which students may provide suggestions and recommendations to improve academic services and performance.

Any student or group can present a concern, complaint or grievance about academic quality either informally or formally in writing to a faculty member, or department leadership. If satisfactory resolution is not found, the student or student group may appeal in writing to the Dean of the COM to intervene on his/her/their behalf. If further negotiation still fails to find a satisfactory conclusion to the issue, the student or group can seek further appeal to the University Provost through advocacy from the Associate Dean of Student Affairs in writing.

## **Degree Awarded**

The D.O. is conferred upon graduates of TUCOM who have fulfilled all of the requirements for graduation published elsewhere in this handbook.

## **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, demonstrate the clinical skills and knowledge essential for postgraduate training with an emphasis on primary care, extend osteopathic philosophy, concepts and techniques to the practice of osteopathic medicine, demonstrate the management and care of patients whose conditions of health deviate from normal, demonstrate the use of health education and disease prevention in patient care, demonstrate appropriate use of computer technology in the making of medical decisions and 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 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. TUCOM 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 Education 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.

TUCOM has a defined set of learning outcomes for our educational program. These learning outcomes have been developed by the faculty to reflect the type of graduates Touro College and Touro University strive to educate. These learning outcomes reflect our mission statement and are well aligned with both the learning outcomes of TUC and the professional competencies of AOA-COCA.

TUCOM emphasizes primary care throughout the curriculum. Considering the national shortage of primary care physicians and particularly the shortage in rural areas, TUCOM 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 D.O. Program Student Learning Outcomes**

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

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

For more information about each competency see pages 6-20 of [Osteopathic Core Competencies for Medical Students](#).

## 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 adapt to the ever changing expectations society places on medical education while fulfilling 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.

A primary care physician must be capable of problem solving and develop expertise in diagnosis. In order to achieve these goals, the TUCOM curriculum 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 curriculum includes two principal phases:

### Phase 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.

### Phase 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. (Dr. Still's medical school was the first of any type of school to have an anti-discrimination policy from its inception.)

## **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. 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 that is 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.

## **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), 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) and 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 and Residencies**

Postdoctoral training in an 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 AOA 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: GENERAL ACADEMIC POLICIES

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

### **Satisfactory Academic Progress**

All students, including those receiving federal financial aid must maintain Satisfactory Academic Progress (SAP) according to federal and university standards. Students must review the TUC Student Catalog for further information.

The D.O. is granted to, and conferred upon, candidates who are of good moral character and who have satisfied all requirements as stated in the TUCOM Handbook Section on Graduation Requirements. A minimum of forty-five (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 for up to two years. Approved leaves of absence beyond two separate or consecutive years will be counted towards the six years allowed to complete the program.

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.

### **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. The minimum cumulative grade point average for the COM is 70%.

### **Completion Rate**

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

### **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 Promotions Committee, however, Title IV aid will not be awarded for any additional attempts at that course. Except for TUCOM 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 Time-Frame and Completion Rate**

Due to the serialized nature of TUCOM's 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 TUCOM are expected to complete degree requirements within 150 percent of the typical four (4) full-time equivalent program academic years six (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.

<b>Cumulative Units Required</b>			
<b>Full-Time Academic Year</b>	<b>Anticipated Per-Year Course Completion</b>	<b>Typical 4 Full-Time Equivalent Academic Year Completion Progress</b>	<b>Maximum 6 Full-Time Equivalent Academic Year Completion Progress</b>
1	41.5	41.5	14.0
2	41.5	83.0	41.5
3	72.0	155.0	56.5
4	60.0	215.0	83.0
5			149.0
6			215.0

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 TUCOM's 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. Students in need of help for these types of occurrences should visit the Student Counseling Center. All aspects of mental health care are strictly confidential. For more information, please refer to the Student Counseling Center section of Campus Resources in the University Catalog. 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 TUCOM. Students and faculty work very closely together during the academic program. 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 and second year students twice minimum, usually after block II exams; first year students once in the fall and once in the spring and second year students once in the spring semester.
- The student will fill out an advising form located on the Advising and Professionalism page on the TU website and bring it to their meeting, along with a printout of their latest grade report. 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 submitted to the Office of the Associate Dean for Preclinical Education, who will monitor the advising program, noting if advisors are meeting with students and completing the advising forms.
- Students may change their advisor once. They will need to fill out a change of advisor form located on the Advising and Professionalism page on the TU Website and submit it to the Office of the Associate Dean of Preclinical Education. An email from the student must also be sent indicating their intent to switch advisors. This email must include the old and new advisor, as well as the Associate Dean of Preclinical Education.
- Faculty should notify the Chair of the Professionalism Committee if there are any concerns regarding professionalism in any student by using the Professionalism Report Forms available at <http://com.tu.edu/studentresources/advising.html>.

- The responsibilities of the Chair of the Professionalism Committee 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; and serving as a resource to report pertinent positive or negative professionalism comments on file for all other students who come before the committee.
- Professionalism Report Forms will be made available for anyone on campus 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. TUC will endeavor to assist in this process.

## **Participation of Students in Extracurricular Health-Related Activities**

Community service is a mission-related activity of TUC and of TUCOM and is to be encouraged. However, TUCOM students who wish to participate in health-related extracurricular activities must be properly supervised. Moreover, students must comply with Touro policies regarding participation in official activities when they are scheduled on the Sabbath or on other Jewish holidays that are observed by Touro. Therefore, this policy sets forth guidelines and an approval process for participation in any health-related extracurricular activity.

- Any student or student group that wishes to participate in an extra-curricular health related activity must contact the Office of the Senior Associate Dean, Clinical Dean or Preclinical Dean, to obtain the appropriate paperwork. No activity will be approved unless complete information is provided a minimum of two weeks in advance of the activity.
- The information required will address the following, including but not limited to: nature and scope of the activity; sponsorship and/or faculty advisor; group to be served; place of the activity; clinical oversight, and the date on which the activity is scheduled to occur.
- If the request for TUCOM students to participate in such an activity comes through the Student Services Office, then the Associate Dean for Student Services will direct the student or student group to the Office of the Senior Associate Dean or respective Dean.
- The Senior Associate Dean or respective Dean will review the paperwork and determine whether the activity is appropriately supervised and that the student

is properly covered by liability and malpractice insurance, if necessary. No TUCOM student may participate in a health-related activity without a TUCOM credentialed healthcare provider being present.

