



# TOURO COLLEGE OF OSTEOPATHIC MEDICINE

*Where Knowledge and Values Meet*

## STUDENT HANDBOOK

*Effective July 1, 2016*

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

## IMPORTANT NOTICE

This Student Handbook contains only general guidelines and information concerning the school. 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 of Osteopathic Medicine, both the Harlem and Middletown campuses (collectively, "Touro College of Osteopathic Medicine", "Touro" or the "College"). For purposes of this Handbook only, "Dean" shall refer to the chief academic officer of the campus in which the student is enrolled. Some of the subjects described in this Handbook are covered in detail in official policy and procedure documents. You should refer and defer to those 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 Student Affairs. Please note that the terms of the full official policies and procedures are controlling in the case of any inconsistency.

This Handbook is neither written nor meant to confer any rights or privileges on students. The Handbook is not a contract. No individual or representative of Touro (except the President of Touro College) 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 and procedures described herein may be modified, supplemented or discontinued in whole or in part, at any time, with or without notice to the students. It is your responsibility to keep current on all College policies and procedures and practices. It is your responsibility to review College policies and procedures in detail and to request any clarification needed from the Office of Student Affairs. Violation of College policies or procedures may result in disciplinary action, including dismissal from the program. Action may be taken against a student notwithstanding his or her failure to appear or otherwise participate in disciplinary or grievance proceedings.

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

Registration and matriculation at Touro after the issuance of this 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 ADR mechanisms, shall be resolved exclusively through final and binding expedited arbitration conducted solely before the American Arbitration Association ("AAA"), or any successor in interest, in accordance with the AAA Rules then in effect. The location of the arbitration shall be at a convenient office on a Touro campus where the student is (or was last) affiliated.

### **Policy on Non-Discrimination**

Touro College treats all employees, students and applicants without unlawful consideration or discrimination as to race, ethnicity, creed, color, religion, national origin, sex, gender, age, disability, marital status, genetic predisposition, sexual orientation, citizenship status, or any other legally protected class in all academic and where applicable employment decisions, including but not limited to admissions, recruitment, the administration of its educational programs and activities, hiring, compensation, training and apprenticeship, promotion, upgrading, demotion, downgrading, transfer, lay-off, 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 Elan Bar-am, 500 Seventh Avenue, 4th Floor, New York, New York, 10018, Elan.Baram@touro.edu (646-565-6000 x55636) or, alternatively, to the Chief Compliance Officer at compliance@touro.edu and 212.463.0400 x5330.

## Table of Contents

MISSION.....	7
General Educational Goals .....	7
Synopsis of Curriculum .....	7
Description of Courses.....	7
Degree Awarded.....	7
Master of Science Degree in Interdisciplinary Studies in Biological and Physical Sciences .....	7
Licensure .....	7
Internship and Residencies .....	8
Student Academic Affairs.....	8
Office of the Registrar.....	8
Registration .....	8
Office Of The Bursar .....	9
Tuition Payment.....	9
Student in Good Standing .....	10
Student Health.....	10
Medical Records .....	11
Immunization Requirements.....	11
Student Counseling .....	11
Mental Health Services.....	12
Faculty Advisors .....	12
Student Government Association (SGA).....	13
Student Organizations .....	13
Student Representation.....	14
Official Representation .....	14
Policy for Scheduling Events .....	14
Publications .....	16
Dress Code .....	16
Academic Rules and Policies.....	16
Admission to the Touro College of Osteopathic Medicine .....	16
Undergraduate Requirements .....	16
Admission Process.....	16
Technical Standards for Admission .....	16
Interviews.....	16
Transfer Students.....	17
Clinical Rotation Credentialing Requirements.....	17
Student Information.....	17
Permanent Address.....	17
Name Change .....	17
New Student Orientation.....	17
Tour Coordinators/Student Ambassadors .....	17
Student Identification .....	18
Student Email Account .....	18
Academic Calendar .....	18
Personal Property .....	18
Lost and Found .....	18

