



**TOURO COLLEGE
OF OSTEOPATHIC MEDICINE**

Where Knowledge and Values Meet

STUDENT HANDBOOK

Effective July 1, 2018

<http://tourocom.touro.edu/about-us/>

IMPORTANT NOTICE

This 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 College. This Handbook will be considered to be in effect until the publication of the next Handbook. Some of the subjects described in this Handbook are covered in detail in official policy and procedure documents found online and elsewhere. You should refer to these documents for specific information, since this Handbook only briefly summarizes 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 Institutional Compliance. 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. All changes will be posted on the Touro website. Although we will attempt to inform you of any changes as they occur via the Touro email address assigned to you upon activating your TouroOne portal account, it is nevertheless your responsibility to keep current on all College policies, procedures and practices. Your assigned Touro email address is the official method of contact for all such notices and for all Touro communication.

Students are required to investigate for themselves as to whether the program they enroll in meets their personal, educational and career needs. Different jurisdictions have different licensing requirements and standards. 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 permits a student to register and take the courses and programs available and offered by the Touro School or program in which the student is enrolled. Acceptance into a school or program does not form the basis of a contract. Indeed a student's acceptance may be revoked if it is later learned, among other things that his or her qualifications have been misstated or overstated, or there is some other omission or misrepresentation. Except as noted in the paragraph below, no contract rights exist or are established in the student- educational institution setting by and between Touro and the student. To this end, you waive, and Touro disclaims, any contract or 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, you waive and Touro further disclaims any liability in tort 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. These disclaimers are, in effect, covenants not to sue binding on students, and are tacitly agreed to by a student's matriculation or continued matriculation in our programs.

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. See "Arbitration of Disputes" provision for a more elaborate treatment.

ACCREDITATION

Touro College was chartered by the Board of Regents of the State of New York in June 1970.

Touro College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, Pennsylvania 19104 (Tel: 267-284-5000). The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the United States Secretary of Education and the Council for Higher Education Accreditation.

This accreditation status covers Touro College and its branch campuses, locations and instructional sites in the New York area, as well as branch campuses and programs in Berlin, Jerusalem, and Moscow.

Touro University California (TUC) and its Nevada branch campus (TUN), as well as Touro University Worldwide (TUW) and its division Touro College Los Angeles (TCLA), are part of the Touro College and University System, and separately accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC), 985 Atlantic Avenue, Alameda CA 94501 (Tel: 510-748-9001).

The Touro College of Osteopathic Medicine received full accreditation status from the [Commission on Osteopathic College Accreditation](#) (COCA) of the [American Osteopathic Association \(AOA\)](#) on May 19, 2011.

POLICY OF NON-DISCRIMINATION

Touro College treats all employees, students, and applicants without unlawful consideration or discrimination as to race, creed, color, national origin, sex, age, disability, marital status, genetic predisposition, sexual orientation, citizen status or any other legally protected status in all decisions, including but not limited to recruitment, the administration of its educational programs and activities, hiring, compensation, training and apprenticeship, promotion, upgrading, demotion, downgrading, transfer, layoff, suspension, expulsion and termination, and all other terms and conditions of admission, matriculation, and employment.

Inquiries or complaints concerning the non-discrimination policies should be sent to Matthew Lieberman, 500 7th Avenue, 4th floor, New York, NY 10018, (646-565-6000, ext. 55667) or, alternatively, to the Chief Compliance Officer at compliance@Touro.edu and 646-565-6000, ext. 555636.

As an alternative, individuals may contact the Office for Civil Rights of the U.S. Department of Education for inquiries concerning the above. The Office for Civil Rights is located at 32 Old Slip, 26th Floor, New York, New York 10005. They may be reached by phone at (646) 428-3800 or via email at OCR.NewYork@ed.gov.

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Touro College Mission Statement

Touro College is an independent institution of higher education under Jewish auspices, established to transmit and perpetuate the Jewish heritage, as well as to serve the general community in keeping with the historic Jewish commitment to intellectual inquiry, the transmission of knowledge, social justice, and service to society. Touro offers undergraduate and graduate programs in Jewish studies, the liberal arts and sciences, and the professions including education, law, medicine, pharmacy, health sciences, social work, and business. These programs serve diverse components of the Jewish community and the larger society, especially those who have been underserved in the past. Touro is a college where personal growth, scholarship and research are fostered and where men and women are prepared for productive lives of dignity, value, and values. The Jewish heritage embraces two fundamental components, the particular and the universal, as reflected in Hillel's dictum in Ethics of the Fathers, "If I am not for myself, who will be for me? And if I am concerned only with myself, what am I?" This teaching shapes the core values of the college, which include a commitment to quality education for all, the treatment, with integrity and respect, of all students, faculty and staff, the role of ethics in the professions, and the building of a responsive and responsible society.

Goals

1. To transmit and enrich the Jewish heritage and its tradition of intellectual inquiry, as well as to incorporate Jewish studies into programs on the undergraduate, graduate and professional levels
2. To promote sensitivity to ethical concerns and social responsibility through both the curriculum and community outreach
3. To further the career interests and professional aspirations of our students through a broad range of academic programs and related activities
4. To advance proficiency in communication, information and technological literacy, analytical skills, and quantitative reasoning
5. To promote and support faculty and student research and scholarship
6. To develop and provide educational opportunities to underserved students in diverse communities
7. To maintain Touro as a learner-centered community in consonance with the college mission
8. To expand educational opportunities through distance learning and blended programs

Touro College of Osteopathic Medicine New York Mission Statement

The Touro College of Osteopathic Medicine is committed to training osteopathic physicians, with a particular emphasis on practicing medicine in underserved communities, and to increasing the number of underrepresented minorities in medicine.

We value and support public service, research, graduate medical education, and osteopathic clinical service in the community that will strive to improve health outcomes for those we serve.

We will work to educate students through the use of the latest innovative education techniques using summative and formative measures so as to graduate qualified osteopathic physicians.

Goals

1. Graduate qualified osteopathic physicians
2. Promote the practice of medicine in underserved areas
3. Increase the number of underrepresented in medicine (URM) physicians
4. Improve health outcomes in the community through public service, research, osteopathic clinical service, and graduate medical education.

American Osteopathic Association (AOA) Core Competencies for Medical Students

In addition to the general education goals, the Touro College of Osteopathic Medicine also integrates the core educational competencies for medical students in training as set forth by the AOA into its curriculum. For additional information on the history and development of the core competencies, please refer to the AOA website:

<https://www.osteopathic.org/Pages/default.aspx>.

The Seven Core Competencies

Competency 1: Osteopathic Philosophy and Osteopathic Manipulative Medicine

Residents are expected to demonstrate and apply knowledge of accepted standards in Osteopathic Manipulative Treatment (OMT) appropriate for their specialty. The educational goal is to train a skilled and competent osteopathic practitioner who remains dedicated to life-long learning and to practice habits in osteopathic philosophy and manipulative medicine.

Competency 2: Medical Knowledge

Residents are expected to demonstrate and apply knowledge of accepted standards of clinical medicine in their respective specialty area, remain current with new developments in medicine, and participate in life-long learning activities, including research.

Competency 3: Patient Care

Residents must demonstrate the ability to treat patients effectively by providing medical care that incorporates osteopathic philosophy, patient empathy, awareness of behavioral issues, preventive medicine, and health promotion.

Competency 4: Interpersonal and Communication Skills

Residents are expected to demonstrate interpersonal and communication skills that enable them to establish and maintain professional relationships with patients, families, and other members of health care teams.

Competency 5: Professionalism

Residents are expected to uphold the Osteopathic Oath in the conduct of their professional activities that promote advocacy of patient welfare, adherence to ethical principles, and collaboration with health professionals, life-long learning, and sensitivity to a diverse patient population. Residents should be cognizant of their own physical and mental health in order to care for patients effectively.

Competency 6: Practice-Based Learning and Improvement

Residents must demonstrate the ability to critically evaluate their methods of clinical practice, integrate evidence-based medicine into patient care, show an understanding of research methods, and improve patient-care practices.

Competency 7: System-Based Practice

Residents are expected to demonstrate an understanding of health care delivery systems, provide effective and qualitative patient care within the system, and practice cost-effective medicine.

The Preclinical Years

Students will spend the first two years becoming deeply immersed in the basic sciences. The focus of the curriculum is on the biological, psychological, and environmental factors involved in the diagnosis and treatment of patients.

The Clinical Years

Students will spend their third and fourth years training at one of our hospital affiliates throughout the NY Metro area to put their foundational knowledge to practice in areas such as emergency medicine, family and internal medicine, obstetrics/gynecology, pediatrics, psychiatry, surgery, and radiology. The clinical education curriculum also offers a wide range of electives, including international study, to allow students to further explore their specific interests.

The Clinical Rotations Manual

To access the Clinical Rotations Manual, please reference the following link: <http://tourocom.touro.edu/students/>

Synopsis of Curriculum

Please refer to the College Catalog, which is accessible at the following link: <http://tourocom.touro.edu/students/>

Course Descriptions

Refer to the College Catalog, which is available at the following link:

<http://tourocom.touro.edu/students/>

Please note that courses are subject to change.

Degree Awarded

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

Master of Science Degree in Interdisciplinary Studies in Biological and Physical Sciences

Refer to the Master of Science Degree in Interdisciplinary Studies in Biological and Physical Sciences Student Handbook. <http://tourocom.touro.edu/students/>

Licensure

Osteopathic physicians are required to possess a license by the state(s) in which they choose to practice. Each state has its own requirements for granting licensure, and its own licensing board. Students are required to assess for themselves whether or not they can meet licensure requirements. Acceptance and matriculation in the program is not a guarantee of licensure.

A three-part examination by the National Board of Osteopathic Medical Examiners (NBOME) is accepted for licensure in all 50 states. The examination offered by the NBOME is divided into three parts. COMLEX-USA Level 1 is a written examination. COMLEX-USA Level 2 is both a written and clinical skills examination. The written examination of COMLEX-USA Level 2 is called CE and the clinical skills examination is termed PE. COMLEX-USA Level 1 and COMLEX-USA Level 2 examinations are required for graduation. COMLEX-USA Level 3 consists of a written examination that may be taken during the internship year or during the first postgraduate year of a residency program.

Internship and Residencies

Postdoctoral training in an AOA- or Accreditation Council for Graduate Medical Education (ACGME)–approved 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.

An internship (in an osteopathic hospital or in an allopathic hospital) is a 12-month training period. An internship can be secured with the assistance of the College by participating in the Residency Match Service (RMS) of the AOA or the National Resident Matching Program (NRMP). Residency training follows the internship year. Some programs refer to the first year of postgraduate training as PGY-1. This may be served in AOA-approved programs (refer to the appropriate specialty college [osteopathic or allopathic] for information).

Student Administrative Services

Office of the Registrar

The Office of the Registrar supports teaching and learning at the Touro College of Osteopathic Medicine by maintaining and acting as the custodian of students' academic records, coordinating the semester registration process, and providing the following services:

- Processes "Drop/Add," "Change of Name," "Leave of Absence" "Application for Graduation," and other official forms.
- Processes medical school transfer requests.
- Verifies enrollment status for insurance, certification, or other purposes.
- Handles matters pertaining to veterans.
- Addresses all matters related to student visas.
- Verifies fulfillment of academic graduation requirements.
- Prepares official transcripts.
- Issues diplomas upon graduation.

To contact the Office of the Registrar, please visit: <http://tourocom.touro.edu/academics/registrar/>.

TouroOne Portal

The *TouroOne* portal, <https://touroone.touro.edu/>, provides students access to a wide range of functions and services from any Internet-enabled device. These include:

- Registering for courses (only in programs which allow online registration)
- Viewing and printing grades
- Viewing and printing class schedules
- Searching current course offerings
- Accessing TouchNET® for online e-bills and tuition payments
- Viewing textbook information (titles, authors, ISBNs, prices)

Permanent Address

Each student has the responsibility to provide the Office of the Registrar with his/her permanent address and telephone number. Students also are expected to furnish the Registrar with their local address and a contact telephone and/or cell number and/or email address (in addition to the student's email account provided by the school) while matriculated at Touro College of Osteopathic Medicine. Any change of address or telephone number must be reported to the Registrar. Professional standards require that directory information be current at all times. A change-of-address form can found at: http://tourocom.touro.edu/media/schools-and-colleges/tourocom/documents/Change_of_Address.pdf.

Name Change

The College adjusts its records appropriately if a student changes his or her name legally. A student who has a legal change of name must submit, to the Office of the Registrar, a change-of-name request along with the supporting legal documents (i.e., court order or marriage certificate) related to the change. All permanent records are changed to conform to the student's legal name.

Registration

All students are registered automatically via block registration (by the Registrar) for the preselected courses that correspond to their academic program at the Touro College of Osteopathic Medicine. Students assume all responsibility for paying tuition and fees incurred via this registration process.

It is the student's responsibility to inform the Office of the Registrar of their in enrollment that might affect registration by the established deadlines to avoid tuition and fee obligations incurred via block registration. Changes in registration that result in an adjustment to tuition and fee charges will be processed according to the established and published policies.

Full tuition and fees and prior debts for students entering the second, third, and fourth year must be paid in full on or before the registration date for each academic term. Matriculation is subject to satisfactory completion of all academic requirements and payment of all outstanding tuition and fees to the College. Participation in our program can be delayed, suspended, or terminated due to a failure to meet deadlines or pay tuition and fees when due.

Prior to first-year registration, official transcripts from all colleges and universities where the student has attended previously, including a final transcript, must be submitted to the Admissions Office. (Students are expected to have completed and have certified, by their matriculation, that they have fulfilled all prerequisites for admission to the program. If at a later date a deficiency is discovered, the student may be terminated from the program.) In addition, a criminal background check is required. (**Note:** Students are responsible for accuracy and thoroughness regarding the information provided in a criminal background check; inaccurate, incomplete, misleading, or untruthful statements in such requests may be CAUSE TO REVOKE THE OFFER OF ADMISSION OR, IF FOUND AT A LATER DATE, BE GROUNDS FOR IMMEDIATE DISMISSAL with all tuition and fees forfeited.) Also, applicants must undergo a complete physical examination, be immunized as outlined on the physical examination form, and provide proof of health insurance.

Office of Financial Aid

The Office of Financial Aid services the financial needs of all matriculated TouroCOM students. The Office also manages the annual "cost of attendance" schedule, which includes the details pertaining to tuition and fees. A range of other financial aid services are offered and include providing personal counseling on financial scheduling, reducing student indebtedness, advising best practices for student loan debt borrowing, and affording access to scholarship opportunities.