- No TUCOM student may participate in any extracurricular activity that has TUCOM sponsorship or that advertises TUCOM in any way, if such an activity is held on the Jewish Sabbath or on any Jewish holiday that is officially observed by TUCOM.
- Participation in activities that are responding to an acute emergency situation may be excluded from the prohibition regarding the Jewish Sabbath and Jewish holidays, but require the approval of the Senior Associate Dean, Dean or designee. The Campus Rabbi should be consulted in a timely fashion.
- No person who is covered by the TUCOM malpractice policy may provide supervision for an extracurricular health-related function that is held on any such day of religious observance, unless it falls under an emergency situation as noted above.

To serve in extracurricular activities, students must not be on probation and show academic performance at or above average at all times. Examples of extracurricular activities include, but are not limited to, serving as officers of any official university club, committee or activity or representing the College in any campus organization or off-campus conferences and events. The SPC will assess and decide whether students must discontinue extracurricular activities, or not. Students who discontinue their extracurricular activities may or may not be reinstated after they improve their academic performance.

## **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 rotations.



## **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

## **Class Rank**

TUCOM does not provide class rankings to students after each block exam or completion of courses or semesters.

## **Audited Courses**

Students who are matriculated in the program and would like or are recommended to sit a course (including lectures, labs or other course related activities) may do so without being registered for that particular course, only by arrangement with the Course Coordinator. A student sitting a course is not permitted to participate in exams or other assessment activities. Certain lecture and lab activities might be designated as not available to unregistered students, and the student may be asked to cease attending the course, at the discretion of the Course Coordinator. The Course Coordinator may drop the student from the course for nonattendance or when the presence of unregistered students may disrupt the space or flow of classes and related activities for registered students. Unregistered attendance to courses by students who are matriculated in TUCOM programs will be subject to approval by the Associate Dean for Preclinical Education. Such approval would be communicated to the Course Coordinator prior to their allowing a student to attend. Persons not matriculated in TUC programs who would like to attend classes at TUC may be allowed to do so only by special arrangement with the Dean of the College of Osteopathic Medicine.

## **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 forty-eight (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.

## Grading Criteria Changes in Syllabi

Course changes may be needed at any time during the course year due to unforeseen circumstances (adding or ceasing an academic activity) or when the academic benefit to the student is deemed by faculty to be greater than the difficulty involved in making such changes. An example would be the need to start or cease an academic activity (e.g., autopsy visits) once a syllabus has been completed and/or a course has started. Two possible grading change alternatives are recommended; one is "makeup work", the other is "reweighting".

"Makeup work": When an ongoing academic activity is cancelled, and only a fraction of the group is able to complete it, makeup work may be assigned commensurate with the missed activities (only for those who missed them) and graded accordingly using the original grading criteria.

"Reweighting": When a current academic activity is cancelled, the grade originally assigned to that activity will be reapportioned equally across grading criteria for those students not able to perform such activity.

When a new academic activity is added to the grading criteria, the grade fraction for the new activity will be apportioned to the overall course or subdiscipline grade for those students who performed such activity.

Course coordinators may use any of these grade change options, a combination of them, or come up with additional alternatives. Once students agree with and have been scored using a given grade method, they will not be allowed to opt for different grading criteria. In all cases, the Course Coordinators will endeavor to benefit the largest portion of the class.

All additions or deletions of academic activities during the progress of a course and all proposed grading criteria changes must be submitted in advance for review and approval by the Curriculum Committee.

Once grading changes are approved, Course Coordinators will include them in a revised syllabus that will be circulated among students and posted in Blackboard.

## Use of Non-Scheduled Quizzes For Course Credit

Inclusion of points from non-scheduled quizzes within the total grade for a course is permitted, with the following stipulations:

- The fact that there will be non-scheduled quizzes for credit must be stated in the course syllabus and made available to the students from the first day of classes.

- The percentage of the total course grade to be derived from non-scheduled quizzes shall be stated in the syllabus either exactly or “not to exceed 5%.”
- No “fatal” questions may be included in the course grading plan, either through non-scheduled or scheduled activities.
- These limitations do not apply to points derived from team based learning exercises or other scheduled activities.

### **Use of References During In-Class Quizzes**

(Announced or unannounced)

Unless otherwise informed, students should assume that all quizzes are closed book/closed notes/closed computers. If the faculty wishes for students to consult references such as books, notes, personal digital assistants (PDAs), computers, or other devices or technologies, an announcement to that effect will be made at the beginning of the quiz.

### **Access to the Gross Anatomy Lab**

Students will have access to the anatomy lab 24 hours a day, 7 days a week, unsupervised. While Lander Hall is closed on the Sabbath and Jewish holidays and after business hours from 8pm till 6:00am, students will still be able to access the anatomy lab after hours by signing in with security (until the implementation of card key access). Importantly, access to cadaveric material for medical education is a privilege. To maintain this privilege, students are expected to follow the rules of the anatomy laboratory at all times. Failure to do so will be viewed as a severe breach of professionalism and sanctions stated in the Code of Conduct/Professional Promise of the 2016-2017 Student Handbook.

The Touro University Gross Anatomy Lab offers a hands-on, interactive learning space for exploring the human body. The bodies available for dissection were donated by individuals who wanted their remains to be used for education and/or research. They should be treated with the utmost respect at all times.

Students must comply with these rules:

- Students should never open the lab to strangers.
- Guests may visit the lab only if approved by an anatomy faculty member.
- Students must always log in their after-hours time in the lab. To do so, they must sign in at the security desk prior to entering the lab and they must sign out when they have finished using the lab.