FERPA ..... 18

Disciplinary Records ..... 19

Academic Records..... 19

Transcripts..... 19

Self-Service Transcripts ..... 19

GPA and Class Rank..... 19

Audited Courses..... 20

Class and Examination Policies ..... 20

Class and Examination Schedules ..... 20

Examination Decorum..... 20

Attendance, Tardiness, Absences, and Examinations ..... 21

Jury Duty ..... 22

Student Attendance during Clinical Rotations..... 22

Policy for Student Funding for Seminars and Conferences..... 22

Leave of Absence ..... 23

Matriculation Maintenance/Six-Year Rule..... 24

Maternity Leave..... 25

Military Leave ..... 25

Withdrawal Policies..... 25

Withdrawal from Class ..... 25

Withdrawal from the College ..... 26

Withdrawal Procedures..... 26

Tuition Refund Schedule..... 26

Financial Aid and Withdrawal..... 27

Lecture and Equipment Policies..... 27

Recording of Lectures..... 27

Clinical Equipment..... 27

Visitors ..... 27

General Academic Standards ..... 27

Satisfactory Academic Progress Policy..... 27

SCOPE ..... 27

Grading and Credit Hours ..... 28

Grading for Clinical Rotations ..... 28

Definition of Grades ..... 29

Promotion ..... 29

National Board for Osteopathic Medical Examiners (NBOME) ..... 30

Student Promotions Committee..... 31

Provisional Academic Status..... 32

Definition of Provisional Academic Status ..... 32

Terms of Provisional Academic Status..... 32

Students with a Full Academic Load..... 33

Remediation ..... 33

Academic Appeal Process ..... 34

Order of Precedence, Incorporation of Policies by Reference and Arbitration of Disputes..... 35

Damage Limitations ..... 36

Graduation Requirements ..... 36

Attendance at the Graduation Ceremony ..... 37

Maximum Time Frame (Six Years) ..... 37

Financial Aid and Standards of Satisfactory Academic Progress..... 37

Student Academic Integrity and Ethics ..... 37

American Osteopathic Association (AOA) Code of Ethics ..... 38

The Touro College Code of Conduct..... 38

Inappropriate Use of iClickers..... 38

Responsibility of the Student Professionalism..... 38

Standards of Classroom Behavior ..... 38

Professional Promise ..... 39

Conduct Violations ..... 39

IT Security..... 40

Academic Computing ..... 40

Eating, Drinking and Smoking in Classrooms..... 40

Smoking Including the Use of Electronic Cigarettes or Vapor Devices ..... 40

Drugs, Alcohol, Firearms, and Hazing ..... 41

Drug-Free Workplace and Substance Abuse Policy and Procedures ..... 41

SUSPENSION OR DISMISSAL FROM THE COLLEGE ..... 41

Non-academic Matters and Concerns..... 41

Status of Student Pending Action ..... 42

Discrimination and Sexual Harassment – Title IX Policy..... 42

Institutional Policy on AIDS..... 43

Impairment of Life Safety Devices/Systems ..... 43

Crime Awareness and Campus Security Act..... 43

Student Concerns and Grievances ..... 43

Commission on Osteopathic College Accreditation Compliance..... 43

## **Touro College of Osteopathic Medicine Campus Sites**

### **Harlem Campus**

Built in Harlem in 2007, the recently constructed TouroCOM building provides over 75,000 square feet devoted to state-of-the-art medical education.

All nine labs are fully equipped for innovative research. The College's classrooms, lecture halls, and library boast advanced computing capabilities. The library alone houses computer workstations, multimedia areas, breakout rooms, and comfortable reading spaces. The College also has support and clinical training facilities on site, like our OSCE and Sim Labs, where students can begin applying and honing their practical skills.

#### **Address**

Touro College of Osteopathic Medicine

230 West 125th Street

New York, NY 10027

### **Middletown Campus**

The Middletown Campus opened its doors on July 21, 2014. It's housed in the former Horton Hospital building, which underwent a renovation to become a high-tech medical school—complete with state-of-the-art holographic and plastination laboratories, a medical library and student residences. Touro also has support and clinical training facilities on site, such as OSCE and Sim Labs, where students can begin applying and honing their practical skills.

#### **Address**

Touro College of Osteopathic Medicine – Middletown Campus

60 Prospect Avenue

Middletown, NY 10940

For More Information about the Middletown Campus please visit the Link Below:

<http://tourocom.touro.edu/news--events/stories/why-tourocom---middletown-a-conversation-with-dean-steier.php>

## **TOURO COLLEGE OF OSTEOPATHIC MEDICINE NEW YORK**

### **MISSION**

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.

### **General Educational Goals**

The primary goal of Touro College of Osteopathic Medicine is to educate qualified students to become osteopathic physicians, imbued with the philosophical principles and palpatory and manipulative skills of osteopathic medicine with the incorporation of scientific knowledge. It is the stated purpose of the College to educate and develop primary care, medical and surgical specialist physicians in the osteopathic tradition.

### **Synopsis of Curriculum**

-- Refer to the College Catalog.

### **Description of Courses**

-- Refer to the College Catalog. Please note 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.

### **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 they can meet licensure requirements. Acceptance and matriculation in the program is not a guarantee of licensure.

The examination given by the National Board for 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 I is a written examination. COMLEX USA Level II is both a written and clinical skills examination. The written examination of COMLEX USA Level II is called CE and the clinical skills examination is termed PE. COMLEX USA Level I and COMLEX USA Level II examinations are taken during the college years and a passing grade in each part is required for graduation. COMLEX USA Level III consists of a written examination that may be taken during the internship year or during the first post-graduate year of a residency program.