For information on the cost of attendance, tuition, and fees, please reference the following link:
<http://tourocom.touro.edu/admissions--aid/financial-aid/>

The office is open to students from 9:00 AM to 5:30 PM Monday through Thursday and from 9:00 AM to 2:00 PM on Friday.

Steps for Applying for Financial Aid

To receive aid from the Federal Student Aid Program, it is required that you complete the Free Application for Federal Student Aid (FAFSA) or the Renewal Application for Financial Aid. The fastest way to do this is by going to <https://fafsa.ed.gov> and submitting your FAFSA through the Department of Education's website. We advise all students to complete this application online. Students who do not have internet access may use the school's computer labs to complete the process.

All first-time Federal Direct Student Loan borrowers are required to complete a Master Promissory Note ("MPN") and an online Entrance Counseling. Both may be completed at <https://studentloans.gov/myDirectLoan/index.action>

FAFSA ID

When submitting the FAFSA online, the student will need an FSA ID. The FSA ID application process consists of 3 steps:

STEP 1: Enter Login Information on <https://fafsa.ed.gov>

Provide your unique username and password, and answer the question "Are you 13 year of age or older?"

STEP 2: Enter Personal Information

Provide your Social Security number, name, and date of birth.

Optional: Include your mailing address, e-mail address and language preference.

Provide five challenge questions and answers. This adds an extra level of security to your FSA ID. If you forget your username or password, you can retrieve your username or reset your password by providing answers to your challenge questions.

STEP 3: Submit Your FSA ID Application

Agree to the terms and conditions of the FSA ID by checking the box at the bottom of the screen of the submission page. The security of your FSA ID is important because it can be used to electronically sign Federal Student Aid documents, access your personal records, and make binding legal obligations.

Optional: Verify your e-mail. By verifying your e-mail, you can use your e-mail as your username when logging into FSA applications.

Once FAFSA completes verification with the Social Security Administration (1-3 days), you will be able to use your FSA ID to access your personal information on Federal Student Aid websites.

Touro College Federal School is 010142. In order for your FAFSA to be processed correctly, please use Touro College Manhattan Campus address: 27-33 West 23rd Street, New York, NY 10010

For your FAFSA to be processed properly, you must use Touro's Manhattan address for question 101 A.

General Information

Touro College participates in Federal, New York State, and New York City aid and grant programs. These programs are designed to assist qualified students who have limited resources to attend college.

Applications for financial aid must be completed once every academic year. Financial aid personnel are available to assist students in completing their applications, including the "Free Application for Federal Student Aid (FAFSA)," which determines a student's eligibility for all Federal Aid.

Financial aid awards at Touro College are, for the most part, awarded on the basis of financial need. Need is defined as the difference between the cost of education (tuition, fees, room, board, books, and other expenses), and the estimated contribution as determined by the Federal form (FAFSA) that has been filed.

Financial Aid Tips

Listed below are some tips which can help students avoid delays in the completion and processing of their Financial Aid applications and/or the packaging of actual financial awards.

Before coming to the Financial Aid Office for counseling, check with a Financial Aid administrator to determine what documentation you may need to bring with you.

If you receive correspondence from any outside agency regarding your financial aid, please bring it with you.

Please submit any additional documentation requested by the Financial Aid office in a timely fashion in order to expedite the financial aid process.

To contact the Office of Financial Aid:

Harlem Campus

Toni Daniels
Associate Director of Financial Aid
Office of Financial Aid
Touro College of Osteopathic Medicine
2090 Adam Clayton Powell Jr. Blvd, Room 509C
New York, NY 10027
(212) 851-1199 Ext. 42586
financialaid.tourocom@touro.edu

Middletown Campus

Melba McDonald, BS
Financial Aid Administrator
Office of Financial Aid
Touro College of Osteopathic Medicine
60 Prospect Avenue
Middletown, NY 10940
(845) 648-1106
financialaid.tourocom@touro.edu

Office of the Bursar

The Bursar's Office, as part of Student Services, is responsible for maintaining all students' tuition accounts. This includes validating all tuition charges and fees, generating bills, reviewing student accounts processing payments, issuing student refunds and all collection activity. These functions are accomplished while servicing the needs of our students within the framework of Touro's policies and legal guidelines.

Electronic bills will be e-mailed to students' Touro email accounts monthly. Students are expected to pay in full by the due date or apply for a payment plan. TouchNet is Touro's means of providing our student body 24 hour accesses to E-bills and making payments online. Students are permitted to register for a forthcoming semester only if they have paid all tuition and fees in full, or have made other arrangements satisfactory with the Office of the Bursar enrolled in an online Payment Plan. For more information, please check the TouroOne portal.

Any student wishing to receive Financial Aid to help pay tuition and fees must submit a FAFSA with completed financial requirements in a timely manner. The Financial Aid office will contact the student to submit the necessary loan application(s) as well as the appropriate documentation. Your approved and disbursed Federal Direct Loan(s) will be applied to your financial obligations. Early filing is suggested to assure sufficient time for processing and to allow for the timely disbursement of loan proceeds. Any student choosing this payment option will be subject to late payment fees if this deadline is not met.

Late payment fees will be charged to students making payment after the tuition due date. A schedule of fees is available on the TouroOne portal.

Transcript or diploma requests will not be processed for students who have delinquent tuition or accounts, e.g. library overdue fines.

Methods of Payment

TouchNet provides you with real-time account activity and the ability to make payments and set up payment plans. The Office of the Bursar is committed to guarding our students from unlawful acts of identity theft. We take very seriously the privacy rights of our students including the protection of personal credit card and banking account information.

To make a tuition payment, students should log in to the TouroOne portal <https://touroone.touro.edu/>, using their portal credentials. (Follow the Account Management steps, if necessary.)

- Select the "Financial Services" tab on the top of the home page. Select "TouchNet" in the Student Accounts box.
- Select "My Account."
- Select Applicable Terms and Verify Amount.
- Select Date and Continue. Select Payment Method.
- Enter your credit card information or your checking or savings account information and Select "Continue."
- Review payment and click "Schedule Payment."
- A message will be sent that states "Thank you, you have successfully scheduled your payment(s) for x/x/17."

If you are an Authorized User (other than the student) log in here:

https://secure.touchnet.net/C21513_tsa/web/login.jsp

Accepted methods of payment through TouchNet are Visa, MasterCard, Discover, American Express, and Echeck using the student's checking or savings account. Please do not process business checks or any check that is not payable to Touro College. The bank account holder must have knowledge and authorize this transaction.

To authorize a third party, such as a parent or spouse, to access the student's TouchNet account and make a payment on his/her behalf, select "Authorize Payers," then select "Add New." Enter the authorized payer's name and email address and then create a username and password. The authorized payer will receive the TouchNet link and their personal username and login information via email.

In the event tuition is not paid through the tuition options provided by Touro by the first week of the program or by an extension in writing provided by the Dean of Student Affairs, all rights and privileges to attend Touro are void and the student will not be deemed to have matriculated at Touro and will be asked to leave the school.

Student Refunds

Any student in overpayment of tuition will receive a refund of the funds due them. All refunds are issued within 14 days of the credit balance. Please make sure your address is up to date with the Office of the Registrar. If you have paid by credit card then your credit card will be refunded.

If you apply for Federal Direct Loans, you will be notified via email of the date your loan funds have been received and credited to your student account. If you wish to cancel all or a portion of your loan please return the notification to the Financial Aid Office within 14 days.

Students have a choice of receiving their financial aid disbursement via The Touro Money Card (Debit Card), ACH or check. Learn more about these options on the web at:

www.mycampusfunds.com/touro.

To contact the Office of the Bursar:

Harlem Campus

Olga Soto
Associate Bursar
Touro College of Osteopathic Medicine
2090 Adam Clayton Powell Jr. Blvd. Suite 519
New York, NY 10027
Phone: (212) 851-1199 Ext. 42591
olga.soto@touro.edu

Middletown Campus

Lin Zhang
Assistant Bursar
Touro College of Osteopathic Medicine
60 Prospect Avenue
Middletown, New York 10940
Phone: (845) 648-1000 Ext. 60124
lin.zhang9@touro.edu

Student in Good Standing

A student is in good standing when all obligations to the medical school have been met in the Admissions, Registrar, Bursar, Financial Aid, Preclinical, and Clinical Departments during the course of study. In any and all cases, noncompliance in any of the aforementioned departments, academically or behaviorally, may result in disciplinary action, including being placed on provisional academic status or dismissal. Both COMLEX-USA Levels 1 and 2 (CE and PE) examinations must be passed by the end of the fourth year of medical school in order to graduate. However, in the case of exigent circumstances a student does have six years to complete all the requirements of the medical school, including a passing score on COMLEX-USA Levels 1 and 2 (CE and PE) exams received by the school by the end of the spring semester of the sixth year of matriculation. The six years is the maximum amount of time a student has to complete his/her medical education and is inclusive of a leave of absence for any circumstance including, but not limited to, maternity, hospitalization, catastrophic leave, or time to pass the boards. This is referred to as the Six-Year Rule.

Student Health

The health and safety of our students are primary concerns.

1. Students are required to provide their own health insurance to cover those circumstances where they may become injured. Proof of such coverage is a requirement to matriculate and a copy of the insurance card must be provided to the health insurance broker (tourocom@hsac.com) on or before the first day of orientation.
2. If a student becomes injured or ill while in class or at Touro College of Osteopathic Medicine and needs assistance in obtaining care, he/she should notify his/her instructor or staff person that he/she is injured or ill and needs assistance. If no one is available, the student should notify the Office of Student Affairs or the Dean's office. If the injury or illness requires emergency care, the student should call 911 or proceed to an emergency room. In case of a medical emergency, the Good Samaritan Law prevails.

3. If a student does not provide documentation of a current and approved health insurance plan as listed in #1, the student will automatically be enrolled in the medical school's health plan. The cost of the plan will immediately be billed to the student's account. Should a first or second year student wish a waiver to the health insurance policy, the student must submit a waiver request via the HSAC online web portal on or before the first day of classes. The waiver request is available at <https://app.hsac.com/tourocom>. Should a third or fourth year student wish a waiver, a form can be obtained from the Dean of Student Affairs office. You will have 30 days to submit an approved waiver request before the school's health insurance plan will be imposed. There are no exceptions to this policy. Please contact the health insurance broker (tourocom@hsac.com) for any questions you may have about coverage. In the event that the student can document an in-effect policy through another health insurance plan provider, the student account will be adjusted for the premium of the student health insurance.
4. For emergency service, call 911.

Student health services are available through:

Harlem Campus

TouroCOM Family Health Center
 2257 Adam Clayton Powell Blvd (7th Ave. @ 133rd St.)
 New York, NY 10027
 (212) 289-5795

Middletown Campus

Orange Regional Medical Center
 707 East Main Street
 Middletown, NY 10940
 (845) 333-1300

Maintaining health insurance coverage is mandatory for all TouroCOM students and all students MUST be covered by an ACA compliant domestic health insurance plan. All students are required to enroll in the TouroCOM - Sponsored Student Health Insurance Plan unless an acceptable Waiver is provided in a timely manner. Acceptable coverage to waive the TouroCOM - Sponsored Student Health Insurance Plan must have comprehensive coverage throughout the United States. Your plan must have a provider network for primary care, specialty, hospital and diagnostics care in New York or in states where students are designated for rotations. HMO plans only qualify for the state in which you are residing.

- ✓ Parent's Employer Group plan
- ✓ Spouse's Employer Group plan
- ✓ Partner's Employer Group plan
- ✓ COBRA
- ✓ Military/Veterans Benefits - Tricare
- ✓ New York Medicaid (1st and 2nd year students only) - Student must be a permanent resident in New York for the entire academic year
- ✓ Medicare
- ✓ Travel Insurance – International students – Coverage must be ACA compliant

Individual health plans are acceptable with a minimum of the following benefits:

- ✓ Maximum Out of Pocket Expense of no more than \$7,350
- ✓ Deductible Maximum of \$3,500 per Individual
- ✓ Unlimited Lifetime Benefits
- ✓ Unlimited Office Visits
- ✓ Wellness Benefit
- ✓ Comprehensive Prescription Plan (cannot be restricted to generic only)
- ✓ Inpatient and outpatient Mental Health Benefits

If you have active domestic health insurance with benefits which meet the criteria above you may apply for waiver of enrollment in the TouroCOM student health plan. You will need to have your current insurance ID card and information regarding your plan benefits to complete the process. Once you have submitted the required information you will receive an email verifying if your waiver meets the Touro COM requirements.

Full-Time Students on Clinical Rotations/Experiences

In addition to the requirements above, students attending clinical rotations/experiences are required to have comprehensive health insurance coverage as stipulated by TouroCOM's rotation site affiliation agreements. Students

completing any clinical rotations/experiences during an academic year are not eligible to waive with any state Medicaid coverage, as Medicaid, is state based and does not provide comprehensive coverage when you are rotating out of state. Your insurance coverage must also have national provider coverage, which includes the states in which you may rotate.

Exceptions allowing waiver based on Medicaid coverage for 3rd and 4th year students will be considered on a case-by-case basis. For an exception to be considered the student must meet the following:

- The majority of clinical rotations must occur in the state in which the student has been approved for Medicaid
- Proof that purchasing the Touro insurance plan creates an undue financial hardship
- Signature on a waiver agreement releasing Touro University from any responsibility for any medical care or bills, not covered by Medicaid.

Medical Records

Information provided by students at matriculation (e.g., immunization records, emergency medical form, medical history, and physical examination information) is collected and retained by Touro College of Osteopathic Medicine. It will be required for credentialing prior to serving on student rotation assignments. Nothing contained herein shall affect the provider's right to impose its own requirements for immunization and other tests, as a condition to entry into its clinical rotation program. Medical records are maintained separately from the student's other files. Contact the Dean of Student Affairs for information relating to medical records. Such files may be released to clinical clerkship sites.

Immunization Requirements

In accordance with New York State law, Touro College of Osteopathic Medicine requires that all incoming students and students preparing to begin clinical rotations submit documented proof of immunization against measles, mumps, and rubella (MMR), diphtheria/tetanus, polio, and hepatitis B prior to matriculating as students. They must also complete and submit the Meningococcal Meningitis Vaccination Response Form. The Touro College of Osteopathic Medicine is required by law to keep student immunization documentation on file and where dictated by law, immunity by titer. No student will be permitted to begin and attend classes or clinical rotations if they have not provided satisfactory proof of required immunizations as required by the provider or otherwise.

Immunization forms can be obtained in the Office of the Registrar at various campus locations, or downloaded at:

<http://tourocom.touro.edu/media/schools-and-colleges/tourocom/documents/ImmunizationandMeningitisform.pdf>

Evidence and results of tuberculosis screening will be required at the time of matriculation, and before serving clinical rotations as required by the provider or as required by law (See **Clinical Rotation Credentialing Requirements**).