- For safety, the doors to the anatomy lab must remain closed at all times.
- No cadaveric material should ever be removed from the anatomy lab for any reason. The same goes for anatomical models, computers and other learning resources.
- Cameras, cell phones or other photographic or video equipment are never permitted in the lab unless approved by an anatomy faculty member. No photography or video is ever permitted after hours. Posting online of any photos or video is strictly prohibited.
- Cadavers should be appropriately covered at all times and should be properly wrapped and covered prior to leaving the lab.
- Food or drink should never be brought into the lab.
- Other than a guard stationed at the security desk, students accessing the anatomy lab should know that the building is otherwise closed and unoccupied. In the event of emergency, dial 85804 or 707-638-5804 for security 24 hours a day or dial 9-911 for emergency calls (police, fire, ambulance).

## **Examination Protocol**

### **Examination Schedules**

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

### **Examination Procedures**

The COM uses different computerized off and online exams to assess content and delivery of the curriculum as well as preparation for board examinations. Computerized environments for assessment are subject to frequent updating by hardware, software and assessment companies. The COM strives to stay abreast of computerized testing requirements.

In the event of computerized testing failures, delays or cancellations due to connectivity, hardware, software or related issues, the COM will allow the student to take or retake the exam under fair and similar circumstances. In no case will the student receive partial or total credit for missed or lost questions due to computerized testing failures.

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 on time for all scheduled examinations.

2. Students are required to download and register ExamSoft software on their personally owned laptops. Instructions are emailed to students once first semester enrollment is verified.
3. In most cases faculty will post computer-based exams at least forty-eight (48) hours before administration to allow students ample time to download prior to exam day.
4. Students are expected to bring their own laptops with appropriate exam downloaded and ready to go on exam day. In case of emergency laptop failure, students are expected to notify the proctor ASAP.
5. On completing the exam, students may only leave the room after presenting their laptop to the proctor to verify successful upload of the exam file.
6. A student cannot be given an examination more than fifteen (15) minutes after the scheduled start time. The finish time for the examination will be as for the students who arrived on time.
7. 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 forty-eight (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.
8. Make-up examinations must be accomplished within seventy-two (72) hours. In the case of an illness or extenuating circumstances, the make-up must be accomplished within seventy-two (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.
9. 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.

10. Scores awarded for after the fact excused absences will be 90% of the raw score achieved in the make-up examination.
11. A second unexcused absence will be reported to the Professionalism Committee for appropriate action.
12. Failure to make up the examination within the specified time period will result in a grade of "Zero" for that examination.
13. If a student fails to appear for an examination, the proctor or Course Coordinator 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 stage or on the floor at the back of the room so as not to impede the aisles or exits. No talking is allowed once an examination starts. For ExamSoft exams, once the password has been revealed, no student may type "Begin" and advance to the first question until instructed to do so by the proctor. No student is permitted to open an exam file without authorization, under any circumstances. Students inadvertently downloading the wrong exam file will be required to present their laptop to the Educational Support Specialist to verify removal of the file. 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, including unauthorized opening of an exam file, is subject to disciplinary action.

Students must seek permission from the faculty/proctor of the exam to leave the room for any reason and may be required to be escorted out. No cell phones or similar technological devices are allowed to exit the room with students at any time.

Hats/caps/hoodies may not be worn during any examination except for the wearing of a headpiece for religious reasons or white noise devices provided by Student Services. 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 suspension of the student from the examination. In such instances, the student will receive a zero for the examination.

### **Examination Challenges**

Following administration of every exam students will have the opportunity to view and submit challenges of examination items in an environment that ensures the security and confidentiality of exam items. In addition, course coordinators or individual faculty members, may determine if learning would be improved by a review and/or re-teaching of some material. They would then offer a session in which the security and confidentiality of exam items is maintained while selected material is reviewed and/or re-taught.

### **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.
- Exam results cannot be released to students until all regularly scheduled exams in the current block or sequence of exams are completed. However, a Course Coordinator may choose to release exam scores prior to completion of make-up exams for any particular course(s).
- The Course Coordinator will post grades within five working days of the examination as scheduled in the block.
- Every effort will be made to have examinations ready for review within three working days of the end of the exam block.
- For Exam Blocks I and II: after examinations are available for review, the student representative has three 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 student course



representative 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 three days of the last regularly scheduled examination. The student course representative will have the following three days in which to present appeals to the Course Coordinator. The Course Coordinator will have three 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 three days of the last regularly scheduled examination. The student course representative will have three days in which to present appeals to the course coordinator, who will then have three 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 and Excused Absences**

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 within one week after returning to campus. 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 courses and/or laboratories may result in the removal of the elective credit from the student's record. Absences from any instructional session for any reason do not relieve the student from responsibility for covered material. Multiple excused or unexcused absences may be viewed as violations

of the Code of Responsibilities and Rights of the Students and may merit a Professionalism Report.

The excused absence request form is located under Resources on the TUCOM website. Students must complete the form and submit to the Preclinical Education Office (via online submission). Once the form is approved by the Associate Dean for Preclinical Education, the student and faculty are emailed on the decision. A database with the absences of every first and second year student for each semester is kept by Preclinical Education and shared with Course Coordinators.

- All excused absence requests should be filed before the date of the absence; no retroactive requests will be considered, with the exception of documented sickness or life emergencies (death in the family, illness, etc.).
- Students must notify instructors about their absence before the date of the absence whenever possible.
- No more than two excused absences per semester will be allowed. Three or more absences will be assessed for remediation or leave of absence by the Associate Dean for Preclinical Education.
- Excused absences for exams require formal documentation of illness or other extreme circumstance; no more than two exams may be excused and made up.
- Students absent for three (3) or more days at a time may get an excused absence only for significant (illness, life emergencies) events that are properly documented.
- Once an excused absence is granted, the student must contact instructors and agree on make-up work.
- Whenever possible, make up work will be given to the student for excused absences, as established in the course syllabus, and will be reflected in the student's final grade. Make-up work for some activities (ECE, labs) may not be possible to arrange and may be substituted for work at the discretion of the course coordinator and approval of the Academic Dean. Depending on the reason for an Excused Absence, Professionalism grade penalties of up to 10% for the made up work will be agreed upon by the respective Course Coordinator or Instructor and the Associate Dean for Preclinical Education.