## **Internship and Residencies**

Postdoctoral training in an American Osteopathic Association (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 (NMS) of the American Osteopathic Association 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). Residencies in major medical specialties may be served at accredited hospitals eligible for osteopathic or allopathic certification.

## **Student Academic Affairs**

### **Office of the Registrar**

The Office of the Registrar is responsible for the official documentation for student enrollment at the Touro College of Osteopathic Medicine. The services provided by the Office of the Registrar include:

- course registration
- adding or dropping a course
- transcript requests
- withdrawal requests
- leave of absence requests
- medical school transfer requests
- certifying enrollment for student loans

### **Registration**

Effective May 2016 you will be automatically registered via block registration (by the Registrar) for pre-selected courses that correspond to your academic program during the time in which you are a student at Touro College and University Systems. You will no longer be required to use a Block Code for block registration.

You assume all responsibility for paying tuition and fees incurred via this registration process.

It is your responsibility to inform the Office of the Registrar of any change 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 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> year must be paid in-full on or before registration day 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. Your 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 in which the student has previously attended, including a final transcript, must be submitted to the Admissions Office (students are expected to have completed - and certify 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 can be terminated from the program). In addition, the following items are required: a criminal background check (Note: Students are responsible for accuracy and thoroughness in the request for the criminal background check; inaccurate, incomplete, misleading, or untruthful statements in such request 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). In addition, Applicants must undergo a complete physical examination, and immunizations as outlined on the physical examination form, and proof of health insurance.

### **Office Of The Bursar**

The function of the Bursar's Office is to manage student accounts and collect tuition and fees from students on behalf of Touro College of Osteopathic Medicine. The Bursar's Office is responsible for charging tuition to student accounts according to the college schedule and for collecting payments from students. The Bursar will send each student statements until the tuition and fees are paid. The Bursar's Office receives and disburses the federal and private loans that the students receive through the Financial Aid Office. The Bursar works with students who are having financial difficulty meeting their financial obligations to the College.

The Bursar's Office is also responsible for disbursing funds to students resulting from tuition overpayments of any type, commonly referred to as "refunds." Refund checks are issued following federal and state guidelines pertaining to verification of satisfactory attendance and academic progress. As a result of the large variety of funds available to students, some student accounts may receive funds in excess of tuition and fee charges. Such funds are returned to students to be used for other college related expenses, including living expenses.

### **Tuition Payment**

REMINDER: Students will no longer be receiving paper bills.

TouchNet is Touro's means of providing our student body 24 hour access to E-bills and making payments online. TouchNet provides you with real-time account activity. The Office of the Bursar is committed to guarding our students from unlawful acts of identity theft. We take the privacy rights of our students very seriously including the protection of personal credit card and banking account information. We ask that all tuition payments be made directly by students online through the use of TouchNet.

### **To Make a Payment:**

Login to the TouroOne portal: [www.touroone.touro.edu](http://www.touroone.touro.edu) using your 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"
- You will receive a message that states "Thank you, you have successfully scheduled your payment(s) for x/x/16."

Accepted methods of payment through TouchNet are Visa, MasterCard, Discover, and American Express & Echeck using your 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 your TouchNet account and make a payment on your behalf select "Authorize Payers", then select "Add New". Enter the authorized payer's name and email address and create a user and password. The authorized payer will receive the TouchNet link and their personal user and login via email.

#### OFFICE OF THE BURSAR

Touro College of Osteopathic Medicine – Harlem  
2090 Adam Clayton Powell Jr. Blvd. Suite 519  
New York, NY 10027

#### OFFICE OF THE BURSAR

Touro College of Osteopathic Medicine - Middletown  
60 Prospect Avenue  
Middletown, New York 10940

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 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, Pre-Clinical and Clinical Departments during the course of study. In any and all cases, being out of compliance in any of the aforementioned departments, academically, or behaviorally, may result in disciplinary action, including being placed on provisional academic status or dismissal. Specific to COMLEX USA Level 1 and 2 (CE and PE) examinations, both 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) 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 their 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. You are required to provide your own health insurance to cover those circumstances where you may become injured or ill. Proof of such coverage is a requirement to matriculate and a copy of the health insurance card must be provided on or before the first day of orientation.
2. If you become injured or ill while in class or at Touro College of Osteopathic Medicine and need assistance in obtaining care, notify your instructor or staff person that you are injured or ill and need assistance. If no one is available, notify the Office of Student Affairs. Alternatively, you may go to the Student Affairs Office and notify the Dean of Student Affairs or his/her designee of your situation. As a last resort, notify the Dean's Office. If the injury or illness requires emergency care, e.g., laceration while in the anatomy lab,

immediate first aid may be provided by the faculty member in charge and you may be instructed to visit the closest health care facility for additional care. In case of a medical emergency the Good Samaritan Law prevails.