Students with Disabilities

Touro College ("Touro" or the "College") complies with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990, which protects persons from discrimination on the basis of physical or mental impairments for all educational and employment purposes. Reasonable Accommodations may be available for students who have physical or learning-related disabilities.

The College is committed to providing reasonable accommodations to students with documented disabilities who request accommodations. Policies and procedures ensure that students with a disability will not, on the basis of that disability, be denied full and equal access to academic and co-curricular programs or activities or otherwise be subjected to discrimination under programs offered by the College. The College has a centralized Office of Student Disability Services headed by an Executive Director who oversees Student Disability Services operations in the Undergraduate, Graduate, and Professional Divisions. Touro College of Osteopathic Medicine students with disabilities seeking reasonable accommodations should do so through the Office of Student Disabilities Services (OSDS) Coordinators for TouroCOM, the Deans of Student Affairs:

Harlem

Nadege Dady

Nadege.Dady@touro.edu

Middletown

Jerry Cammarata

Jerry.Cammarata@touro.edu

A student requesting accommodation for a documented disability under the ADA must meet with the OSDS coordinator for their school and submit an Application for Accommodations & Services. Verbal disclosure of a disability and request for accommodation is not sufficient and cannot substitute for required documentation. Students may apply for reasonable accommodations at any time. Accommodations, if granted, are only done so on a prospective basis. Reasonable accommodations are never provided retroactively.

Students seeking reasonable accommodations must:

- 1) Complete the Application for Accommodations & Services.
- 2) Provide documentation as described in the Guide to Documentation Requirements.
- 3) Participate in an interactive dialogue with the OSDS coordinator.

The process, as described above, will result in the issuance of a Receipt of Accommodations form, which will either approve or deny the request. This form is signed by the coordinator, the Dean or Program Director, and the student. The process, including all submitted documentation, remains confidential. *The Receipt of Accommodations* ("Receipt") should not contain any disability-specific information, rather it only lists approved accommodations. The Receipt is shared with the program in which the student is registered to ensure that the approved accommodations are implemented.

A copy of the *Application for Accommodations & Services* may be available by contacting the Office of Student Disabilities Services Coordinators for TouroCOM, the Deans for Student Affairs:

Harlem

Nadege Dady

Nadege.Dady@touro.edu

Middletown

Jerry Cammarata

Jerry.Cammarata@touro.edu

Student Rights and Responsibilities

Student Rights

- Confidentiality of all information pertaining to a student's disability, except where disclosure is required by law.
- Equal access to courses, programs, services, jobs, activities, and facilities available through the College.
- Reasonable and appropriate accommodations, and/or academic adjustments determined by the coordinators of OSDS.
- Access to all services and support available to all Touro students with reasonable accommodations where necessary and appropriate.

Student Responsibilities

- Request reasonable accommodations as necessary and appropriate.
- Meet College and programmatic qualifications, technical, academic, and institutional standards set for all students.
- Identify themselves as an individual with a disability when seeking reasonable accommodation (please note that the approval process takes some time, and as such students are urged to file their paperwork as soon as possible).
- Provide documentation (i.e. diagnosis, diagnostic exam results, etc.) from an appropriate professional source(s) to verify the nature of the disability and functional limitations as related to the requested accommodation(s).
- Respond in a timely fashion to the Office of Student Disability Services' requests for additional information.
- Follow specific procedures for obtaining reasonable accommodations.
- Attend all classes for enrolled courses, unless otherwise medically excused.
- Immediately report to the OSDS coordinator if previously-approved accommodations are not being made.
- Report to the OSDS coordinator if previously-approved accommodations require modification, which will result in an interactive dialogue and may result in modifications to reasonable accommodations.
- Understand that accommodations are never provided on a retroactive basis.
- Understand that receiving reasonable accommodations is not a guarantee of academic success.

- Keep a copy of their submitted documentation. Touro is not the custodian of the student's application or medical records.

Grievance Policy

If a student feels that he/she has been discriminated against on the basis of his/her disability or disability status, he/she has the right to file a complaint through the grievance or student complaint mechanisms stated in the College Catalog or Student Handbook. A similar procedure can be followed by a student to appeal the College's response to a request for reasonable accommodations.

Student Counseling

Academic Counseling

Students seeking advising for campus-life issues, the academic program, or the administrative requirements of attending the school can be obtained through the Dean of Student Affairs, Directors of Financial Aid, Registrar, Bursar, Academic Dean, Clinical Department Chairpersons, or a Professor. Faculty and administration are involved intimately in providing an array of support services to our students which include, but are not limited to, professional counseling, guidance, and advisement. Within the office of the Preclinical Dean is a process for early warning, whereby students are informed of their progress or lack thereof on a quarterly basis. The Dean of Student Affairs provides access to a peer counselor in times of need and is also available for advisement and support on an as-needed basis. Course directors provide support through review sessions of course materials and in-person advisement. Collectively, the entire system works together to communicate with students as early and often as possible in support of each student's academic progress.

Behavioral Health — Counseling and Wellness

Students of the College who desire advice or counseling about time management, stress, anxiety, and mental health needs are personally responsible to seek help. Counseling and Wellness services as well as how to contact the counselor are introduced to all students during orientation. Counseling services also published on the school's website and via paper-based flyers posted around campus. All counseling or therapy sessions with the school counselor or social worker are private and confidential.

For emergency situations, crisis and interventional specialists are also available 24/7 throughout the tristate area for students in need. For additional information about all of the wellness services available, please visit

<http://tourocom.touro.edu/student-life/support-services/counseling--wellness/>.

Faculty Advisors

The Faculty Advisor Program plays an important role at Touro College of Osteopathic Medicine. Students and faculty work together very closely in the academic arena. Students are encouraged to use the advice, expertise, and help of the faculty through the advisor program. At a minimum, the advisor is a faculty member and advocate who takes a personal interest in his/her assigned students. Students should feel free to contact their advisor as frequently as necessary for advice, encouragement, and support. Advisors may assume a proactive role and provide academic support to their students when performance levels fail to meet minimum academic standards.

Faculty advisors will be assigned during orientation for the entering class. First-year students should see their mentor a minimum of two times each semester. Second-year students should see their mentor at least once each semester. Students requesting a different advisor than who they were assigned to must submit the request in writing to the Dean of Student Affairs. If a specific faculty member is named as the preferred advisor, then he/she must agree to becoming the student's advisor before the change can be made. Third- and fourth-year students may continue to seek advisement from their assigned advisor at the medical school. Students on clinical rotations are advised, however, to seek advisement from the clinical faculty at the clinical rotation hospitals, particularly from the Directors of Medical Education (DME). Students in the third and fourth clinical years are encouraged to work with the DMEs, the Clinical Dean, and the Dean of Student Affairs concerning any challenges that may be experienced while on rotations.

Student Peer Tutoring Program

Through the Office of Student Affairs, the Touro College of Osteopathic Medicine offers students peer tutoring services without charge. Tutoring is available on a first-come first-served basis during all academic years and is designed to help students enhance their test-taking skills, modify their study habits, and/or focus on critical material and content. Request forms for tutoring services are available in the Office of Student Affairs. In some cases, students may request assistance with studying and learning skills. In these cases, the student may be referred to the Preclinical Dean for further direction and assistance.

Applications to become a student tutor are available in the Office of Student Affairs. Final approval to tutor a subject is granted by the appropriate course director. Student tutors must be able to communicate effectively, have mastered the course material, and be in good academic standing. Work-study tutors receive an hourly payment for their services paid for by federal funds. Student tutors must have registered in the Office of Student Affairs to be eligible for payment for services.

Student Government Association (SGA)

SGA is the official voice for all students. The organization is open to all TouroCOM students and welcomes proposals and participation from the entire student body.

The responsibilities of the SGA include collecting and expressing student opinion; dispensing funds for student activities; acting as a liaison with faculty and administration for the student body; promoting osteopathic medicine; supporting student organization and class activities; and working to improve the quality of life for all students at the Touro College of Osteopathic Medicine.

Student Organizations

Approval and recognition will be given to academic organizations dedicated to the advancement of the osteopathic profession. Other, nonacademic organizations concerned with politics, race, religion, sexual orientation, or any other legally protected class, will be considered as student organizations. The beliefs of such nonacademic organizations may not reflect the opinions of Touro College of Osteopathic Medicine, its faculty or administration, or any of its divisions or affiliates. Applications for new organizations are to follow the application process outlined in this Handbook.

New Student Organization Application Process

Students identify a level of interest in development of an organization:

1. The students request the Touro-approved charter template from the Dean of Student Affairs.
2. The students identify a faculty advisor and complete a petition of recognition.
3. The petition must include the organization's goals, proposed charter, faculty advisor, and list of no fewer than nine charter members.
4. A complete copy of a proposed charter or constitution and by-laws must be attached to the recognition petition.

Appropriate SGA Action:

1. The SGA will review the petition.
2. If the SGA believes the club or organization satisfies the criteria stated above, a vote may be taken. A majority vote of those SGA members voting shall determine the status of the applicant group. The SGA has the authority to recommend to the Dean of Student Affairs a one-year probationary period for the organization.
3. The SGA has the right to review annually any organization's status. The SGA may require every approved organization to submit an annual report.
4. Objections related to the recognized organization will be reviewed at the discretion of the SGA.
5. No action shall be taken concerning the student organization's status unless the organization in question has an opportunity to hear the charges made against it and present its side of the case.

6. A group submitting an unapproved application may resubmit its application at any time after having satisfied the objections of the SGA.

Dean of Student Affairs:

After recommendation of acceptance from the SGA, the Dean of Student Affairs reviews the petition to ensure proper documentation and recommends approval, or denial with reason. The Dean of Student Affairs forwards the recommendation to the Dean.

Renewal of Recognition

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

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

Notwithstanding any contrary provision in this section of the Handbook titled **Student Organizations**, consideration of any action taken or recommendation or decision made by the SGA and/or Dean of Student Affairs shall be heard exclusively by the Dean of the College who shall have sole and absolute discretion to grant or deny the request or application for same. The Dean's decision on any or all such matters shall be final and binding upon the Student Organization and not subject to appeal.

Student Representation on Required Standing Committees

Any full-time student in good academic standing (i.e., not on any form of provisional or probationary academic status) is qualified to seek appointment or election to serve in a representative capacity on college committees. Interested students must apply through the College's SGA for consideration.

For a full list of committees please reference the following link: <http://tourocom.touro.edu/student-life/student-organizations/committees/>

Official Representation

To ensure that a consistent message of the Touro College of Osteopathic Medicine is maintained, only those individuals designated officially by the Dean may represent the views of the College to any public forum.

Policy for Scheduling Events

Students seeking to schedule ON or OFF campus events must obtain prior approval from the Dean of Student Affairs. Examples of some of the types of student-led extracurricular activities on campus include hosting guest speakers, mini-courses, health fairs, and noncredit courses. To schedule an event, all students are required to adhere to the process for scheduling events, which is described below:

To access the event approval form, please reference the following link: <http://tourocom.touro.edu/student-life/student-organizations/forms/>.

The Approval Process:

1. Complete the event approval form and obtain all necessary signatures prior to submitting to Student Affairs for approval.
2. Requests must be submitted two weeks prior to scheduled date of event.

3. All visiting organizations must also complete a *Facilities User Agreement Form* available through the Student Services Department. The agreement must include a copy of the organization's liability of insurance at the levels indicated, covering Touro College and University Systems for the event.
4. The completed event approval form and, if necessary, *Facilities User Agreement Form* should be submitted to the Student Affairs Office.
5. The signed event form can be picked up from the Student Affairs Office.

For Approved Events:

1. Schedule the room for your event through the room reservation representative. In Harlem, please contact Althea Prendergast at althea.prendergast@touro.edu and in Middletown, please contact Frank Rose at francis.rose@touro.edu.
2. If necessary, arrange for Touro media coverage through the Director of Communications.
3. If necessary, arrange for security through the director of on-campus security.
4. If necessary, arrange for cleaning afterwards through the Director of Maintenance.
5. Email the Web Coordinator of the appropriate campus (see below) with event information, release, and photos suitable for posting to the [TouroCOM website calendar](#). After the event, make sure to send a photo and caption so it can be included in the [Around Campus](#) section of the website.

Harlem

Paola Reynoso
paola.reynoso2@touro.edu

Middletown

Janica Aclao Janssen
janica.janssen@touro.edu

Note: The Touro College and University System adheres to a traditional Jewish calendar and dietary laws. Therefore, we are closed on the Jewish Sabbath and Holy Days and require that food for events on campus must be kosher, in accordance with Touro College Food Policy. The link to the policy is:

http://tourocom.touro.edu/media/schools-and-colleges/tourocom/documents/student-affairs/Touro_College-Kosher_Food_Policy.pdf.

Failure to abide by the policy or failure to cancel a space reservation at least 24 hours in advance may result in the loss of rights and privileges of utilizing official room space and resources for that student organization.

The Touro College of Osteopathic Medicine reserves the right to take photographs throughout the school to document certain events and to use such images for promotional activities, without payment of any kind to the subject of the photograph.

Publications

Sanctioned student publications may be published only with the consent of the College. Traditionally, the College works with its students to develop, edit, and prepare these works for publication.

Dress Code

The dress code policy aligns with the TouroCOM Code of Conduct.

1. Students must maintain a neat and clean appearance befitting students attending a professional school. Therefore, attire should convey a professional appearance whenever the student is on College grounds, serving on a clinical rotation, or attending a college- related program.
2. On campus, the mode of dress is determined by each student's professional judgment, unless a department has a dress code for particular activities. Clothing having caricatures, messages, or symbols that can be construed based on societal norms to be vulgar or offensive or to contribute to creating a hostile learning environment is considered to be unacceptable attire and demonstrates inappropriate professional judgment that is subject to review and action by the Dean of Student Affairs.

3. Students dressed or groomed inappropriately may be asked to remedy the problem, failure of which may require them to leave the campus. Questionable or disputed cases of dress or grooming shall be presented to the Dean of Student Affairs, whose decision shall be final and non-appealable.
4. Clinical dress is established by the clinical rotation site. It must be kept in mind that scrub suits are utilized for infection control. They are at no time to be worn outside of hospital grounds.