### **Student Absences to Attend Off-Campus Conference and Events**

TUC 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 for Preclinical Education 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 TUCOM.

## **Objective Structured Clinical Encounter (OSCE) Examinations: Requirements, Make-Up Examinations and Remediation Examinations**

All OSCE examinations are mandatory. Standard procedures apply for reporting absences and for determining whether they are excused or unexcused, as described above.

In the event that an absence is excused, a make-up OSCE will be scheduled and must be taken at a time determined by the College. In the event that the absence is unexcused, a failing grade will be assigned and one opportunity for a remediation examination will be provided, at a time determined by the College.

A student who takes the examination at the originally scheduled time or who has an excused absence and takes a makeup, but fails the examination, will be allowed one opportunity for remediation, at a time determined by 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 (1) student will be funded per presentation. Typically, that will be the first author. Another student author may be funded, with approval of the Associate Dean for Research, if the first author cannot attend.
- Students must be in good academic standing and have average or above average academic performance in subdisciplines and courses in order to apply for support to present research.
- Any individual student will typically be funded for a maximum of one (1) 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 Associate Dean for Research.
- The Associate Dean for Research 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 TUC standard levels for meals, lodging and ground transportation.

### **Leave of Absence**

A leave of absence is defined as a pre-approved leave from TUC 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 nine (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, critical illness or death of an immediate family member and academic reasons requiring interruption of the normal course of study in order to complete remedial work. A student requesting a leave of absence for any reason must adhere to the following general procedure:

1. The student must meet personally with the appropriate Associate or Assistant 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 or designee. The student is responsible for initiating this process, obtaining the required forms and signatures, and providing the completed paperwork to the Registrar.
3. The Associate Dean of Student Services 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 or designee.

No leave of absence is official until appropriate paperwork has been completed and filed with the Registrar. The student is responsible for initiating this process, obtaining the required forms and signatures, and providing the completed paperwork to the Registrar.

Whenever an OMS I, II or III student's matriculation is interrupted for more than four (4) continuous weeks, that student must take an official leave of absence and complete the paperwork as described above. This includes removal from clinical rotations to study for board examinations, if that period exceeds four (4) weeks and/or is exclusive of the allotted four (4) weeks of unassigned time in Year 3. Any rearranging of rotations to make the "off" month unassigned time must be accompanied by an Add/Drop form.

Any extended interruption of coursework or rotations beyond the used vacation will trigger the requirement to complete leave of absence paperwork. OMS IV students are required to take an official Leave of Absence for any period of time that exceeds the allotted twelve (12) weeks of unassigned time in the calendar year preceding July 1 of the graduating year.

A maximum of two (2) leave periods of up to one (1) year each may be allowed. By this policy the maximum amount of time that a student may spend in one (1) or more leave of absence periods is two calendar years. Leave of absence beyond two (2) years may be a cause for academic dismissal. Appeals to dismissal due to a leave of absence that extends the accrued time of leave beyond two (2) years must be made in writing directly to the Dean of TUCOM.

Each week of a student's enrollment must be designated as enrolled or on Leave of Absence, as per the time periods described in this policy. If a student is not participating in the activities of enrollment for the time periods described above, it is the student's responsibility to file the official Leave of Absence Request forms. All leave of absence requests must be filed before the leave date; if a student takes leave but does not submit the required request form in advance, she or he must do so within five (5) business days of commencing the leave, otherwise the student will incur assessment by the Student Promotions Committee (SPC) for a breach of professionalism that may result in dismissal from TUCOM. The same procedures apply to a student whose approved period of leave expires without active enrollment in TUCOM. Students entered into leave of absence are subject to evaluation by the SPC for a formal assessment of academic progress status and recommendations to the Dean for necessary interventions.

Prior to returning to active enrollment from an approved Leave of Absence, the student must submit an official Petition to Return to Classes form. This petition must be approved by the Dean or Dean's designee of the College and the Dean of Students. The approval must precede any active engagement of enrolled activities of TUCOM.

At the beginning and end of every semester, the respective Associate Dean will obtain from the Office of the Registrar an updated list of students on leave of absence and those absent without leave.

The time spent in leaves of absence for up to two years is not counted toward the normal limit of six years that a student has to complete the D.O. program. LOA time beyond two years counts towards the six year statute of limitation. Students on leave of absence must check their TUC health insurance and liability coverage status with the Associate Dean for Student Services.

Students who take Leave of Absence after having completed their preclinical curriculum must keep up their knowledge and clinical skills while they are on LOA. Before returning to the program to resume rotations, students must have taken and passed their COMLEX L1 exam, and keep in communication with the Clinical Education Department to follow up on their LOA requirements below.

- Hold active ACLS/BLS certification. It is the students' responsibility to make sure their ACLS/BLS is still active by the time they return. If their ACLS/BLS will expire before resuming rotations they can retake it with the second year Class on campus during the spring semester or take it elsewhere.
- Be fully compliant with immunizations and physical exams. Students must contact and obtain clearance from Student Health before resuming rotations.
- Participate in Orientation to Clinical Clerkship with the second year Class at the end of the spring semester (incoming third year students).
- Participate in the final spring semester OSCEs with the second year Class (incoming third year students).
- Have an updated background check and mask fitting. Students must contact the CED for guidance.
- Undertake remediation activities if student does not show a level of proficiency in clinical skills. The CED, SPC and faculty involved will establish requirements to be met before resuming rotations.

Provided that the leave of absence 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 LOA and withdrawal policy.

All students approved for leave of absence must:

- Keep in touch with the Student Promotions Committee, the Associate Deans of Preclinical or Clinical Education, their academic advisor and the Associate Dean of Student Services
- Develop a written study plan to follow during the leave of absence period to keep their knowledge and clinical skills up to par

- Upon return from leave of absence, provide evidence that a study plan was followed and expect to be tested for knowledge and clinical skills, as directed by the Student Promotions Committee or respective Associate Dean

Pre-clinical students on LOA:

- Must retake the whole course(s) that was (were) not completed once they return
- Must audit the courses they already passed the semester when leave of absence took place, unless the student is tested and passes knowledge and clinical skills assessments, or as directed by the SPC or respective Associate Dean

Clinical students returning to TUC from LOA:

- 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

Any changes in the terms of the petition during the leave period should be relayed to the appropriate College Dean or designee as soon as possible. For leaves of three (3) months or more, students must contact the College Dean, Program Director, or applicable Associate or Assistant Dean at least six (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 TUC. Reentry of the student into the academic program following a leave of absence will occur in coordination with the Associate Dean of Student Services.