3. If a student does not provide documentation of a current health insurance plan on or before the first day of orientation, the student will automatically be enrolled in the medical school's health plan. The cost of the plan will be immediately billed to the student's account. There are no exceptions to this policy. Please contact the Dean of Student Affairs for general questions on the school's health plan and cost. In the event that the student can document an in effect policy through other health insurance plan provider, the student account will be adjusted equal to the amount prorated by the college carrier if any.
4. For life-threatening emergency service, call 911.

Student health services are available through:

For Harlem Campus:

**TouroCOM Family Health Center**

33 West 125th Street

New York, NY 10027

Phone Number: (212) 289-5795

For Middletown Campus:

**Orange Regional Medical Center**

707 East Main Street

Middletown, NY 10940

(845) 333-1300

## **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 other student's files. Contact the Dean of Student Affairs for information relating to Medical Records. Such files may be released to clinical clerkship sites.

## **Immunization Requirements**

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, rubella, diphtheria/tetanus, polio and hepatitis B prior to matriculating as students. 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.

Evidence and results of TB 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).

## **Student Counseling**

Students of the College who desire advice or counseling about campus life, the academic program, or the administrative requirements of attending the school, are personally responsible to seek help from the Dean of

Student Affairs, Directors of Financial Aid, Registrar, Bursar, Academic Dean, Clinical Department Chairpersons, or a Professor, as the case may be. If physical or mental health counseling is required, students can seek referral through the Dean of Student Affairs' office.

For students with concerns about time management, stress, anxiety, and mental health needs, contact the Dean of Student Affairs or one of the resources found below. These resources and the Committee for Physician Health (of the Medical Society of the State of New York) stand ready to address student needs in a timely fashion, and have agreed to work with the students at Touro College of Osteopathic Medicine. (Students will usually not be required to make use of any services or follow any particular referral route, but should seek support when needed).

Counseling or therapy sessions with the school counselor or with our social worker are private and confidential.

### **Mental Health Services**

Please visit: <http://tourocom.touro.edu/student-life/support-services/health-services/>

### **Faculty Advisors**

The Faculty Advisor Program plays an important role at Touro College of Osteopathic Medicine. Students and faculty work very closely together 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 become involved with their students when performance levels fail to meet minimum academic standards.

Faculty advisors will be assigned during orientation for the entering class. 1st year students should see their mentor a minimum of two times each semester. 2nd 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, this faculty must agree to becoming the student's advisor before the change can be made. 3rd and 4th 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 3rd and 4th clinical years are encouraged to work with the DMEs, the Clinical Dean, as well as the Dean of Student Affairs concerning any challenges which may be experienced while on rotations.

### **Student Tutor Program**

Through the Office of Student Affairs, the Touro College of Osteopathic Medicine offers students peer tutoring services often without charge. Tutoring is available during all academic years and is designed to help students enhance their test-taking skills, modify their study habits and/or focus on critical material and content.

Initially, students need not be in academic difficulty to request peer tutoring. However, following the first examination, those students who are identified at risk by their performance by z-score or other measurement in a course will be given priority in the program. Applications to tutor and requests for tutoring services are available in the Office of Student Affairs. Students requesting a tutor must be registered in the Office of Student

Affairs in order to benefit from tutoring services.

Students are eligible to apply to tutor a subject if they are approved by the chair of the department in which the course is taught. 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. Student tutors must have registered in the Office of Student Affairs to be eligible for payment for services.

To ensure that the student is receiving academic guidance during the support process, any request for tutoring should be endorsed by the faculty advisor/mentor. In some cases, students may request assistance with studying and learning skills. In these cases, the student may be referred to the Director of Faculty Development.

### **Student Government Association (SGA)**

SGA is the official voice for all students. The organization is open to all students in the College and welcomes proposals and participation from the entire 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, non-academic organizations concerned with politics, race, religion, sexual orientation, or any other legally protected class, will be considered as student organizations. The beliefs of such non-academic 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.

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 lead to progress toward its goals shall be recommended for probationary status. Continued failure of a student organization while on probation to provide activities consistent with its charter and goals shall result in a recommendation to deny renewed recognition.

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**

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.