Admission to the Touro College of Osteopathic Medicine

Admission Process

<http://tourocom.touro.edu/admissions--aid/do-applicants/>

Admission Requirements

<http://tourocom.touro.edu/admissions--aid/do-applicants/academic-requirements/>

Technical Standards for Admission

<http://tourocom.touro.edu/admissions--aid/do-applicants/technical-standards/>

Interviews

<http://tourocom.touro.edu/admissions--aid/do-applicants/interviews/>

Transfer Students

<http://tourocom.touro.edu/admissions--aid/do-applicants/transfer-students/>

Refer to the College Catalog at <http://tourocom.touro.edu/students/>

New Student Orientation

Orientation programs are planned each year by the Office of Student Affairs to welcome and facilitate the integration of new students into Touro. In conjunction with the orientation programs, students register, receive financial aid information, and learn about college services available on campus. In addition, students are provided with opportunities to interact socially with peers and to meet faculty, administration, and staff members to develop a sense of community. Students also are made aware of the rules, policies, and procedures of the College; *however*, each student is expected to become familiar with them as stated above.

Approximately one month prior to matriculation, new students may receive an email pre-orientation packet that contains general information about the college program of study, class schedules, and important information. Attendance during Student Orientation is mandatory for first-year students.

Tour Coordinators/Student Ambassadors

Students enrolled currently at Touro College of Osteopathic Medicine may serve as Tour Coordinators or Student Ambassadors. These students accompany student applicants throughout the facilities to introduce them to the curriculum, buildings, and educational opportunities. Students who wish to serve as a Tour Coordinators or Student Ambassadors must be students in good standing and must secure a letter from their advisor to that effect.

Student Photo Identification Badges

The Dean of Student Affairs arranges for the issuance of student photo identification (ID) badges to new students during orientation or the first week of classes. This badge must be shown to security personnel to gain entrance to the college building and must be worn while a student is in any institutional facility or is participating in a clinical rotation at another facility. This ID badge must be displayed in such a manner that is readily visible. Failure to wear and/or properly display the student ID badge may result in a member of the security staff asking the student to leave the building, denying the student admission to the building, or referring the student to the Dean of Student Affairs for appropriate action. If a

student ID badge is lost or stolen, the student is required to inform the Office of Student Affairs and arrange for a replacement badge. A fee of \$25.00 will be charged to replace a lost or stolen ID badge.

Student Email Accounts

All students are issued a Touro College of Osteopathic Medicine email account by accessing the TouroOne portal. This email address will be the address used after matriculation for all official communications with the student. It is the account required for communications with administration, faculty, and staff. The student is required to check his/her college email frequently and to report any technological problems regarding this account to the IT department. Official communications may be sent via email, which shall be deemed accepted and received by the student.

Personal Property

Students are responsible for their personal property while matriculated at the medical school. Lockers are provided at no cost. Each student may select one locker that is to be registered with the Dean of Student Affairs. In addition, a bicycle room is available. Students are responsible for their personal property in the lockers and the bicycle room at all times, and they must provide their own locks. No bailment is created in favor of the student by the school's supply of these amenities. Please note that the lockers themselves, like all other school assets, are College property and therefore no privacy interest in favor of the student is created. The student assumes all risk of property damage of and/or loss to items stored in the lockers and bicycle room, and Touro shall have no liability in connection therewith.

Lost and Found

Lost and found items are held in the faculty suite on the fourth floor at the Harlem campus and in the Office of Student Affairs at the Middletown Campus. These services are available during regular business hours. Students are urged to label all books and other personal belongings so that they can be easily identified. Students are personally responsible for the safekeeping of their personal property in the medical school, and absolutely no bailment is created in the students' favor.

Confidentiality of Student Education Records (FERPA)

Refer to the College Catalog at: <http://tourocom.touro.edu/students/>

Disciplinary Records

Disciplinary files are maintained by the Office of Student Affairs in a confidential, secure area. Contact the Dean of Student Affairs for information relating to disciplinary records. Such files may be released in the context of a disciplinary proceeding and thus student privacy claims with respect thereto are hereby waived.

Academic Records

Student academic records are maintained by the Registrar's Office of the College and include a summary of all required and elective courses and grades, record of audited courses, clerkship grades, and class ranking. Students may access and inspect their records in accordance with the College's FERPA policy (see above). Students have a right to inspect, but not copy, their education records. Pursuant to FERPA, student academic records, including but not limited to their evaluations, grades, and transcripts, may be released upon student consent, pursuant to subpoena or court order, or upon the request of a regulatory and/or accrediting agency.

Transcripts

Students can order official copies of their transcripts as follows:

1. Go to <http://www.touro.edu/nonstop/>
2. Read the information and instructions that appear carefully
3. Click on "Request an Official Transcript"
4. Scroll down to the link that reads "Click here to order an Official Transcript online"

All official transcript requests **must be cleared by the Bursar** before processing. Processing of official transcripts requires seven (7) to 10 business days after receiving Bursar clearance and longer during peak periods.

RUSH Service

Same-day transcript request service is now available. Here's how the RUSH system works:

- There is a limit of two official transcripts per order.
- Requests must be submitted online – please follow the steps above - no later than 12 noon on business days.
- Transcripts will be available by 3 PM on the same day.
- RUSH requests submitted after 12 noon will be processed on the next business day.
- A fee of \$30.00 is added to the applicable transcript charge for RUSH orders.
- Student copies can also be requested with RUSH service.

Viewing and Printing Your Unofficial Transcript from TouroOne:

1. Log into your TouroOne account at <https://touroone.touro.edu/sso/login>
2. Click on the "Academic" tab and click on "View Academic Transcript (Unofficial Transcript)" under the "My Records" portlet.
3. If you wish to print, right-click using your mouse, then select "print."

If you do not have access to a computer and/or printer, you may log onto the website and print your report in any Touro College computer lab.

Academic Calendar

Please visit <http://tourocom.touro.edu/academics/academic-calendar/>.

Academic Rules and Regulations

For additional academic rules and regulations, refer to the College Catalog at: <http://tourocom.touro.edu/students/>

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 Office of the Registrar by the faculty responsible for the instruction; Touro College of Osteopathic Medicine makes use of letter grades. The work of all students in the four years at Touro shall be reported in terms of letter grades in any of the required courses:

GRADE	DEFINITION	GRADE VALUE
A	High Honors	4
B	Honors	3
C	Satisfactory	2
U/C	Satisfactory with remediation	2
U	Unsatisfactory	0
I	Incomplete	Pending (not calculated in GPA)
W	Withdrawal done within the first two weeks of the semester, no W will appear on the transcript. A W will appear if a course is dropped between weeks two and four.	Not calculated in GPA
WU	Withdrawal Unsatisfactory	0
WP	Withdrawal Passing	Not calculated in GPA

Courses are rated at one credit hour for approximately each 15 hours of lecture or 30 hours of laboratory and/or practice sessions. Credit hours of 2.5 will be assigned for each week of clinical rotations. A cumulative GPA will be calculated and posted on the transcripts.

If a student receives a 'U' grade in a course and then the course is successfully remediated, the grade will appear as a 'U/C.'

In the event a student is required to restart an academic year (successor class), the policies and procedures applicable for students in the successor class apply.

See also NBOME.

Grading for Clinical Rotations

Refer to the Clinical Rotations Manual, which can be found at: <http://tourocom.touro.edu/students/>

Definition of Grades

- A: High Honors
- B: Honors
- C: Satisfactory
- P: Pass – Grades of 'P' may be given for courses of up to one credit.
- U: Unsatisfactory – If a 'U' is obtained, it must be satisfied by remediation. A student must convert all 'U' grades to a passing grade before he/she may enter clinical rotations, unless authorized by the Dean.
- U/C: Satisfactory with remediation – After an unsatisfactory performance has had successful remediation, a 'U/C' will replace the 'U' on the transcript (see **Remediation** section).
- I: Incomplete – An 'I' grade is given when a student, who is otherwise in good academic standing, has not been able to finish all required work for issuance of a letter grade by semester's end. An 'I' is not counted in the GPA calculations until replaced by a letter grade. Replacement of an 'I' is at the discretion of the course director or chair and follows the requirements documented in the "Contract for Grade of Incomplete" entered into by the student and faculty member. An incomplete must be satisfied before the start of the following academic year, unless otherwise determined by the Dean. For students on clinical rotations, if the required work for the third- and fourth-year clinical rotations is not completed by the end of the academic year, then an 'I' may be converted to a 'U.' **Touro's general policy for grades of "Incomplete" in the Graduate and Professional Divisions appears below.**
- W: Withdrawal – A 'W' indicates that a student has registered for a course and then has withdrawn from the course within the first four weeks of the semester. A 'W' will remain on the student's transcript.
- WU: Withdrawal – If a student withdraws from a course after the fourth week, then the student will receive a 'WU,' and this grade will be calculated in the GPA. A 'WU' must be satisfied with remediation; a grade of 'U/C' will replace 'WU' upon satisfactory remediation.
- WP: Withdrawal Passing – In rare, extenuating circumstances, for students otherwise in good academic standing, the Dean may authorize the grade of 'WP' for a student who withdraws after four weeks of classes. Credit will not be earned for the course, and the grade will not be calculated in the GPA.

Grade of "Incomplete" (INC)

A grade of "Incomplete" (INC) may be given to students who have acceptable levels of performance for a given course, but have not completed all course requirements – such as an examination, a paper, a field work project, or time on a clinical rotation. "Incomplete" grades are routinely allowed only for the completion of a relatively small percentage of work in a course (e.g., 25%). Grades of "Incomplete" are not issued to students who are doing substandard work in order to give them the opportunity to redo their projects/exams so that they can achieve an acceptable grade.

The procedure for granting an "Incomplete" begins with the student requesting a meeting with the faculty member in which the faculty member will review the student's progress and decide whether it is appropriate for the student to receive the grade of "Incomplete." If the faculty member decides that the student does not meet the requirements for the grade of Incomplete, she or he may deny the student's request. The student may contest the faculty member's

decision by appealing in writing to the department/program chair. Policies regarding the consequences of missing a final exam may differ in individual schools or programs, and will govern the student’s right to request a grade of “Incomplete.”

If the student is permitted to apply for an Incomplete, he or she will fill out a Contract for Grade of Incomplete. The Contract is considered a request until it is approved and signed by the student, faculty member, and department/program chair. Signed copies of the Contract are given to the student, the faculty member, the departmental/program chair, and a copy is forwarded to the Registrar’s Office. The faculty member is asked to record the grade of “Incomplete.”

Although the time allowed for the completion of any single project may vary depending on the magnitude of the project, a grade of Incomplete should not be allowed to stand longer than one semester from the end of the semester in which the course was given. The faculty member will specify the amount of time allowed to finish an incomplete project in the contract. The amount of time should be appropriate to the project. For instance, a faculty member may only want to allow a relatively short amount of time to complete a missing exam. Under special circumstances, the Dean may extend the deadline beyond one semester. In such a case, the contract should be revised to reflect the change. Once the student completes the required project, the faculty member determines the final grade for the course and notifies the Registrar by using the standard Change of Grade form.

Courses that receive an “Incomplete” grade will be counted toward the total number of credits attempted, but not earned. The course will not be calculated in the student’s term or cumulative GPA until the Incomplete grade is resolved. If the INC grade is subsequently changed to an “F,” the “F” grade will be calculated into the student’s GPA and will appear on the transcript. Incomplete grades can, therefore, affect a student’s financial aid status at the college, but will not initially affect the student’s GPA.

Audited Courses

A course audit is defined as the registration and participation of a student in a course for which he/she typically receives no credit or grade. However, a record of the audited course will be maintained in the student's permanent academic file. Students interested in registering to audit a course should first contact the course coordinator who must approve enrollment. Once approved, the student completes the registration process at the Office of the Registrar. Registration for audits must be completed during the normal registration period. A fee may be charged.

Grade Point Average (GPA) and Class Rank

A student’s official GPA is calculated at the end of each semester. Each letter grade has a numerical equivalent, or “value”: A = 4.000, B = 3.000, C = 2.000, U/C = 2.000, U = 0. Cumulative GPA is calculated by dividing the total number of grade points earned at TouroCOM by the total number of credit hours completed, except for those with the grade of “P” in courses graded on a pass/fail basis. Example: A student receives the following grades and credits:

GRADE	CREDIT HOURS	GRADE VALUE	GRADE POINTS
A	4	X 4.000	= 16.000
B	3	X 3.000	= 9.000
B	4	X 3.000	= 12.000
U/C	3	X 2.000	= 6.000
Totals	14	--	43.000

Calculated GPA: $43.000 \div 14 = 3.071$

Class ranking is updated at the end of each semester based upon the order of cumulative GPAs within the class. A student’s most recent class rank may be requested from the Preclinical Dean office either in person or in writing.

Promotion

Progress is assessed after each semester. However, promotion is defined as progression from one academic year to the next.

1. A student will be recommended to the Dean for promotion by the SPC.
2. A first-year student who has an 'I' on their academic transcript will not be recommended for advancement to the second year, unless otherwise determined by the Dean.
3. A first-year student who has two 'U' grades will not be recommended for advancement into the next academic year unless at least one of the two 'U' grades has been converted to a passing grade.
4. No student will progress to the third year (clinical rotations) until all preclinical courses have been passed.
5. When considering a student for promotion, professional, ethical, and personal conduct will be taken into consideration.
6. A student will be promoted provided that all academic, legal, and financial requirements to the College have been satisfied.

Class and Examination Policies

Class and Examination Schedules

The Preclinical Dean is responsible for distributing the approved class and exam schedules for all first- and second-year courses.

Examination Decorum

Examinations are proctored. Students are expected to maintain appropriate decorum and demeanor at all times that is consistent with accepted academic and professional standards during examinations. The only items allowed during a written exam are the students' laptop computer or tablet, mouse (wired or wireless mouse is permitted), photo ID, and a pen or pencil. Cell phones, smartwatches, ipods, flash drives, external drives, or any other electronic devices are prohibited. Earplugs are permitted during the test but must be shown to a proctor before use and upon request. Bags of all sorts, including backpacks, laptop sleeves, and purses must be stored outside the examination room before exam check-in. All students are to comply with college examination policy as maintained by the Preclinical Dean's office. Any student observed by a faculty member and/or proctor suspected of or engaging in dishonest acts (as defined elsewhere in this Handbook) during an examination may be subject to immediate removal from the examination room and subject to the provisions of the Academic Integrity Policy, which can be viewed at:

<http://www.touro.edu/students/policies/academic-integrity/>

The wearing of a headpiece for religious reasons is permitted during exams. In accordance with accepted medical practice, and in accordance with the policies of the NBOME, students are required to examine and be examined by students of both sexes.

Attendance, Tardiness, Absences, and Examinations

Touro College of Osteopathic Medicine encourages and expects students to attend all scheduled courses of study including, but not limited to, classroom lectures, discussion groups/interactive sessions, laboratory activities, and clinical assignments. Failure of a student to be present on time to any of the above will be viewed as violations of standards of academic and social conduct. Students should refer to the course syllabus for specific requirements for individual classes. If there are requirements articulated in a course document, then those requirements prevail.