Lack of compliance with LOA policies may place students in a category of dismissal.

## **Lecture Policies**

### **Recording of Lectures**

Information Technology Department work-study students are tasked with capturing all lectures for the TUC, for the sole purpose of student review of course materials. Students may not redistribute these materials. The captured lectures are archived on a secure internal webserver accessible to students. As of August 2014, an automated recording system using MediaSite will record and make available lecture recordings online to students.



Faculty members responsible for the learning event may request that the recording or posting be cancelled in its entirety. Faculty may, at their discretion, temporarily pause or omit portions of a recording so long as omitted material does not contain required curricular information.

Recordings are available to approved students, faculty and administration to support learning, curriculum improvement and faculty assessment/ development. Recordings may be used by authorized individuals to support assertions of event content or delivery. The lecturer will be able to post any changes or additions about a given lecture by placing the appropriate text in a pdf file in the Notes folder next to the lecture recording in Blackboard.

All recordings are the property of TUC and, if posted, will be made available to students in the same manner as other course materials. Recordings will be archived for up to three (3) years and reutilized, modified or discarded, by prior approval by the Dean of the College or designee. Intellectual property of recordings is governed by Touro University policies.

The Curriculum Committee, in collaboration with the Director of Curriculum will be responsible for monitoring and assessing the lecture recording system and policy, as well as assuring they are used as teaching tools to the best advantage for instruction. Faculty and students who are members of the Curriculum Committee will represent faculty and students to monitor, assess and issue recommendations to improve the lecture recording system and corresponding policy.

All recordings assume tacit consent of faculty, students and staff to be willfully recorded. Errors and corrections in recordings can be made on the actual recordings or by communicating directly to students. Direct communications issued to students on course instructions, materials and exam content after the recording took place supersede those in recorded materials.

The Department of Information Technology will archive an unedited copy of each recording that was made. This archived recording can be restored upon written request of the faculty member to the Dean of the College, to replace an inappropriately edited event or upon written request of the Provost, Deans or TUC Legal Counsel. Special accommodations and appeals to this policy should be submitted to the Dean of the COM.

### **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.

### **Scheduling Student Groups for Content Review, Tutoring or Advisory Hours**

Students or faculty often have the need to schedule content review, advisory or tutoring sessions. The objective of this policy is to avoid overlap or conflict of such sessions with core curricular events including laboratory sessions, ECE and mandatory lectures.

All group sessions to review course content and materials and to gain further instruction or advice from faculty must take place at times when students are not scheduled to attend core curricular activities (lectures, labs, ECE or other academic activities).

### **Internet Services and Social Media**

As an educational institution, TUCOM recognizes that Internet-based services can support the student's academic and professional endeavors, but TUCOM] is also aware that if not used properly these services can be damaging. Both in professional and institutional roles, students, faculty and staff should follow the same behavioral standards online as they should follow offline, and, are responsible for anything they post to a social media site regardless of whether the site is private (such as a portal open to only the TUCOM community) or public. These same laws, professional expectations and guidelines for interacting with students, parents, alumni, donors, media and other college agents apply online as they apply offline.

Recognizing the benefits and risks associated with using these services, TUCOM has developed a policy to provide guidance to students, faculty and staff of TUCOM. In brief, these are the main points to keep in mind when using Internet services and social media:

- Protect restricted, confidential and proprietary information
- Respect copyright and fair use
- Touro logos may not be used for endorsements
- Respect property
- Touro can track Internet usage, as well as review the content of the usage
- Adhere to the Terms of Service of any and all social media and Internet services used

Violations of this policy, like any other Touro Policy, are governed by the Touro Code of Conduct Policy or other applicable policies. Any disregard of Touro policies that are impacted in any way by this policy shall be considered violations and may be grounds

for discipline, including termination of employment or dismissal from an academic program.

Please review the entire policy in the Administrative Policy Manual by following the link: [http://com.tu.edu/\\_resources/docs/curriculum/2015-2016\\_admin\\_policy\\_manual.pdf](http://com.tu.edu/_resources/docs/curriculum/2015-2016_admin_policy_manual.pdf)

## **Equipment Policies**

### **Science Equipment/Slides**

Students will be provided with physical or electronic materials with histology and pathology content. All shared educational materials must be given proper and ethical use by students.

### **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.

## **Coverage of Preclinical Students for Medical Liability**

Appropriate and adequate medical liability coverage is essential for any TUCOM student who treats patients or provides medical advice or instruction to patients while enrolled in the COM. TUCOM may cover malpractice and liability insurance for preclinical students during participation in clinical activities, but only under specific circumstances. Students who undertake clinical activities with a physician or clinical venue, or students who conduct any other patient related activities not authorized by TUCOM will not be covered by TUCOM liability insurance. TUCOM will maintain malpractice and liability insurance for students as long as their clinical activities have been pre-approved, and the students are appropriately supervised and working within their scope as students.

Preclinical students who wish to conduct clinical activities during the Summer or at any other time must be covered by liability insurance. To do so, they must submit a request to the Assistant Dean of Clinical Integration. If students plan on participating in a minimum of 40-hours of clinical activities over the summer between their first and second years, then they are strongly encouraged to enroll in the Summer Clinical Preceptorship Elective. After review and approval of proposed clinical program and activities and mentor's CV, the Associate Dean may approve the activity and the CED may credential the mentor.

## SECTION IV: GENERAL ACADEMIC STANDARDS

### Grading and 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. Please refer to the TUC Student Catalog.

#### *No Credit "(NC)"*

A grade of No Credit "(NC)" indicates that a student has not satisfactorily completed the required coursework. For TUCOM, NC 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)". A "(NC)" grade is not counted in the grade point calculations until a final grade replaces it. A "(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)".