#### **Official Representation**

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

#### **Policy for Scheduling Events**

Students seeking to schedule an 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

i.e., hosting guest speakers, mini-courses, health fairs or non-credit 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/media/schools-and-colleges/tourocom/documents/OnOffCampusStudentOrganizationEventApprovalForm-11.18.15.pdf>

### **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. You may access the form at the following link: <http://tourocom.touro.edu/media/schools-and-colleges/tourocom/documents/FacilitiesUseAgreement2SignSheet.pdf>. 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: Harlem - Althea Prendergast at [althea.prendergast@touro.edu](mailto:althea.prendergast@touro.edu) , Middletown – Frank Rose at [francis.rose@touro.edu](mailto: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 Touro communications department at [Barbara.franklin@touro.edu](mailto:Barbara.franklin@touro.edu) with event information, release and photos suitable for posting to the [tourocom.touro.edu calendar](http://tourocom.touro.edu/calendar). After the event make sure to send a photo and caption so it can be included in [what's going on around campus](#).

### **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](http://tourocom.touro.edu/media/schools-and-colleges/tourocom/documents/student-affairs/Touro_College-Kosher_Food_Policy.pdf) ([http://tourocom.touro.edu/media/schools-and-colleges/tourocom/documents/student-affairs/Touro\\_College-Kosher\\_Food\\_Policy.pdf](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 24hrs 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**

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, offensive, or contribute to creating a hostile learning environment is considered to be unacceptable attire, and demonstrates inappropriate professional judgment that is subject to review and action by the Dean of Student Affairs.
3. Students inappropriately dressed or groomed 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.

## **Academic Rules and Policies**

--Refer to the College Catalog. [http://tourocom.touro.edu/media/schools-and-colleges/tourocom/documents/College\\_Catalog\\_2014-15\\_Updated.pdf](http://tourocom.touro.edu/media/schools-and-colleges/tourocom/documents/College_Catalog_2014-15_Updated.pdf)

## **Admission to the Touro College of Osteopathic Medicine**

--Refer to the College Catalog. [http://tourocom.touro.edu/media/schools-and-colleges/tourocom/documents/College\\_Catalog\\_2014-15\\_Updated.pdf](http://tourocom.touro.edu/media/schools-and-colleges/tourocom/documents/College_Catalog_2014-15_Updated.pdf)

## **Undergraduate Requirements**

--Refer to the College Catalog. [http://tourocom.touro.edu/media/schools-and-colleges/tourocom/documents/College\\_Catalog\\_2014-15\\_Updated.pdf](http://tourocom.touro.edu/media/schools-and-colleges/tourocom/documents/College_Catalog_2014-15_Updated.pdf)

## **Admission Process**

--Refer to the College Catalog. [http://tourocom.touro.edu/media/schools-and-colleges/tourocom/documents/College\\_Catalog\\_2014-15\\_Updated.pdf](http://tourocom.touro.edu/media/schools-and-colleges/tourocom/documents/College_Catalog_2014-15_Updated.pdf)

## **Technical Standards for Admission**

--Refer to the College Catalog. [http://tourocom.touro.edu/media/schools-and-colleges/tourocom/documents/College\\_Catalog\\_2014-15\\_Updated.pdf](http://tourocom.touro.edu/media/schools-and-colleges/tourocom/documents/College_Catalog_2014-15_Updated.pdf)

## **Interviews**

--Refer to the College Catalog. [http://tourocom.touro.edu/media/schools-and-colleges/tourocom/documents/College\\_Catalog\\_2014-15\\_Updated.pdf](http://tourocom.touro.edu/media/schools-and-colleges/tourocom/documents/College_Catalog_2014-15_Updated.pdf)



## **Transfer Students**

--Refer to the College Catalog. [http://tourocom.touro.edu/media/schools-and-colleges/tourocom/documents/College\\_Catalog\\_2014-15\\_Updated.pdf](http://tourocom.touro.edu/media/schools-and-colleges/tourocom/documents/College_Catalog_2014-15_Updated.pdf)

## **Clinical Rotation Credentialing Requirements**

--Refer to the Rotations Manual. [http://tourocom.touro.edu/media/schools-and-colleges/tourocom/documents/Clinical\\_Rotations\\_Manual\\_2014-2015.pdf](http://tourocom.touro.edu/media/schools-and-colleges/tourocom/documents/Clinical_Rotations_Manual_2014-2015.pdf)

## **Student Information**

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

### **Name Change**

The College adjusts its records appropriately if a student legally changes his/her name. A student who has a legal change of name must submit, to the 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.

### **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, meet faculty, administration, and staff members to develop a sense of community. Students are also 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 which contains general information about the college program of study, class schedules, and important information.

Attendance during Student Orientation is mandatory for 1<sup>st</sup> year students.

### **Tour Coordinators/Student Ambassadors**

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

## **Student Identification**

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 class. 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 Account**

All students will be 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 frequently check their college e-mail 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.

## **Academic Calendar**

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

## **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 which 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 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 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 is located in the faculty suite on the 4<sup>th</sup> floor at the Harlem campus, and is located 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 safe-keeping of their personal property in the medical school and absolutely no bailment is created in the students' favor.