An absence from a required college activity may be excused according to the **Criteria for Requesting an Excused Absence for Courses, Labs, and Discussion Groups** section below. Absence from instructional periods for any reason does not relieve the student from responsibility for material covered.

Promptness is a trait the physician must display and is a component of the Core Competency of Professionalism of the AOA. Tardiness in class disturbs both the lecturer and the entire student body and is inconsiderate and rude. Repeated tardiness is considered improper professional behavior and may result in disciplinary action, including dismissal.

Late Attendance for an Examination

Other than situations specifically addressed in this Handbook, students are required to be present for all scheduled examinations. All students are required to sign in for an exam no less than 15 minutes prior to the assigned examination start-time, and they are to follow all examination procedures. If a student finds that he/she is unavoidably detained and is more than 15 minutes late for a scheduled written examination, he/she should not enter the exam room but should present himself/herself to either the Dean of Student Affairs or the Preclinical Dean instead to explain the situation.

Following the meeting, the Dean may offer one of the following options to the student:

1. The exam will be taken during the remaining allotted exam time with no penalty.
2. The exam will be rescheduled for a later time with a 10% penalty for an exam covering the same topic.
3. In instances where a student is impacted by a situation outside of his/her control (see **Criteria for Requesting an Excused Absence for Courses, Labs, and Discussion Groups** section below), an excused absence may be requested to precipitate the rescheduling of that examination with no penalty.
4. A missed written exam must be made up within one week of the original assigned exam date or as scheduled following the approval of the Dean of Student Affairs.

Criteria for Requesting an Excused Absence for Courses, Labs, and Discussion Groups

Permission to be excused from a required course component, lab, or discussion group/iClicker session is not granted routinely. To request an excused absence, please complete and submit an excused absence request form to the Office of Student Affairs. The form can be found at <http://tourocom.touro.edu/student-affairs/excused-absences/>

Excused absences are granted for situations specifically addressed in this Handbook. All absence requests must be accompanied by contemporaneous supporting documentation. The following criteria are recognized for granting excused absences:

1. The student has a death in the immediate family. An announcement of the family member's funeral arrangements may be presented as supporting documentation.
2. The student is admitted to a hospital for medical reasons. In the case of an injury or illness, a physician's note (and/or evidence documenting such an absence) is required. The College reserves the right to ask for additional supporting documentation in support of the physician's note. Seeing a doctor does not satisfy the requirement for a medical excuse. Acute trauma, immunocompromised status, or having a communicable condition (documented with laboratory confirmation) would be clinical examples that might meet the requirement for a medical excuse. Be aware that it is the student who requests that medical information be provided to the school. The student is charged with the responsibility to inform the physician that in order to be excused, a medical note must be prepared that explains specific reason(s) why the physician directed the student not to attend required classes or examinations during that time. The medical note also must state why it would have posed a danger to the student or to the student body/faculty or staff to be present at the college. Late presentation of a note or retroactive application may affect the determination of whether the absence is excused.
3. Academic pursuits whereby a student is participating in a prior-approved seminar, conference, or educational program to promote a better understanding of medical education and the field of osteopathic medicine.

Discussion Groups/iClicker Sessions

An excused absence will not be counted as a missed clicker session and is not calculated in your overall iClicker grade. An unexcused absence will be counted as a missed clicker session and will result in a grade of zero for that clicker session.

Clinical Rotations

Refer to the Clinical Rotations Manual: <http://tourocom.touro.edu/academics/do-program/clinical/student-resources/>

Jury Duty

Students may be called to serve on jury duty. A letter asking for postponement of jury duty may be requested from the Dean of Student Affairs. This letter does not guarantee that jury duty will be postponed; if called for jury duty, the student may request an excused absence (See **Criteria for Requesting an Excused Absence for Courses, Labs, and Discussion Groups** above).

Policy for Student Funding for Seminars and Conferences

Touro College of Osteopathic Medicine encourages medical students in good academic standing to participate in seminars, conferences, and educational programs to promote a better understanding of medical education and the field of osteopathic medicine. The cost incurred for these educational experiences is the responsibility of the participating students.

From time to time, medical students are given the honor to present, hold elected office, or serve on a committee at a conference, seminar, or medical meeting. When such an honor or opportunity presents itself, and when it directly represents the interest of the medical school, consideration may be given to a request for funding.

Although each request will be reviewed on its own merits, these general guidelines will be followed:

1. Elected or designated officers of the SGA Executive Board who attend an approved conference or seminar will be reimbursed up to \$1,000 per meeting.
2. Students who present a scientific meeting or as part of an educational program will be reimbursed up to \$1,000.00 per student.
3. Students who present a poster at a conference or seminar will be reimbursed up to \$500.00 per student.
4. Elected officers or delegates of official school organizations who are required to attend regional and national meetings will be reimbursed up to \$1,000.00 per student.
5. Students who request funding must complete Touro's Travel Waiver. Exceptions to the above will also be considered on a case-by-case basis. There is no obligation to honor every request.
6. All receipts for reimbursement must be submitted no later than 45 DAYS after an event for a reimbursement request to be considered.
7. Review and adhere to the Touro Travel Policy: <https://touro.app.box.com/v/travelpolicytc>.

Students who choose to attend a scientific presentation or conference without being required to by a regional or national committee, or do not meet the above criteria, may not receive reimbursement from Touro College of Osteopathic Medicine; however, they may request an excused absence for classes missed, which may be granted at the discretion of the Dean of Student Affairs.

Students approved for attending off-campus conferences or events remain fully responsible for all presented information from missed lectures, laboratories, exams, and/or other course assignments. Any missed practical examinations must be resolved promptly in coordination with the appropriate instructor/coordinator as described above. A missed written examination must be made up within one week of the original assigned exam date or as scheduled following approval of the Dean of Student Affairs.

Leave of Absence (LOA)

Definitions: A Leave of Absence (LOA) is a temporary suspension of a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. A scheduled break may occur during a LOA.

Policy:

Requesting a Leave of Absence

1. A matriculated student enrolled at Touro who chooses to suspend his/her attendance but intends to return and continue his/her study at Touro must submit a written request for LOA, which must be approved by all appropriate parties noted on the LOA request form.

2. This does not apply (and a LOA is not required) if a student is not in attendance just for an institutionally-scheduled break.
3. A student may initiate a request for a LOA or to take a LOA through the appropriate professional standing committee (or the program director or dean).
4. A LOA should be requested after the student's semester in attendance is completed (grades may or may not be posted at the point of LOA request) and before the following semester starts.
5. There must be a substantial reason (articulated in writing on a LOA form, with accompanying documentation, if appropriate) for requesting and approving a LOA. For example, a student may not request and a school may not grant a LOA merely to delay the return of unearned Title IV funds.
6. The student shall not be assessed a fee for submitting a LOA request.
7. Before requesting LOA the student should consult with all parties listed on the Request for Leave of Absence form to understand both FA and academic implications.
8. There must be a reasonable expectation that the student will return from the LOA. The student must provide a date (semester and year) that they reasonably expect to return from the LOA.
9. Prior to granting the LOA, the Office of Financial Aid must explain to the student the effects that the student's failure to return from a LOA may have on the student's loan repayment terms, including the potential expiration of the student's grace period.
10. Retroactive LOA or LOA requested before the student's first semester at Touro will not be granted.

Financial Aid and Leaves of Absence

1. Dean, FA, Bursar and Registrar can approve LOA only if:
 - a. LOA is requested after the student's semester in attendance is completed and before the following semester starts, and
 - b. for a duration of one semester only (not exceeding 180 days).
2. A student on an approved leave of absence will retain in-school status for reporting purposes.
3. Upon the student's return from the approved leave, he or she continues to earn the Federal Student Aid previously awarded for the period.
4. If the student fails to return from the approved leave of absence, the student will be considered to have withdrawn from the college (for financial aid purposes only) as of the first day in which the leave of absence was granted.

Leave of Absences beyond one semester

1. If extenuating circumstances arise, a student may request a leave of absence mid-semester and/or beyond one semester. These circumstances include, but are not limited to, a death in the family, medical reasons, military leave and personal well-being.
2. If the student requests a leave of absence mid-semester, submission, approval and processing of LOA in the student information system should not exceed 7 business days, if the semester involves classroom setting courses, and 10 business days, if the semester involves clinical rotations, field experience, internships and other supervised practicums.
3. Any LOA requested during the semester or for a period beyond one semester will be considered as a non-reportable LOA for purposes of administering federal financial aid and it will be reported as withdrawn from the college. The student's withdrawal date is the date the student begins the non-reportable LOA. A Return of Title IV calculation may be necessary to determine a student's tuition liability.
4. Exception to this rule is a student on clinical rotations (clerkships, nursing cohorts, etc.) who attended and completed at least one of the rotations scheduled for the semester, who did not start the remaining scheduled rotation(s), but due to extenuating circumstances has to suspend his/her attendance for these remaining rotations for this semester. This student will be reported as on a reportable LOA for this interrupted semester.
5. A student whose leave of absence is approved and is registered for courses at the point of approval is automatically withdrawn from all courses (no additional add/drop form is required). Tuition will be refunded only in accordance with Touro's published refund policy.

Returning from a Leave of Absence

1. Students must contact the Office of the Registrar and submit a Petition to Return to Classes form at least 30 days prior to returning to school from a LOA. Failure to do so may result in administrative withdrawal of the student.
2. If the student chooses to return after the leave has changed into a withdrawal, the student may need to reapply to the college/university.

Appeal process

1. If extenuating circumstances arise and a student was unable to request a LOA during a timeframe indicated in this policy, a student may petition to the appropriate Academic Dean or Dean of Students and University Registrar to be granted a retroactive LOA.
2. These circumstances include, but are not limited to, a death in the family, medical reasons, military leave and personal well-being. Appropriate supporting documents must be provided with the petition.

Matriculation Maintenance/Six-Year Rule

Those students who are not on an approved LOA who are not progressing to the next academic year, including progression to third- or fourth-year Clinical Rotations, or who are fourth-year students who have not completed COMLEX-USA Level 2 requirements at the end of the fourth year shall be deemed to be “Matriculation Maintenance,” as recommended by the SPC to the Dean of Student Affairs. A “Matriculation Maintenance” student must register each semester and pay the requisite fees in order to maintain registration status. Duly registered “Matriculation Maintenance” students shall have the opportunity to access the library, avail themselves of student advisement, attend class and laboratory sessions, and participate in course reviews and board preparation activities made available to the student body as a whole. The time period elapsed during the activities of a “Matriculation Maintenance” student shall apply and be chargeable to the Six-Year Rule provided elsewhere in this Handbook. This status may have financial aid implications for the student.

The Six-Year Rule is a fundamental part of our academic program, and it allows the institution to ensure continued professionalism as well as be confident that a student’s mastery of subject matter has not degraded or their technical skills atrophied.

The following sections detail some aspects of the policy related to specific types of LOA.

Maternity Leave

Contact the Dean of Student Affairs in order to request American Disability Act (ADA) reasonable accommodations.

Military Leave

Touro College of Osteopathic Medicine is committed to supporting students called to active military duty. Students called to such duty will be considered to be on military leave. Students called to active duty should notify the Dean of Student Affairs immediately and provide all of their pertinent call-up papers. Students returning to Touro from active military duty will be eligible for reinstatement as full-time Touro students once they have notified the Dean and have supplied any pertinent military papers requested by the Dean. Preclinical students with less than two-thirds of assignments/exams completed will be encouraged to restart the courses once they return. Departments, however, will have the ability to make special arrangements. Clinical students returning to Touro 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 appropriate Dean and by the Chair of the department in which the student was participating in the clinical rotation. No additional tuition will be due from students for the resumption of any "incompletes" for work that they started before leaving for active military duty.

Tuition charges for students restarting classes or for subsequent academic semesters will be set at the tuition rates in effect at the time the student left on military duty. The Dean of the College will provide leadership to facilitate the reentry of students into their programs as close as possible to the point when they were called to active military duty. The Dean of Student Affairs will provide leadership to facilitate student programming to address issues of stress and personal crisis and will assist students in need of counseling because of a call-up.

Time spent on an LOA accrues toward the maximum limit of six years. Refer to Maximum Time Frame (Six Years).

Withdrawal Policies

Withdrawal from Class

A student may withdraw officially from a class only with the approval of the Dean or designee. Such approval is granted only for extraordinary circumstances. If approval is granted, the student receives one of the following grades: 'W' (withdrawal), 'WU' (withdrawal unsatisfactory), 'WP' (withdrawal passing), or 'U' (unsatisfactory).

- Courses from which a student withdraws within 14 days of the official start of the semester will **not appear** on the student's academic transcript.
- Withdrawals made between weeks two through four, inclusively, of a semester carry no academic penalty and will be entered on the transcript as a 'W.'
- Students who withdraw from a course after the fourth week of a semester will be assigned the grade of 'WU.'

Students should be aware that withdrawal from a class may result in a significant extension of the student's professional program.

Withdrawals

(IMPORTANT: Also see "Policy for Withdrawing from All Classes," below under "Tuition Refund Schedule")

A student may officially withdraw from a class only with the approval of the Dean or designee. Such approval is granted only for extraordinary circumstances. If approval is granted, the student receives one of the following grades: W (withdrawal), WU (withdrawal unsatisfactory), WP (withdrawal passing), or U (unsatisfactory).

- Courses from which a student withdraws within 14 days of the official start of the semester will *not appear* on the student's academic transcript.
- Withdrawals made between weeks 2 through 4, inclusively, of a semester carry no academic penalty, and will be entered on the transcript as a 'W'.
- Students who withdraw from a course after week 4 of a semester will be assigned the grade of 'WU.'

Students should be aware that withdrawal from a class may result in a significant extension of the student's professional program.

Withdrawal from the College

The decision to withdraw from the College is a serious matter. Any student who withdraws from the College or a program is dropped from the rolls of the College. Students contemplating withdrawal are advised to discuss this issue with their faculty advisor and/or Dean of Student Affairs or his or her designee. If a student decides to withdraw, information is available regarding transfer opportunities to other institutions as well as assistance in defining new occupational or career goals. Students considering withdrawal are subject to the policies governing withdrawal from courses. Students who withdraw from the College after the fourth week of the semester receive a grade of 'WU' or 'WP' for all registered courses. If a student decides at some later date to reapply to reenter the program, he/she must reapply for admission and, if accepted, the status of the returning student will be determined by the Dean.

Non-attendance, non-participation or notification to the instructor/program director does not constitute an official withdrawal. The Office of the Registrar is the only Designated Campus Official for all official withdrawals.