### 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 partial 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.

- Students returning from LOA must maintain at all times subdiscipline and course scores of at least 70% in all subdisciplines and courses.

- Students repeating a course are required to maintain average or above average scores at all times.
- Failure in any block exam for a repeated course will place the student in a category of dismissal from the program.

## **Eligibility to Sit for COMLEX Level I Examination**

Students must successfully complete all of the academic requirements for years 1 and 2 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 TUC 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. Please refer to Academic Performance Monitoring and Early Intervention policy below.

## **Limitation on Rotation Site Assignments**

The Department of Clinical Education (CED) will assign third year rotation sites for students identified as "at risk" by the Student Promotions Committee (SPC) because of academic or professionalism issues reported during the pre-clinical or clinical years. The CED will select a site that will provide an optimal learning environment for the student as well as easy access to the school resources. Student input into the rotation core site selection process will be limited in these cases.

## **Passage of COMLEX Examinations**

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 are optional. Students again maintain responsibility for registration, deadlines, and costs. Information on USMLE is available at: <http://www.usmle.org>

TUCOM policies regarding COMLEX are as follows:

Every student will be allowed a maximum of three (3) attempts each to pass COMLEX Level 1, COMLEX Level 2 CE and COMLEX Level 2 PE, but no student will be allowed more than a total of four failures for all parts of the COMLEX series; i.e., a student who has failed different COMLEX exams four times will not be allowed additional opportunities to take COMLEX again and will be placed in a category of dismissal.

### **COMLEX Level 1:**

COMLEX Level1 is to be taken after completion of all requirements of the pre-clinical curriculum and prior to commencing the COM Year 3 Clinical Clerkship course sequence. Students in good academic standing as of 1 January of the OMSII curriculum will be approved for registration for COMLEX Level1. The Associate Dean for Preclinical Education, in collaboration with the Student Promotions Committee (SPC), will approve taking COMLEX L1 for students.

Students with academic performance indicative of potential COMLEX L1 failure will not be allowed to take COMLEX L1 until SPC requirements are met, as approved by the Dean.

Upon failure of COMLEX L1 the first time, the student will be placed on academic probation, will immediately be removed from rotation, and will receive an incomplete ("INC") for the unfinished rotation. The student will be removed from his/her core Year 3 clerkship schedule and host-facility (-ies), and will be re-assigned at the discretion of the Clinical Education Department (CED) once a passing score is received. The student must contact the Associate Dean for Student Services to discuss LOA if needed, as well as possible financial and related administrative issues.

The SPC will review the student's entire academic record and the cumulative z-score from the pre-clinical curriculum, and will meet with the student according to the Early Identification and Intervention Policy. A passing score must be received prior to resumption of clinical rotations.

If a passing score is received prior to September 1st of the Year 3 curriculum, the student will be re-assigned to a core Year 3 clinical rotation program and will be removed from academic probation.

If a passing score is received after September 1st of the Year 3 curriculum it will not be possible for the student to complete the required eighty-eight (88) weeks of clinical rotations prior to the conferral deadline for their expected graduation date. Therefore, a student who does not have a passing score prior to September 1st of the Year 3 curriculum automatically becomes a member of the next graduation class. After receipt of a passing score, the student will be removed from academic probation and will be re-

assigned to a core Year 3 clinical rotation program. However under these circumstances the starting date will depend on the rotation sites' schedules and availability.

If the second attempt to pass COMLEX Level 1 results in a failing score, the student is referred to the SPC for a recommendation on dismissal or remediation. If the student remains enrolled the student will be continued on academic probation. The student will be required to meet with the university Learning Specialist and a remediation plan will be recommended, in collaboration with the Student Promotions Committee. The student may be asked to return to campus to complete the remediation plan.

Failure of a third attempt may result in dismissal from the college.

At all times, the student will be responsible for completing all paperwork, including leave of absence and add/drop forms, if applicable.

### **COMLEX Level 2 CE:**

COMLEX Level 2 CE is to be taken **after completion of all Year 3 core rotations** and no later than September 1st of the student's 4th year. A passing grade must be received prior to and is required for graduation. Students in good academic standing as of 1 January of the OMS III curriculum are approved for registration for COMLEX Level 2 CE by the Assistant Dean of Clinical Education. Students with academic performance indicative of potential COMLEX L2 CE failure will not be allowed to take COMLEX L2 CE until SPC requirements are met, as approved by the Dean.

Upon failure of COMLEX Level 2 CE the first time, the student will be placed on academic probation and will be recommended to be removed from rotations and to take an official leave of absence for one (1) month, unless the student is using a regular vacation month, in order to prepare for a second attempt at the examination. The Student Promotions Committee will review the student's entire academic record, all previous COMLEX scores, and the cumulative z-score from the preclerkship curriculum, and will meet with the student. The student will be required to meet with the Learning Specialist and a remediation plan will be recommended, in collaboration with the SPC.

*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 Associate Dean for Clinical Education prior to the start of the affected rotation.*

A passing score must be received prior to the resumption of rotations, and must be received within six (6) calendar months of the date of the first failure. If the second attempt score 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 second

attempt score is failing the student will be continued on academic probation, will be removed from rotations, and will take an official leave of absence until a passing grade is received. The student will be required to meet with the Learning Specialist and a remediation plan will be required, in collaboration with the Student Promotions Committee. The student may be asked to return to campus to complete the 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 Level 2 CE be allowed to graduate.

At all times, the student will be responsible for completing all paperwork, including leave of absence and add/drop forms, if applicable.

### **COMLEX Level 2 PE:**

COMLEX Level 2 PE is to be taken **after callbacks and completion of all Year 3 core rotations**, and no later than January 1st of the student's 4th year. A passing grade is required for graduation. Students in good academic standing as of 1 January of the OMS III curriculum are approved for registration for COMLEX Level 2 PE by the Assistant Dean of Clinical Education. Students with academic performance indicative of potential COMLEX L2 PE failure will not be allowed to take COMLEX L2 PE until SPC requirements are met, as approved by the Dean.