## **FERPA**

Confidentiality of Student Education Records: The Family Educational Rights and Privacy Act of 1974, as amended

--Refer to the College Catalog.

## 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 carefully the information and instructions that appear
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 7 to 10 business days after receiving Bursar clearance, longer during peak periods.

## Self-Service Transcripts

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.

## GPA and Class Rank

A student's official Grade Point Average (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
<b>Totals</b>	<b>14</b>		<b>--</b>		<b>43.000</b>

**Calculated GPA: 43.000 ÷ 14 = 3.071**

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

### **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.

## **Class and Examination Policies**

### **Class and Examination Schedules**

The Preclinical Dean is responsible for distributing the approved class and exam schedules for all 1<sup>st</sup> and 2<sup>nd</sup> 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 your laptop computer or tablet, mouse (wired or wireless mouse is permitted), photo ID, and a pen or pencil. Cell phones, smartwatches, I-pods or any other electronic devices are prohibited. Ear plugs 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 Pre-Clinical Dean's office. Any student observed by a faculty member and/or proctor engaging in or suspected of engaging in dishonest acts (as defined elsewhere in this Handbook) during an examination may be subject to immediate removal from the examination and subject to the provisions of the Academic Integrity Policy - <http://www.touro.edu/students/policies/academic-integrity/>

In such instances, the student receives a score of zero for the examination and at the discretion of the Department Chair/Program Director involved; the student may be suspended indefinitely from the course or may result in disciplinary action, including dismissal. If not dismissed, such a course suspension is reported and recorded on the student's official transcript as 'U'.

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 National Board of Osteopathic Medical Examiners, 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 Documentation Materials for specific requirements for individual classes. In the event there is a conflict between this section and the Course Documentation Materials, the Student Handbook prevails (students are advised to read course descriptions carefully as notwithstanding this statement, lab courses do impose strict penalties not specified in the Student Handbook).

An absence from a required college activity may be excused according to the Criteria for Requesting an Excused Absence section below. Note that 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 both disturbs the lecturer and the entire student body, and is markedly inconsiderate and rude. Repeated tardiness is considered improper professional behavior and may result in disciplinary action, including dismissal.

### **Procedure for Late Attendance during an Examination**

Other than situations specifically addressed in this Handbook or if admitted to a hospital or a death in the immediate family, 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 follow all examination procedures. If a student finds that they are unavoidably detained and are more than 15 minutes late for a scheduled written examination, the student should not enter the exam room but present themselves to either the Dean of Student Affairs or the Preclinical Dean 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 their control (see criteria for excused absence below) an excused absence may be requested which will precipitate the rescheduling of that examination with no penalty.
4. A missed written exam must be made up within 1 week of the original assigned exam date or as scheduled following the approval of the Dean of Student Affairs.

Criteria for an Excused Absence for courses, labs, discussion groups:

Permission to be excused from a required course component, lab, or discussion group/iClicker session is not routinely granted. To request an excused absence please complete and submit an excused absence request form to the Office of Student Affairs ( <http://tourocom.touro.edu/media/schools-and-colleges/tourocom/documents/Excused-Absence-Student-Request-Form.pdf>).

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

1. Student has a death in the immediate family. An announcement of the family members' funeral arrangements may be presented as supporting documentation.
2. 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 must also 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 are 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.

For attendance rules for students on clinical rotations the student is to refer to the Clinical Rotations Manual.

### **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, and if called for jury duty, the student may request an excused absence (See criteria for an excused absence for courses, labs discussion groups).

### **Student Attendance during Clinical Rotations**

-- Refer to the Clinical Rotations Manual <https://tourocom.touro.edu/media/schools-and-colleges/tourocom/documents/ClinicalRotationsManual2017-2018v06212017.pdf>

### **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 to 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, the following general guideline will be followed:

1. Elected or designated officers of the SGA Executive Board to attend an approved conference or seminar – reimbursement up to \$1,000.00 per student meeting.
2. Student presenting at a scientific meeting or as part of an educational program – reimbursement up to \$1,000.00 per student.
3. Student presenting a poster at a conference or seminar – reimbursement up to \$500.00 per student.
4. Elected officers or delegates of official School Organizations who are required to attend regional and national meetings – reimbursement up to \$1,000.00 per student.
5. Students requesting 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. Note, please refer 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 by a regional or national committee, or do not meet the above criteria, may not receive reimbursement from Touro College of Osteopathic Medicine, but 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 promptly resolved in coordination with the appropriate instructor/coordinator as described earlier. A missed written examination must be made up within 1 week of the original assigned exam date or as scheduled following approval of the Dean of Student Affairs.