Withdrawal Procedures

A student wishing to withdraw from Touro is required to meet with the Dean of Student Affairs or designee. The student must inform the Dean, in writing, of the decision to voluntarily withdraw and voluntarily relinquish his/her position in the program. An official withdrawal form is available from the Registrar. The official withdrawal form must be completed and sent to the Registrar's Office. The withdrawal process includes clearing financial obligations to Touro and completion of a financial aid exit interview (See below Financial Aid and Withdrawal). Following completion of these withdrawal procedures, the designation 'Withdrawal' will be placed in the student's permanent records. The

designation "Unofficial Withdrawal" is placed in the permanent record of any student who withdraws from his/her program without complying with the above procedures.

Tuition Refund Schedule

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

Before the opening of class	100% of tuition
During the first week of classes	90% of tuition
During the second week of classes	75% of tuition
During the third week of classes	50% of tuition
During the fourth week of classes	25% of tuition
After the fourth week of classes	No Refund

Financial Aid and Withdrawal

A student receiving financial aid must meet with the Financial Aid Administrator to review his/her indebtedness. Federal regulations are in effect when a Title IV recipient withdraws from school. Title IV calculations are required and a return of federal direct loan funds by the student may be applicable. In this event, the student is responsible for any tuition liability that may occur. Payment arrangements can be made by the student through TouchNet or a payment plan. Students must contact the Office of the Bursar for all payment plans.

Standards of Satisfactory Academic Progress

Federal and institutional policies require that students maintain Satisfactory Academic Progress (SAP) as one of the conditions of receiving financial aid. It is critical that all TouroCOM students who receive financial aid read and understand the [College's SAP policy](#).

Graduation Requirements

A student will be recommended for the degree of Doctor of Osteopathic Medicine provided the candidate satisfies all of the following criteria:

1. The student has completed at least four years in an accredited osteopathic medical college or its equivalent.
2. The student has been enrolled in Touro College of Osteopathic Medicine during the final two academic years prior to graduation.
3. The student is not on Provisional Academic Status, has completed all prescribed academic requirements having remediated all 'U' grades on all academic courses and core rotations achieving a cumulative GPA of 2.0 or higher, has no outstanding grade that is incomplete, and has a passing grade for all core clinical rotations.
4. The student has passed Level 1 and Level 2 (both CE and PE) of the COMLEX-USA examinations of the NBOME.
5. The student has performed and behaved in a manner which is ethical, professional, and consistent with the practice of osteopathic medicine.
6. The student has complied with all of the financial requirements associated with matriculation at Touro College of Osteopathic Medicine.
7. The student attends the graduation ceremony IN PERSON, unless special permission has been granted by the Dean of Touro, which will only be granted where satisfactory evidence of medical or other emergency has been provided.
8. The student is at least 21 years of age.

All students must file an application for graduation. Application for graduation is linked to specific graduation dates (June, September, and January). The student must complete an application for graduation and submit the form to the Office of the Registrar no later than 60 days in advance of their anticipated graduation date.

Diplomas are issued upon satisfactory completion of the above requirements as determined by the Dean.

Attendance at the Graduation Ceremony

Permission to attend and march in the graduation ceremony may be granted to students who are scheduled to complete all graduation requirements by September 1st. Such permission is a courtesy and shall not be construed as having fulfilled requirements successfully for graduation from the Touro College of Osteopathic Medicine.

Maximum Time Frame (Six Years)

All degree requirements must be completed within six years following matriculation. In all cases, no student admitted to Touro College of Osteopathic Medicine will be allowed to pursue medical school education for more than **six years** at Touro College of Osteopathic Medicine.

Lecture and Equipment Policies

Recording of Lectures

Taping of lectures is not prohibited by the administration. However, in all instances, prior approval of the instructor must be obtained. It is to be understood that the instructor's approval is on a voluntary basis and that such a privilege may be withdrawn at any time.

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.

Campus Visitors

Nonstudents are not allowed to attend any didactic or laboratory sessions without the special permission of the Dean of Student Affairs and the faculty member presenting the class. Students wishing to bring a visitor to any campus building must arrange in advance for a special visitor's pass, which may be obtained from the Office of Student Affairs. No visitors are permitted in the anatomy lab without the permission of the Anatomy Faculty or Dean of Student Affairs.

National Board for Osteopathic Medical Examiners (NBOME)

The NBOME is the leading assessment organization for the osteopathic medical profession, whose mission is “to protect the public by providing the means to assess competencies for osteopathic medicine and related health care professions.” The NBOME administers a series of examinations, the COMLEX-USA, which is designed to assess the osteopathic medical knowledge and clinical skills considered essential for osteopathic generalist physicians to practice medicine without supervision. COMLEX-USA is constructed in the context of medical problem solving, which involves clinical presentations and physician tasks.

Satisfactory performance on COMLEX-USA Level 1 and Level 2 Cognitive and Performance Evaluations (CE and PE) are required for graduation by the Commission on Osteopathic College Accreditation (COCA). COMLEX-USA Level 1 includes Osteopathic Principles, Anatomy, Pharmacology, Physiology, Biochemistry, Community Medicine, Medical Humanities, Internal Medicine, Microbiology and Pathology. COMLEX-USA Level 2 includes Surgery, Obstetrics and Gynecology, Psychiatry, Pediatrics and Osteopathic Principles, Community Medicine, and Medical Jurisprudence.

The NBOME requires the Dean to authorize students in good standing to sit for the COMLEX-USA Level 1 and Level 2 (CE and PE) examinations. The specific examination dates are listed on the NBOME website. The NBOME scores all examinations and provides the results to both the student and Touro. The grading process may take six to eight weeks following an examination. At various times, students will be asked to submit official transcripts of their NBOME scores when applying for postgraduate training, licensure, and job opportunities.

The Preclinical Dean prepares guidelines for eligibility and scheduling for the COMLEX-USA Level 1 exam.

To be authorized by the Preclinical Dean to schedule a date for the COMLEX-USA Level 1 exam, the student must achieve a satisfactory score or greater (threshold score) on the Comprehensive Osteopathic Medical Self-Assessment

Examination (COMSAE) and must otherwise be in good standing. The threshold score is set by the Preclinical Dean and approved by the Dean.

The COMSAE exam is administered by TouroCOM in a proctored setting on campus, according to the schedule published by the Office of the Preclinical Dean. If the student scores less than the threshold score during the scheduled exam period, then he/she must retake the COMSAE within 30 days of notification of test score. In the unlikely event that the threshold score is not achieved, this process will repeat, specifically, retaking the COMSAE within a 30-day timeframe until such time that the student achieves the threshold score or greater on the COMSAE. Be advised that the Preclinical Dean determines the specific version of the COMSAE and the date that the student is scheduled to take the exam. If a student is unable to take the COMSAE at the Touro College of Osteopathic Medicine, then he/she may be granted permission to take the examination at an approved site; however, in this instance, the student will be responsible solely for any and all fees assessed for using a proctored testing site.

The student will have 10 days after achieving the threshold score or greater on the COMSAE to register for the COMLEX-USA Level 1 exam. Should the student not take the COMLEX-USA Level 1 exam within 60 days of achieving a threshold score on the COMSAE, he/she will be removed from the authorized roster of students eligible to sit for the COMLEX-USA Level 1 exam and may be required to retake the COMSAE for the minimum threshold score.

Important COMLEX-USA Level 1 Dates:

All students are expected to achieve the minimum COMSAE score and sit for COMLEX USA Level 1 on or before **July 1st** of the second academic year. Those students who have not reached the COMSAE threshold by July 1st will be removed from rotations, unless granted an exception by the Clinical Dean, as advised by the Preclinical Dean. Those students who have not passed the COMLEX-USA Level 1 exam by **Oct 1st** of the third year will be removed from rotations, unless granted an exception by the Clinical Dean.

The Clinical Dean prepares guidelines for eligibility and scheduling for the COMLEX-USA Level 2 exam, which are published in the Clinical Rotations Manual.

Historical performance of the TouroCOM NY campuses on the NBOME exams may be accessed at the following link: <http://tourocom.touro.edu/academics/do-program/outcomes/>

Student Promotions Committee (SPC)

The SPC considers academic grades and AOA core competency domains, which include professionalism, osteopathic principles, and practice among others. This Committee is charged with maintaining academic standards in the academic courses and throughout clinical rotations. The Committee assesses the progress of each student throughout the academic year. Students who attain satisfactory academic and professional progress are recommended for promotion to the next academic year after approval from the Dean, provided all tuition and fees are paid.

The Committee recommends to students (particularly those who are identified by the faculty or administration as at-risk academically) to meet with their advisors on a regular basis. The Committee makes every effort to work with students early in their enrollment in order to improve their opportunities to succeed. Students may request a meeting with the Committee at any time in order to evaluate their academic performance.

After a thorough review of a student's performance, which may include an interview with the student, faculty, or administrator(s), the SPC recommends an action to the Dean.

The SPC may recommend to the Dean graduation for those students who have successfully completed two years of preclinical study, two years of clinical training, and passed COMLEX-USA Level 1 and COMLEX-USA Level 2 Cognitive and Performance Evaluations (CE and PE). The final list of students for graduation will be presented to the Dean of the College by the Preclinical and Clinical Deans upon the recommendation of the faculty.

Early Intervention

As part of our academic and clinical program of assisting students, TouroCOM may use an early warning system to identify students who are at risk of failure in order to make them aware of their academic status. Resources available to

the student may be identified and offered. It is possible that, as a result of the risk of failure, the Preclinical Dean or Dean of Student Affairs may advise the student that privileges can be denied for the remainder of the semester **including, but not limited to**, serving as an officer of any official College club or organization and engaging in time-consuming extracurricular activities, including employment. Those privileges are also noted under **Provisional Academic Status** below.

Provisional Academic Status

Definition of Provisional Academic Status

Provisional Academic Status is defined as a period of time during which the student's progress will be closely monitored by the SPC and the Dean of Student Affairs. A student may be placed on Provisional Academic Status for any of the following reasons:

1. A student earns a semester or cumulative grade point average of less than 2.0.
2. A student is repeating an academic year.
3. A student receives a 'U' in a course of three or more credit hours or core clinical rotation.

Terms of Provisional Academic Status

A student on Provisional Academic Status may not serve as an officer of any official College club or organization and shall not engage in time-consuming extracurricular activities, including employment, or other privileges denied by the preclinical Dean or the Dean of Student Affairs.

1. When a student is placed on Provisional Academic Status, it is noted in the student's academic file. Subsequently, when a student is returned to "Good Standing" (i.e., is no longer on any form of Provisional Academic Status, or on probation), this also is noted in the student's file. Provisional Academic Status is not noted on transcripts.
2. When a student is placed on Provisional Academic Status, he/she will be notified in writing by the Chair of the SPC. A copy of this letter will be placed in the student's permanent file and one will be sent to the Dean. The SPC will ascertain when the term of the Provisional Academic Status has been satisfied and will recommend to the Dean that Provisional Academic Status be rescinded.
3. A student on Provisional Academic Status may not serve as an officer of any official College club or organization, and shall not engage in time-consuming extracurricular activities, including employment.
4. A student on Provisional Academic Status will not be granted an excused absence to attend a professional meeting that overlaps with required curricular components.
5. A first- or second-year student on Provisional Academic Status should meet with his/her faculty advisor at least once a month. A third- or fourth-year student on Provisional Academic Status should contact the Clinical Dean at least once a month.
6. The student will remain on Provisional Academic Status until the following minimal acceptable standards are met:
 - a. When the cumulative GPA is above 2.0 and all grades of 'U' are made up.
 - b. When third- or fourth-year students on Provisional Academic Status with a core clinical rotation grade of 'U' have remediated the rotation successfully.

In some cases and with the approval of the SPC and the Dean, a student may be allowed to repeat an academic or clinical semester(s). Upon a satisfactory completion of a repeated academic or clinical course of study, the Registrar will be notified as to the special permission granted to the student. The Registrar will remove all credits from the semester(s) for which the student is allowed to repeat. The grades, sans credit, will appear on the transcript. A student must graduate within six years. Note: Financial aid may not be available for repeated courses. Repeated courses may affect the pace of completion and therefore affect financial aid eligibility.

Academic Dismissal

For students on a full academic program, the SPC may recommend dismissal to the Dean of Student Affairs for any one of the following reasons:

1. A student receives a grade of 'U' in three classes or nine or more cumulative credits during a given academic year, as remediation is not permitted in this situation.
2. While on Provisional Academic Status, a student fails to achieve satisfactory progress after two semesters in the program by not earning a cumulative and semester grade point average of 2.0 or higher.
3. A student receives 'U' grades in two clinical rotations.

Remediation

Efforts may be made to give each student ample opportunity to demonstrate competency in each area of the academic program. For students who have not been successful, the College may offer a remediation opportunity. However, remediation is to be regarded as a privilege that must be earned by a student through active participation in the educational program, as demonstrated by regular attendance (as described in this Handbook) and by individual initiative and utilization of resources available to him/her. Decisions regarding remediation will be made by the Dean on an individual basis after considering the recommendation of the SPC and all pertinent circumstances in each case.

The SPC recommendation to the Dean will be based on the student's academic records and considerations after consultation with the student's faculty advisor, course instructor, system coordinator, or appropriate dean. The SPC, after such consultation, may recommend to the Dean that the student shall be directed to comply with one of the following:

1. Pass an examination as directed by the course coordinator or appropriate instructor.
2. Complete special projects or studies in the deficient area(s), as directed by the course coordinator or appropriate instructor.
3. Repeat the course.
4. Take the failed course at an accredited institution with the approval of the Preclinical Dean. Such approval may be granted if the course offers comparable course content and curriculum as determined by the Preclinical Dean in his/her absolute discretion. In this case, students who have taken and earned a grade of no less than 'C' may apply for transfer credit. In the case of a 'U' on a rotation, the College may assign a site for remediation, but this is not guaranteed. If a student is offered the privilege of remediation, then the student may request to:
 - a. Repeat the academic year; or
 - b. Withdraw from the College.

Grades earned during an attempted remediation of a course, system, or clinical rotation will be reviewed by the SPC and the Dean. The highest grade a student may earn by any of the remediation options set forth above is a grade of 'U/C.' The grade achieved by remediation will be recorded on the transcripts beside the original grade, and it will read as the grade of 'U/C' and carry a grade-point weight of 2.0 for the course. Any student who fails remediation as directed above shall be dismissed automatically from the school with no right of appeal.

In the event remediation is not granted, the recommendation for dismissal will be forwarded to the Dean (See **Academic Dismissal**).

Academic Appeal Process

Following notification of dismissal, a student may request a formal academic appeal to the Dean. He/she has seven business days to perfect the appeal by submitting a narrative explaining the basis for the appeal, which may be accompanied by supporting documentation. The narrative should explain fully the basis for his/her appeal and substantiate the reason(s) for advocating a reversal of the prior recommendation or decision by the Dean of Student Affairs, SPC, and/or the Dean.