In the event of a COMLEX Level 2 PE failure the student will be placed on academic probation and will be required to meet with the Student Promotions Committee. A remediation plan will be required in collaboration with the SPC.

If the second attempt score 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 second attempt score is failing the student will be continued on academic probation, will be removed from rotations, and will take an official leave of absence until a passing grade is received. The student will be required to meet with the Student Promotions Committee. The student may be asked to return to campus to complete the remediation plan. A passing score must be received prior to the resumption of rotations.

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

At all times, the student will be responsible for completing all paperwork, including leave of absence and add/drop forms, if applicable.



## **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/Master of Public Health (MPH) program:

- Any failure in a course within either program will result in placement on academic probation and review by the Student Promotions 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 (1) 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 Promotions 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 Promotions 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.

## **Student Promotions Committee**

The SPC 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 SPC 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 SPC recommends an action to the Dean. The SPC 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 Performance Monitoring and Early Intervention**

Early academic performance monitoring and intervention refer to a means by which the College surveys academic performance benchmarks proactively to ensure future satisfactory academic progress and reactively to remediate under par performance. To this end, the College uses predictive indicators of educational attainment to address in advance any harbingers of future failure and reinforce those of likely success, in addition to passing courses. The spirit of this policy is to uphold the academic quality of the program, address academic progress issues and improve academic performance benchmarks.

In the best interest of the student and for early awareness and remediation of academic difficulty, a student may be identified as requiring academic intervention at any time an indicator of under par performance is identified by instructors, course coordinators, academic advisors or the Student Promotions Committee. Students may also initiate a request for academic intervention.

The SPC follows an Early Intervention Protocol that establishes performance indicators that may trigger an early administrative intervention.

Students' academic performance will be monitored using a Z score analysis by course coordinators and the SPC.

#### PRECLINICAL YEARS: POST BLOCK EXAMS, FALL AND SPRING:

- Students who have a Z score of 0 to > -1 after each block examination in one or more courses must:
  - Set up an interview with their advisor and course coordinators to identify the likely causes and be introduced to Touro learning support resources.
  - Set up monthly or more frequent meetings with their academic advisors to follow up on academic progress.
- Students who have a Z score of -1 or less after block examinations or are/were in the bottom 10% of overall performance in one or more courses must:

- In addition to meeting with their advisor and course coordinators, meet with the learning specialist.
- Expect to be interviewed by the SPC, who may require additional interventions.
- Obtain approval from SPC and Preclinical Dean for extracurricular activities and to sit for COMLEX L1.

#### STUDENTS IN THEIR CLINICAL YEARS:

- Students must attend and pass their Callbacks.
- Students will complete screening tools (clinical and professionalism rubrics, COMAT, etc.) to identify academic or professionalism issues.
- Obtain approval from Assistant Dean for Clinical Education for extracurricular School activities and to sit for COMLEX L2 CE and PE.

#### ALL STUDENTS:

- Students who are identified as in need of additional interventions by means of standardized tests such as NBME, COMSAE or other assessments must:
  - Meet with the SPC to identify areas for improvement, interventions and resources conducive to improving their academic performance and readiness to take the Boards exams.

The SPC will require one or more interventions at any time, including that the student:

- Repeat a course or take additional examinations.
- Meet scores predictive of success in examinations such as NBME, COMSAE, COMAT and other assessments.
- Take Boards preparation courses.
- Postpone rotations.
- Perform additional OSCEs.
- Take a leave of absence.
- Meet with the university counselor.
- Meet with the Associate Dean for Pre-Clinical Education, Associate Dean for Clinical Education, Professionalism Committee and other School or University authorities.
- Seek outside professional help.

Students on LOA may be required to complete one or several of the following activities before they are allowed to return to the program:

- Have guest access to Blackboard, review objectives and complete activities (may be time and resource intensive)
- ExamMaster questions
- COMBANK questions
- One of the “prematriculation” type courses, either developed in-house or externally.
- Coursera Learning how to learn course
- Other Coursera or EdX courses

Students must comply with recommendations and requirements issued by the SPC and approved by the Dean; students who do not provide evidence of adherence to SPC requirements or who do not meet academic improvement criteria will be subject to one or more of the following sanctions:

- Will be not allowed to proceed with remediation activities
- Will not be allowed to take or retake COMLEX exams
- May receive a negative professionalism report
- May be dismissed from the academic program

### **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 that led to 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 TUCOM, 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 Promotions 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 TUC club or organization. A student on academic probation may not serve as a representative of TUCOM in the operations of the Admissions Office or on TUC committees. A student on academic probation may not serve as a representative of the TUCOM at off-campus conferences or sponsored events.

## **Modified Curriculum**

TUCOM 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 (2) 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 Promotions 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 TUCOM's SPC. The SPC then reviews the case and issues a recommendation to the Dean. The Dean or designee is responsible for notifying the student whether or not 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 Promotions Committee will be made on an individual basis after considering all pertinent circumstances in each case. Any student who earns a failing grade in any subdiscipline in a repeated course will not be allowed to remediate and will be placed in a category of dismissal.

Students who do not meet the standards specified for satisfactory academic progress may be given an opportunity to correct their deficiencies as required by the Student Promotions Committee and approved 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 Promotions Committee will require 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 not be allowed to remediate again, will be reviewed by the Student Promotions 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.
3. Repeat the semester(s) or the academic year(s). 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.

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 (1) 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 2011)**

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%, an I (Incomplete) will be entered for the overall course score and the original subdiscipline scores will be reported. The student will be allowed to remediate the failed subdiscipline(s) once. Remediation for the Fall semester should be completed within the first two (2) weeks of the following 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 U/P for those subdisciplines that were remediated. The I for the course score will be replaced by the original earned course percentage grade (e.g., 72%) and calculated into the GPA.

Failure to successfully remediate a failed subdiscipline within an academic year will trigger an automatic grade change by the Office of the Registrar from I (incomplete) to a U.