### **Leave of Absence**

A leave of absence is defined as an authorized leave from the College that suspends a student's course of academic and/or clinical study for a defined period of time. The amount of leave time granted depends largely on the personal needs of the student, timing of the leave, and status of the student (year of study). Leaves of absence usually do not exceed nine months. Circumstances necessitating a leave of absence may include, but are not limited to, short- or long-term personal illness, military training or obligations, jury duty, maternity and infant rearing, and critical illness or death of an immediate family member. A student requesting a leave of absence for any reason during or at the end of an academic year must submit to the Dean of Student Affairs

supporting documentation and adhere to the following general procedure:

1. The student must complete a Leave of Absence (LOA) Petition, which is to be submitted to the Dean of Student Affairs.
2. The student must meet personally with the Dean of Student Affairs to discuss the reason for the leave and the effects on his or her academic progress. After consideration, a mutual decision may be reached. The Dean of Student Affairs reserves the right to delay any decision and refer the matter to the Student Promotions Committee for recommendation to the Dean.
3. The student must meet personally with the Office of Financial Aid, so that 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.
4. In circumstances in which a leave of absence is requested, the Leave of Absence Petition is forwarded to the Program Director (Pre-Clinical or Clinical Dean), Dean, Bursar, and Office of the Registrar for processing.
5. Notice of approval (or denial) will be sent to the student. Any notice of denial shall be final and binding upon the student and not subject to appeal.

The official start date of the leave of absence is the date that the Registrar enters the change of status into the class roster and appears on the Leave of Absence Petition. Any tuition charged or refunded will be in accordance with the College's withdrawal policy, notwithstanding the official start date of the leave of absence. Any changes in the terms of the petition during the leave period should be communicated to the Dean of Student Affairs as soon as possible. Specific terms and student responsibilities may be required before such a leave may be granted. This may include third party evaluation(s) (i.e., Committee for Physicians' Health).

A leave of absence, regardless of the reason, will not extend or otherwise toll, or suspend the running of, the six-year time requirement necessary for the completion of the program. The length of the program is based on the legitimate pedagogical need to insure that its Student/Doctors are prepared to meet the rigors of the profession. The six year window is but one measure that the College uses to insure that students do not master complex material and then have that knowledge erode or the skills they acquire atrophy.

Re-entry of the student into the academic program following a leave of absence will occur in coordination with the Dean of Student Affairs who will work to verify satisfaction for return. Specific terms and student responsibilities are required before a return may be granted. This may include submission of third-party evaluations (i.e., Committee for Physicians' Health). The student may be asked to agree to terms and conditions in writing before being allowed to return to Touro College of Osteopathic Medicine.

### **Matriculation Maintenance/Six-Year Rule**

For students not on an approved Leave of Absence, who are not progressing to the next academic year including progression to 3rd or 4th year Clinical Rotations or 4th year students who have not completed COMLEX-USA Level 2 requirements at the end of the 4<sup>th</sup> year shall be deemed to be "Matriculation Maintenance," as recommended by the Student Promotions Committee 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" 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 insure 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 details some aspects of the policy related to specific types of leave of absence.

### **Maternity Leave**

Contact the Dean of Student Affairs in order to request American Disability Act (ADA) reasonable accommodations. See section on 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 immediately notify the Dean of Student Affairs and provide all 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.

Pre-clinical students with less than two-thirds of assignments/exams completed will be encouraged to re-start the courses once they return. Departments, however, will have the 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 re-entry 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 assist students in need of counseling because of a call-up.

Time spent on a leave of absence accrues towards the maximum limit of six years.

- Refer to Maximum Time Frame (Six Years)

### **Withdrawal Policies**

#### **Withdrawal from Class**

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.

### **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.

## **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.

### **Visitors**

Only matriculated students are permitted in the College's buildings. Non-students 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. No visitors are permitted in the anatomy lab without the permission of the Anatomy Faculty or Dean of Student Affairs.

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.

## **General Academic Standards**

### **Satisfactory Academic Progress Policy**

Satisfactory Academic Progress ("SAP") ensures students are able to complete their academic program in a timely manner while achieving and maintaining compliance with minimum academic standards. Federal regulations mandate that all students are required to conform to SAP standards as they work towards a degree in order for them to qualify to receive financial assistance through eligible Title IV federal financial aid programs. Conformance to Touro's SAP policy ensures students complete their academic program in a timely manner while achieving and maintaining compliance with minimum academic standards.

### **SCOPE**

This SAP policy applies to all Touro Students including Undergraduates, Graduates and Professional students as described below. These standards are for Title IV Federal Financial Aid purposes and neither replaces nor overrides academic policies outlined by Touro, other state or Federal benefit programs (i.e. NYS Tuition Assistance Program) or individual program requirements. However, these standards are intended to be at least as rigorous as Touro academic policies.

Read the full Satisfactory Academic Progress Policy.