The Dean in his/her sole and absolute discretion may grant an appeal only on the basis of one of the following:

1. There is evidence of bias of one or more of the members of the SPC.
 2. There is new material documenting information that was not available to the SPC or the Dean at the time of the initial decision.
- A procedural error occurred.

If granted by the Dean, the hearing shall take place before a Hearing Committee composed of three faculty or administrative members appointed by the Dean of Student Affairs and shall convene no sooner than five college days on written notice to the student.

1. The hearing will be open to the student and appointed Hearing Committee and other College Administrators as deemed necessary or appropriate by the Hearing Committee; it is closed to all other individuals. The Committee may hear testimony from the student and, in its discretion, others. It may, at its discretion, review documentation related to the claim. A quorum (more than half) of this Committee must be present, either in person or via telephone or video conference, in order to conduct official business and render a decision.
2. All decisions shall be made by majority vote, of which the mechanism is to be determined by Committee membership.
3. The student has the right to appear in person before the Committee in order to present his/her case. The student may submit materials to the Committee no later than one college day prior to the hearing.
4. A student may not bring an attorney or any counsel to any of the hearings, nor is a recording of any of the hearings allowed.

While the appeal is pending, the status of the student will not be altered. The Dean will notify the student of the appeal decision within 10 business days. The decision of the Dean shall be final and binding and not subject to further appeal.

Arbitration of Disputes

Touro College students, faculty and staff are expected to abide by all Touro College policies and regulations, including those set forth on the Touro College website, and including the policies and procedures set forth in this Handbook.

Touro College's arbitration policy was created with the intention of providing a program for the quick, fair, accessible, and inexpensive resolution of Disputes (see definition below) between Touro College and Touro College's current and former students (as well as applicants) related to or arising out of a current, former, or potential academic relationship with Touro College. The policy is intended to provide an exclusive mechanism for the final and binding resolution of all Disputes that cannot otherwise be resolved internally through the academic and disciplinary methods described elsewhere in this Catalog. It is not intended either to curtail or extend substantive rights available under applicable law, except to limit Touro College's damages awardable to students in any and all events, and to limit the amount of time an aggrieved student has to file for arbitration. The policy should be interpreted in accordance with these purposes.

A student's acceptance, registration, enrollment, matriculation and/or continued enrollment and matriculation at Touro College acts as his or her consideration and consent to these terms. Each student agrees that he or she will pay for their own fees and expenses related to or arising out of the arbitration. Each student acknowledges and understands that by registering and matriculating at Touro College they are clearly, freely and unambiguously agreeing to exclusively arbitrate any disputed claims that may arise, that are not otherwise resolved via Touro College's internal complaint or dispute mechanisms. You agree to waive any right to a trial by jury or to bring an action in court.

All arbitrations of Disputes shall be exclusively conducted and heard by the American Arbitration Association ("AAA"), or its successor, before a single arbitrator who shall be an attorney. "Dispute" means all legal and equitable claims, demands, and controversies "of whatever nature or kind", whether in contract, tort, under statute or regulation, or some other law or theory; the application, potential enrollment, enrollment, matriculation, continued enrollment and matriculation, and graduation, suspension, dismissal, expulsion, separation or any other academic, disciplinary or other action or termination of such student with Touro College; any other matter related to or concerning the relationship between the student and Touro College including, by way of example and without limitation, allegations of: discrimination based on race, religion, national origin, age, veteran status or disability, sex (including sexual harassment), gender, sexual orientation, retaliation, defamation, infliction of emotional distress, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments Act, The

Americans With Disabilities Act of 1990, Campus Sex Crimes Prevention Act, as amended, Sections 1981 through 1988 of Title 42 of the United States Code, if applicable, Family Educational Rights and Privacy Act of 1974 (FERPA), if applicable, The Immigration Reform and Control Act of 1986, New York State Human Rights Law, New York City Human Rights Law, or any other federal, state or local civil law, as well as any other law related to students, not-for-profits and higher educational institutions. Disputes do not include collections actions of tuition or other fees payable by the student and owed to Touro College.

Requests to arbitrate must be filed with the other party and with AAA within one hundred and twenty (120) calendar days after the claim or dispute arises or the act or acts as to which arbitration is brought occur. If a student fails to file a request for arbitration with Touro College and AAA within one hundred and twenty (120) calendar days after the claim or Dispute arises, that claim or dispute will be conclusively resolved against the student even if there is an applicable statute of limitations that may have given the student more time. Any judgment upon the award rendered by the arbitrator may be entered in any court of competent jurisdiction.

The Arbitrator, rather than any court, is the sole venue for any claims regarding the arbitration mechanism. If any provision of the policy is determined to be invalid or unenforceable in any jurisdiction, the remaining provisions shall remain in full force and effect and shall be liberally construed so as to effectuate the purpose and intent of the policy. This policy precludes litigation in any court of any claim that could be arbitrated.

Failure to Educate and Liability Disclaimer

The payment of tuition entitles a student to register and matriculate in the courses and programs available and offered by Touro College. In order for a degree to be earned, passing grades must be achieved and any other prerequisites required by the school and program must be fulfilled. While students expend significant sums associated with higher education, successful completion of a course, program, or degree is dependent on many factors, Touro College makes absolutely no assurances or representations of guaranteed success, merely that it will provide students with the tools needed to accomplish their academic goals.

Touro College's liability (as well as its faculty, staff, and third parties action by, through or on its behalf) is limited in all respects, no matter the cause of action or theory of liability, to the amount of tuition actually paid by the student in the one year prior to which the claim is made. No award of incidental, consequential, punitive or lost profits damages may be awarded.

Student Academic Integrity and Ethics

Refer to <http://www.touro.edu/students/policies/academic-integrity/>

American Osteopathic Association (AOA) Code of Ethics

TouroCOM has adopted the AOA Code of Ethics. Refer to:

<http://www.osteopathic.org/inside-aoa/about/leadership/Pages/aoa-code-of-ethics.aspx>

The Touro College Code of Conduct

Students of Touro College and Touro College of Osteopathic Medicine are expected to behave in a manner that is harmonious with and supportive of the activities and functions of an educational institution. The following types of actions are considered violations of the Touro College Code of Conduct and Touro College of Osteopathic Medicine and will result in disciplinary sanction. Refer to <http://www.touro.edu/students/policies/code-of-conduct/>.

Conduct Violations

The following acts are considered to be violations of acceptable student professional conduct for which disciplinary action may be taken as provided. Please refer to the **Student Academic Integrity and Ethics** section of this Handbook for details and additional conduct violations. Additionally, please refer to the Touro College Code of Conduct at <http://tourocom.touro.edu/students/policies/code-of-conduct/>.

- Cheating

- Plagiarism
- Fabrication
- Falsely entering another student's identification for attendance purposes
- Facilitating academic dishonesty
- Unauthorized collaboration: Working together on an exam, project, or report when prohibited expressly from doing so by an instructor
- Furnishing false information knowingly to the College, including statements made on medical school applications
- Forgery, alteration or misuse of College documents, records, identification, or other official College materials
- Malicious obstruction or disruption of teaching, research, or administrative operational procedures
- Physical abuse of any person on College property, or conduct which threatens or endangers the health or safety of any person
- Threats of bodily harm, bullying, harassment, or terrorism either by person or via a social network site
- Theft of or damage to property of a member of the College on campus, or theft of or damage to property of the Touro College of Osteopathic Medicine
- Neglect of clinical and/or hospital duties
- Neglect of patient's rights
- Abandonment of patient(s)
- Misuse of pharmaceutical privileges
- Drug abuse – being under the influence of substance abuse, including alcohol, during class, laboratory, externship, clerkship, or any other situation under the jurisdiction of the College during which professional conduct is expected or required
- Possession or use of firearms, ammunition, or explosive devices or materials on campus
- Violation of any campus rules or regulations
- Violations of the confidentiality of any medical, personal, financial, or business information obtained through the student's educational activities in any academic or professional practice setting
- Behavior inconsistent with the qualities and ethics described for professionals within the chosen fields
- Engaging in the synthesis, manufacturing, theft, sale, or use of a controlled substance for unlawful purposes, or assisting any individual or group in accomplishing this end
- Engaging in any form of sexual harassment or discrimination

Inappropriate Use of iClickers

TouroCOM has a zero-tolerance policy for the inappropriate use of iClickers. Inappropriate use includes, but is not limited to, the following: Students found to be giving or receiving an iClicker to another student for the purpose of entering responses for credit are in violation of the Academic Integrity Policy

(<http://www.touro.edu/students/policies/academic-integrity/index.php>). Violators are subject to dismissal.

Individuals associated with Touro College or Touro College of Osteopathic Medicine who violate any of the provisions of the Code of Conduct will be subject to disciplinary action at the discretion of Touro College or Touro College of Osteopathic Medicine. Student organizations violating the above regulations may be penalized by having their charter revoked. Furthermore, disciplinary sanctions also may be imposed against the officers and members of student organizations at the discretion of Touro College or Touro College of Osteopathic Medicine.

Professionalism is a Student Doctor Responsibility

Professionalism is a core requirement of all Touro College students. Students are expected to be honest, act fairly towards others, take individual responsibility for honorable behavior, and know what constitutes academic dishonesty. Please also note that the following statement on professionalism is core not only to gaining admission to the college but also for progressing successfully through the academic program:

Professionalism. 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.

Violations of the professionalism standard described above may be grounds for dismissal by the Dean.

Standards of Classroom Behavior

The faculty has primary responsibility for managing the classroom. Students who create a disruption in the classroom may be directed by the professor to leave the class for the remainder of the class session. Behaviors defined as disruptive include speaking persistently without being recognized; using a cell phone and/or text messaging device in class; eating, drinking, or smoking in the classroom; interfering with the class by entering or leaving the room without authorization; carrying on private conversations; and refusing to follow the directions of the course professor. Students are strictly forbidden to bring pets or other animals into any facilities of the college, unless they have obtained specific authorization in advance from the dean of their division/school.

Professionalism requires that physicians/students advocate for their patients. They must maintain current knowledge about the evolving world of medicine through continuing medical education courses, conferences, and publications. Professionalism can be developed and enhanced through memberships in specialty societies, state and county medical societies, and national organizations, including the AOA.

Acceptable Use Policy for Information Technology

Please visit: <https://touro.app.box.com/v/AcceptableUsePolicy>

Internet Services and User-Generated Content Policy

Please visit: <https://touro.app.box.com/v/InternetService-UserGenContent>

Eating and Drinking in Classrooms

To ensure a clean and healthy environment for all students on campus, no eating or drinking is permitted in any lecture hall, classroom, laboratory, or auditorium. The student lounge and areas outdoors may be used for eating. Occasionally, noon-hour lectures or seminars are scheduled; at these times students are permitted to bring their own lunches, however, care must be taken to place all refuse in a trash container after the lecture. Student violators will be referred to the Dean of Student Affairs for disciplinary action.

Policy on Drugs & Controlled Substances

The United States Department of Education has issued regulations implementing the provisions of The Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). In compliance with Federal Law and New York State Law, this policy includes information to ensure that all members of the Touro Community are aware of the dangers of substance abuse and to outline the sanctions for violating this policy.

Students, faculty and staff who distribute or use illegal drugs or illicitly use drugs which would otherwise be legal, including alcohol, while on Touro campuses, locations and facilities, or as part of any Touro activities, are violating Federal Laws, New York State Laws, and the policies and procedures of Touro. Violations of federal and state laws may lead to prosecution and criminal sanctions, including, but not limited to, fines and/or imprisonment.

The Touro College of Osteopathic Medicine does not tolerate any form of drug, substance, or alcohol abuse by its students. No alcoholic beverages or illicit drugs may be manufactured in any academic facility, clinic, or hospital associated with Touro. Any violation of this policy will result in disciplinary and appropriate legal action against the offending individual(s) or organization(s). Any student who attends class or a rotation or is on the premises of a facility affiliated with Touro while under the influence of alcohol or illicit drugs is subject to immediate suspension and probable

expulsion. Only with the prior approval of the Dean of Student Affairs may alcoholic beverages be served at an on-campus student party (see **Policy for Scheduling Events**).

These stated policies and procedures apply to all students of Touro College of Osteopathic Medicine at all facilities operated by the College as well as any student enrolled at another academic institution rotating in a clinical service on the premises of a facility operated by Touro. The College reserves the right to have any student evaluated by the Student Health Service, if he/she appears to be under the influence when his/her ability to perform usual tasks is diminished or impaired due to the apparent use of an illicit drug/substance, alcohol, or a combination thereof. Again, any student who attends a class or a clinical rotation under the influence of alcohol or drugs is subject to either immediate suspension or probable expulsion in accordance with this policy.

Touro is committed to educating and informing students, faculty and staff about the dangers and effects of substance abuse. Touro recognizes that drug addiction and alcoholism are illnesses that may not be easily resolved and may require professional assistance and treatment.

Touro may provide confidential counseling and referral services to students, faculty and staff with drug and/or alcohol problems. These services are available through the Office of the Dean of Students, the Vice-President of the Division of Graduate Studies, and/or Human Resources. All inquiries and requests for assistance will be handled with confidentiality. Touro College also has a Biennial Review that is used to document the progress made by Touro and also provide insight into how Touro's Alcohol and Drug policy and programs could be improved.

Touro seeks to safeguard the health and well-being of all members of Touro: students, faculty and staff. All members of Touro are accountable to know the law and to understand the policies and procedures of Touro.

In order to better educate students, faculty, and staff, Touro wishes to provide all members of Touro with an education of the effects of substance abuse. The mind-altering substances to be discussed here are: marijuana, cocaine, heroin (and their derivatives); amphetamines (uppers); barbiturates (downers); hallucinogens; and alcohol. Many individuals take such drugs to escape from their problems; but doing so only creates more problems.

For the complete policy, see <https://touro.app.box.com/v/ControlledSubstancesPolicy>

Students are urged to review the Annual Security and Fire Report at:

<https://www.touro.edu/departments/campus-security/clery-reports/>

Firearms

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

Anti-Hazing Regulations

No student or group of students shall encourage or participate in any form of hazing. Hazing is defined as action taken or situations created to produce excessive mental or physical discomfort, embarrassment, harassment or ridicule. This covers coercive activities and mentally degrading games.