**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%, an I (Incomplete) will be entered for the overall course score and the original subdiscipline scores will be reported. 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 subdiscipline grade(s) will be recorded as U/P for those subdisciplines that were remediated. If the remediations are not allowed, the I grade for the course will be replaced by a U.

Failure to successfully remediate a failed subdiscipline within an academic year will trigger an automatic grade change by the Office of the Registrar from I (incomplete) to a U.

### **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 the original grade will be reported for the subdisciplines. 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 U/P.

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.

## **Professionalism**

As professionals and future clinicians, the medical school student is expected to maintain the standards set for professional and ethical behavior. Candidates and students must possess the skill, competence, or character expected of a member of a highly trained profession 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 qualities that will be assessed during the admissions and education process. The student code of ethics is outlined in the TUC Catalog.

### **Process of Handling Professionalism Complaints:**

Professionalism issues may be presented to the Student Professionalism Committee through a multitude of pathways: from students, faculty and staff, Student Services, SPC, the Deans of TUCOM, as well as sources outside of the college relative to student academic performance in their clinical rotations. These would include precepting clinicians and their staff, hospital directors of medical education, and hospital staff. Complaints are handled by the committee, in accordance with a set of guidelines as outlined in The Student Handbook, the Bylaws of the Professionalism Committee and the Academic Integrity Policy.

TUC students, staff and faculty are asked to use the Professionalism Report Form, and to return it to the Chair of the Professionalism Committee, the Senior Associate Dean.

### **Dismissal from the College**

TUC 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 (2) 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 who has not demonstrated continued academic and professional growth and achievement.
9. A student who has been interviewed by the SPC who, according to the SPC, failed to comply with SPC recommendations and did not rise above -1z score by the end of the semester.

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

Please review the entire policy in the University Student Catalog by following the link <http://studentservices.tu.edu/catalog/index.html>

## **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 seven (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 (7) 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 Promotions Committee.
2. New material and 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 Promotions Committee and the decision to dismiss.
2. Amend the recommendation of the Student Promotions Committee.
3. Convene an ad hoc committee consisting of three members to review the recommendation of the Student Promotions 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.

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### **Graduation Requirements - TUCOM**

A student will be recommended for the D.O. provided the candidate:

1. Has completed at least four (4) years in an accredited osteopathic college or its equivalent.
2. Has been enrolled in TUCOM during the final two (2) 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 (8) week rotations, a passing grade must be received for each four (4) 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 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 TUC.
7. Has completed the academic requirements within six years following matriculation. (excluding approved leaves of absence for up to two years).

## **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.

Please review the entire policy in the University Student Catalog by following the link <http://studentservices.tu.edu/catalog/index.html>

## **Student Academic Integrity and Ethics**

### **Responsibility of the Administration and Faculty**

The administration should provide an academic environment and physical settings conducive to maximizing academic achievement. Exams will be administered in a way 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. Cases that merit further investigation and resolution will be submitted to the Professionalism Committee.

### **Responsibility of the Student**

To be honest, act fairly towards others, take group and individual responsibility for honorable and ethical behavior and know what constitutes ethics violations and academic dishonesty as set forth in the Code of Conduct/Professional Promise, Academic Integrity Policy and Institutional Policies.

### **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 all health care and educational settings.

During their academic program, student must model their behaviors to comply with the Code of Ethics of the American Osteopathic Association:

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 or she 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 AOA.
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.

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, and 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.

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## **Student Grievance**

(modified from <http://www.tuw.edu/wp-content/uploads/2013/09/TUW-Catalog.pdf>)

Grievance procedures in academic matters are appropriate only in those cases in which there is reason to believe there has been bias or wrongdoing on the part of the faculty, staff, administrators or other fellow students. It is important to understand that grievances are not the same as disagreements. One cannot grieve an assigned grade, for example, merely because one disagrees with the grade. The purpose of the following procedures is to allow for the resolution of student grievances in academic matters that result in unfair practices in detriment of the academic or personal well-being of students.

Examples of student grievance are:

- Unfair teaching practices
- Inappropriate touching or remarks during clinical contact
- Disrespectful remarks that amount to substantial offense
- Slander



- Theft
- Physical threats
- Bullying, either personal or through social media

### **Informal Procedures:**

A student who believes that the University or any administrative subdivision, employee or student has threatened or committed acts against their physical or personal integrity is encouraged to attempt to resolve the matter informally with the party alleged to have committed the violation (e.g., course instructor) and with the Dean or designee or the Program or School in which the alleged violation occurred. An informal resolution of the grievance can occur at any time. The parties will verbally agree on a resolution and the Dean or designee will acknowledge, oversee and document such resolution through satisfactory completion. The Associate Dean of Student Services will act as the student's advocate. In the event that the Associate Dean of Student Services or the Dean is the subjects of grievance, the Provost will designate the appropriate representatives.

### **Formal Procedures:**

In the event that informal resolution is unsuccessful, or that there is a recurring incident, the student may launch a formal grievance as follows:

- Within 10 days of the time in which the student could be reasonably expected to have knowledge of the alleged violation, or when the violation occurs, the student may request the Associate Dean for Student Services to inform the School Dean or designee of the desire of the student to file a grievance.
- The student will provide the Associate Dean for Student Services with a written statement within ten (10) working days after the student has stated his or her wish to file grievance. This statement will include the specific nature of the grievance, all pertinent supporting data, and the nature of the action requested by the student to redress the grievance.
- Upon receiving written request for a review from the student, the Associate Dean for Student Services, within ten (10) working days, will request written materials from the employee or student involved. The COM's Dean or designee will promptly provide the Associate Dean for Student Services with the requested materials.
- The materials will include responses to all points raised in the student's material and other pertinent data. The person under investigation will provide the Dean

or designee with a written statement within ten (10) working days after receipt of the student's grievance.

- Upon receipt of the alleged perpetrator's statement, the Dean or designee will promptly provide a summary or copy of this to the complainant.
- The Dean or designee will meet with the complainant student and party under investigation involved within ten (10) working days after receipt of material from the alleged perpetrator and attempt to resolve the alleged grievance.

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