Smoking, Including the Use of Electronic Cigarettes or Vapor Devices

Touro College of Osteopathic Medicine recognizes the health, safety, and benefits of smoke-free air and the special responsibility that it has to maintain an optimally healthy and safe environment for its faculty, students, employees, and guests. Touro is committed to the promotion of good health, wellness, and the prevention of disease and is compliant with New York state law regarding smoking indoors. Out of respect and loyalty to the college and its mission, smoking is not permitted inside any campus building, any of our health care facilities where patient care is delivered, or any College vehicles. Violators are subject to disciplinary action. In addition, smoking materials shall not be sold or in any way distributed under the auspices of Touro.

Suspension or Dismissal from the College

The College may suspend or dismiss a student at any time it deems necessary for patient safety and to safeguard its standards of professionalism, scholarship, conduct, and orderly operation. In all cases, the final decision rests with the Dean of Touro College of Osteopathic Medicine.

Nonacademic Matters and Concerns

Nonacademic matters and concerns may arise from time to time that require attention and action by TouroCOM. For such matters, these may be handled between the Dean of Student Affairs and the student(s) involved. This informal process may result in an equitable resolution. In the event an informal resolution cannot be reached, the matter will be referred automatically to a Formal Hearing for review (see **Conduct of Formal Hearings** below). If the decision of the Formal Hearing Committee is to suspend or dismiss, then the student may appeal provided he or she follows the provisions below.

Conduct of Formal Hearings

If granted by the Dean, the hearing shall take place before a Hearing Committee composed of three faculty or administrative members appointed by the Dean of Student Affairs and shall convene no sooner than five college days on written notice to the student.

1. The hearing will be open to the student and appointed Hearing Committee and other College Administrators as deemed necessary or appropriate by the Hearing Committee; it is closed to all other individuals. The Committee may hear testimony from the student and in its discretion others. It may, at its discretion, review documentation related to the claim. A quorum (more than half) of this Committee must be present, either in person or via telephone or video conference, in order to conduct official business and render a decision.
2. All decisions shall be made by majority vote, of which the mechanism is to be determined by Committee membership.
3. The student has the right to appear in person before the Committee in order to present his/her case. The student may submit materials to the Committee no later than one college day prior to the hearing.
4. A student may not bring an attorney or any counsel to any of the hearings, nor is a recording of any of the hearings allowed.

In the event that the student requests an appeal, a Student Appeals Committee composed of three faculty or administrative members appointed by the Dean of Student Affairs (and who have not served on the body that comprised the Committee) will hear the matter with 21 days of a written appeal. Such request for appeal must be submitted in writing within five college days of notice of the Committee's decision.

Following review, the Student Appeals Committee will recommend to the Dean to:

1. Uphold the decision; or
2. Modify the original decision, giving the text of the modified recommendation; or
3. Reevaluate the earlier decision based upon evidence of bias, on procedural error, or on material information either unknown or not considered previously.

In consideration of the recommendation of the Student Appeals Committee, the Dean may include examination of the related documents, discussions with involved parties and/or the student, or others at the Dean's discretion.

Status of Student-Pending Action

Pending action on charges and the status of the student will not be altered except for safety and security concerns as determined in the sole and absolute discretion of the Dean.

However, if a student is suspended, for any reason, all as-yet-undisbursed financial aid will be withheld unless or until the appeals process is resolved by reinstatement. If reinstated, the financial aid funds can be released to the student. If the student is dismissed, the funds will be returned to the proper agency or lender.

Touro Policy on Bias-Related Crimes

Touro is committed to safeguarding the rights of its students, faculty, and staff and to provide an environment free of bias and prejudice. Under New York Law criminal activity motivated by bias and hatred toward another person or group based upon a belief or perception concerning race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation is illegal and punishable not only for the underlying crime, but, additionally, as a hate crime pursuant to the New York Penal Law# 485, et, seq. specifically Law # 485.05.

In the tables that list hate crimes, Touro is required to apply federal regulations for the “counting” of hate crimes, which is different from the New York state law as outlined below. The crimes listed can be considered hate crimes under certain conditions:

- Assault (1st, 2nd and 3rd Degree)
- Aggravated Assault on a Person Less than 11 Years Old
- Menacing (1st, 2nd and 3rd Degree) ⊕ Reckless Endangerment (1st and 2nd Degree)
- Manslaughter (2nd Degree)
- Stalking (1st, 2nd, 3rd, and 4th Degree)
- Criminal Sexual Acts (1st Degree)
- Sexual Abuse (1st Degree)
- Aggravated Sexual Abuse (1st and 2nd Degree)
- Unlawful Imprisonment (1st and 2nd Degree)
- Kidnapping (1st and 2nd Degree) Coercion (1st and 2nd Degree)
- Burglary (1st, 2nd and 3rd Degree)
- Criminal Mischief (1st, 2nd, 3rd, and 4th Degree)
- Arson (1st, 2nd, 3rd, and 4th Degree)
- Petty Larceny ⊕ Grand Larceny (1st, 2nd, 3rd, and 4th Degree)
- Robbery (1st, 2nd, and 3rd Degree)
- Harassment (1st Degree)
- Aggravated harassment
- Simple Assault
- Larceny Theft
- Intimidation
- Destruction/damage/vandalism of property

In addition, any attempt or conspiracy to commit any of these crimes is also punishable as a hate crime. A person convicted of a hate crime will be subject to certain sentencing guidelines for felonies that impose a more severe penalty than similar but non-hate crime offense.

A hate crime conviction may also subject the offender to monetary penalties pursuant to the Law of their state. Any incident or attempt to commit a hate crime should be reported to Campus the Security Director, Lydia Perez at 500 7th Avenue, 4th Floor, New York, NY 10018; office number (646) 565-6134; or by calling 1-88-Touro-911(1-888- 687-6911); or your Campus Security Department in your state. Reported incidents of hate crimes and attempts to commit hate crimes will be referred to the NYPD and/or other Law Enforcement Agencies for further investigation and legal action. Touro treats all hate crimes as serious offenses that need to be prosecuted with the full force of the legal system.

Policy on Sexual Offenses, Bias, Harassment and Discrimination

This policy applies to all members of the Touro College (“Touro”) community, including students, faculty, and administrators as well as third parties (i.e. vendors, and invitees). Discrimination or harassment of any kind in regard to a person's sex is not tolerated at our institution. Information and/or training regarding this policy is available to students, faculty, and staff.

Touro promotes an environment in which the dignity and worth of all members of the community are respected. It is the policy of Touro that sexual intimidation of students and employees is unacceptable behavior and will not be tolerated.

Title IX

Title IX, and its implementing regulations, prohibit discrimination based on sex, including sexual harassment. The prohibition against discrimination extends to employment and third-parties. Sexual harassment is unwelcome conduct of a sexual nature and can include sexual advances, request for sexual favors, and other verbal, non-verbal, or physical conduct. Environmental harassment (sometimes referred to as hostile environment) is sexually harassing conduct that is sufficiently severe, persistent or pervasive to limit an individual's ability to participate in or receive benefits, services, or opportunities at Touro. This can include persistent comments or jokes about an individual's, sex; verbal behavior, including insults, remarks, epithets, or derogatory statements; nonverbal behavior, including graffiti, inappropriate physical advances short of physical violence such as repeated and unwanted touching; and assault, including physical violence or the threat of physical violence.

New York Law also defines these acts as crimes if any of them are engaged in with a person who is incapable of consent either because of the person's age or because the person is mentally defective, mentally incapacitated, or physically helpless. Therefore, sexual abuse, sodomy, and rape are sex crimes and violators will be prosecuted in accordance with New York Penal Law.

Retaliation against any individual who made a complaint will not be tolerated.

To officially file charges for an act of sexual assault or rape, please contact The Office of The Dean of Students. If the alleged perpetrator is a student, you can initiate disciplinary action against this individual. All incidents must be reported within six (6) months of their occurrence.

If the alleged perpetrator is a faculty member of the college, the Office of the Dean of Students will refer the charges to the Dean of Faculties. Allegations against non-teaching employees of the college will be referred to the Director of Personnel. In all such instances, student victims will be guided and assisted by a staff member of the Office of the Dean of Students.

All divisions of Touro seek to foster a collegial atmosphere in which students are nurtured and educated through close faculty-student relationships, student camaraderie, and individualized attention. Discrimination or harassment of any kind is anathema to Touro's mission, history, and identity. Touro will resolve any identified discrimination in a timely and effective manner, and will ensure that it does not recur. Compliance with Touro's policies and procedures is a necessary step in achieving a safe environment in our educational community. The policies set forth were developed to promote a safe educational environment in compliance with the Violence Against Women Act (VAWA) and a high-quality campus life.

Those believing that they have been harassed or discriminated against on the basis of their sex, including sexual harassment, should contact the Title IX coordinator immediately. When Touro has notice of the occurrence, Touro is compelled to take immediate and effective corrective action reasonably calculated to stop the harassment, prevent its recurrence, and as appropriate, remedy its effects.

This policy applies to all members of Touro, including students, faculty, and administrators as well as third parties (including, but not limited to, vendors, invitees, etc.). Information and/or training regarding this policy are available to students, faculty, and staff. In addition, information about this policy will be available on Touro's website.

Title IX Coordinator

The Title IX Coordinator or his/her designee ("Title IX Coordinator") is trained and knowledgeable about enforcement, compliance, communication, and implementation of Touro's anti-harassment and anti-discrimination policy. Complaints may be filed by contacting the Title IX Coordinator:

Matthew Lieberman
Touro College
500 7th Avenue, 4th Floor
New York, NY 10018
Phone: 646-565-6000 x55667

Email: matthew.lieberman@touro.edu or alternatively, the Chief Compliance officer at compliance@touro.edu

For Further Information:

Students are strongly urged to read the full policy at <https://touro.app.box.com/v/titleixpolicy>

Students are also urged to read the Annual Security and Fire Report at: <https://www.touro.edu/departments/campus-security/clery-reports/>

Additional information about this policy will be available on Touro's website. Students may contact the Office for Civil Rights of the U.S. Department of Education for inquiries concerning the application of Title IX as well as the implementation of its regulations. The Office for Civil Rights can be contacted using the following information: U.S. Department of Education Office for Civil Rights 32 Old Slip, 26th Floor New York, New York 10005 Phone (646) 428-3800 Fax (646) 428-3843 email: OCR.NewYork@ed.gov

Impairment of Life Safety Devices/Systems

A policy has been established to prohibit the destruction or impairment of campus life safety, systems, or devices. The destruction or impairment of campus life safety systems, or devices are malicious acts and could be life-threatening. Any student found responsible for such acts is subject to disciplinary action, fines, and/or costs to repair damaged systems or devices.

Touro College Campus Security Policies

As required by federal law, Touro makes information available to students about policies and procedures to report criminal actions on campus, current policies concerning security and access to facilities on campus, and information on campus law enforcement and statistics concerning incidents of campus crime. Students are urged to familiarize themselves with this information, and to access Touro College's statistics on crime by reading the Annual Security and Fire Report available at <https://www.touro.edu/departments/campus-security/clery-reports/>

Student Complaint Policy

Touro College is committed to safeguarding the interests of all students. Students are entitled to be treated with fairness and respect in accordance with the College's policies and procedures. The College does not condone unfair treatment of students by administration, faculty and staff.

Students who believe they have been aggrieved by the College, and such occurrence is not governed by another complaint mechanism, may seek redress through the complaint procedure outlined below. No adverse action will be taken against any person who files a complaint because of the filing of such complaint.

Purpose

This student complaint procedure is available to any Touro College student who seeks to resolve a legitimate complaint directly affecting that student, and such circumstance is not governed by another complaint mechanism (see Exception to Policy below). The procedure only applies to complaints that are the result of actions by another member of the College community while acting in an official capacity (e.g. faculty member, administrator, or staff) in contravention of the written policies of the College or the school in which the student is enrolled.

Complaint Policy

If any student believes that his or her rights have been violated or infringed upon, or that Touro's policies and procedures have not been followed, that student may file a formal complaint with the Dean of the school or division in which he/she is enrolled. When a complaint concerns an administrative function of the College, including but not limited to, tuition refund and student financial assistance, a student may file a formal complaint with the College-wide director or supervisor of the administrative unit in question, or their designee.

Prior to filing the formal complaint, the student should attempt to remedy the situation via an informal mediation (described in Phase One below). If the informal mediation is unsuccessful, or if the student is uncomfortable attempting an informal resolution, then a formal complaint may be filed.

The complaint should state, with particularity: the person(s) involved, the nature of the claim, the date, witnesses (if any), documents (if any), and the circumstances under which the alleged claim may have been committed.

Limitation Period

Claims under this policy may only be brought within sixty (60) calendar days of the alleged misconduct.

Exception to Policy

This Policy is not applicable to situations that are governed by other policies, for example, grade appeals and complaints of sexual harassment. Complaints of sexual harassment is governed by the Title IX policy. Other examples of exceptions to the complaint Policy include, but are not limited to, race discrimination, Code of Conduct violations, and ADA Reasonable Accommodations requests and complaints.

Additionally, this Policy is separate and distinct from the Touro College or program-specific grade appeals policies. Therefore, this Policy may not be used for appealing grades, dismissals, or academic decisions by any Touro College programs. Such appeals are governed by the Student Handbook or Bulletin for the program in which the student is enrolled.

Touro College is committed to safeguarding the interests of all students. Students are entitled to be treated with fairness and respect in accordance with the College's policies and procedures. The College does not condone unfair treatment of students by administration, faculty and/or staff. Students who believe that they have been aggrieved by the College, and that such occurrence is not governed by another complaint mechanism, may seek redress through the complaint procedure outlined below. No adverse action will be taken against any person who files a complaint because of the filing of such complaint.

This student complaint procedure is available to any Touro College student who seeks to resolve a legitimate grievance directly affecting that student, provided that such circumstance is not governed by another complaint mechanism (see Exception to Policy below). The procedure only applies to complaints that are the result of actions by another member of the College community while acting in an official capacity (e.g. faculty member, administrator, or staff) in contravention of the written policies of the College or the school in which the student is enrolled.

All students are urged to read the entire policy at <https://touro.app.box.com/v/studentgrievancepolicy>.

Commission on Osteopathic College Accreditation Compliance

The Commission on Osteopathic College Accreditation publishes standards for all colleges or schools of osteopathic medicine. These standards may be found at www.osteopathic.org. Students are hereby informed that they may submit complaints concerning accreditation standards to the Commission on Osteopathic College Accreditation, 142 East Ontario Street, Chicago, IL 60611, (800) 621-1773, predoc@osteopathic.org.

IMPORTANT NOTICE: Touro College of Osteopathic Medicine, in its sole discretion, may modify, supplement, or revoke the policies set forth throughout this document, in whole or in part, at any time with or without notice. Visit the Touro College website to view the most recent policies in effect (as the wording of these policies may change from time to time). Refer to the Catalog for additional policies and additional details for the policies not found in this Handbook.