<http://www.touro.edu/students/policies/satisfactory-academic-progress-policy/>

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 National Board for Osteopathic Medical Examiners (NBOME)

### 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 2 and 4.	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 grade point average will be calculated and posted on the transcripts.

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

### Grading for Clinical Rotations

-- refer to the Clinical Rotations Manual [http://tourocom.touro.edu/media/schools-and-colleges/tourocom/documents/Clinical\\_Rotations\\_Manual\\_2014-2015.pdf](http://tourocom.touro.edu/media/schools-and-colleges/tourocom/documents/Clinical_Rotations_Manual_2014-2015.pdf)

## Definition of Grades

- A: High Honors
- B: Honors
- C: Satisfactory
- P: Pass – grades of ‘Pass’ may be given for courses of up to 1 credit.
- Unsatisfactory - (U): An unsatisfactory grade (U). If a U is obtained it must be satisfied by remediation. A student must convert all (U) grades to a passing grade before they may enter clinical rotations, unless so authorized by the Dean.
- Satisfactory with remediation (U/C): After an unsatisfactory performance has had successful remediation, a U/C will replace the U on the transcript (see section on remediation).
- Incomplete - (I): An incomplete grade (I) indicates that a student has not been able to finish all required work for issuance of a letter grade by semester’s end. An incomplete grade is not counted in the grade point calculations (GPA) until replaced by a letter grade which must occur seven (7) days before the student registers for the next academic year. Replacement of an incomplete will be at the discretion of the course instructor or chair. If the required work is not completed within seven (7) days before the start of the next semester, the (I) will be automatically converted to an unsatisfactory grade (U). For students on clinical rotations, if the required work for the 3<sup>rd</sup> and 4<sup>th</sup> year clinical rotations is not completed by the end of the academic year, an (I) may be converted to a (U).
- Withdrawal (W): A withdrawal 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 students’ transcript.
- Withdrawal Unsatisfactory (WU): If a student withdraws from a course after the fourth week, the student will receive a WU and this grade will be calculated in the grade point average. A WU must be satisfied with remediation; a grade of U/C will replace WU upon satisfactory remediation.
- Withdrawal Passing (WP): 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. No credit will be earned for the course, nor will the grade be calculated in the GPA. See above.

## 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 Student Promotions Committee.
2. A 1<sup>st</sup> and 2<sup>nd</sup> year student who has an (I) on their academic transcript will not be recommended for advancement until the (I) is converted to a satisfactory grade.
3. A 1<sup>st</sup> year student, who has 2 (U) grades will not be recommended for advancement into the next academic year unless at least one of the 2 (U) grades has been converted to a passing grade. No student will progress to third year (clinical rotations) until all courses have been passed.
4. When considering a student for promotion - professional, ethical, and personal conduct will be taken

into consideration.

5. A student will be promoted provided that all academic, legal, and financial requirements to the College have been satisfied.

### **National Board for Osteopathic Medical Examiners (NBOME)**

The National Board of Osteopathic Medical Examiners 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 I and Level II (CE & PE) are required for graduation by the Commission on Osteopathic College Accreditation (COCA). COMLEX-USA Level I includes Osteopathic Principles, Anatomy, Pharmacology, Physiology, Biochemistry, Community Medicine, Medical Humanities, Internal Medicine, Microbiology and Pathology. Level II 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 I and Level II (CE & PE) examinations. All students must sit for COMLEX USA Level I on or before July 1st following the second academic year, unless extended by the Dean. The National Board of Osteopathic Medical Examiners may limit the number of examination attempts that an individual student may take within a calendar year. It is the student’s responsibility to be aware of the NBOME regulations.

The specific examination dates are listed on the NBOME website. To be excused from taking these examinations at the prescribed time, the student must have prior approval of the Dean of the Touro College of Osteopathic Medicine. Permission normally will not be granted.

The Dean of Student Affairs distributes and collects COMLEX-USA applications. The NBOME scores all examinations, and provides the results to both the student and to 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 post-graduate training, licensure as well as job opportunities.

The Pre-Clinical Dean prepares guidelines for eligibility and scheduling for COMLEX USA Level I.

The Clinical Dean prepares guidelines for eligibility and scheduling for COMLEX-USA Level II.

Each student must be authorized by Touro to sit for the Comprehensive Osteopathic Medical Self-Assessment Licensing Examination of the United States (COMSAE) and COMLEX-USA examinations. To be authorized by the Pre-Clinical Dean to schedule a date to sit for the NBOME COMLEX-USA Level 1 exam (COMLEX-USA Level 1), the student must achieve a satisfactory score (threshold) or greater on the COMSAE and must otherwise be in good standing. The threshold score is recommended by the Pre-Clinical Dean and approved by the Dean.

The Preclinical Dean will only authorize students to sit for the COMLEX Level I who have scored at or above the threshold score. The student will have 10 days after achieving the threshold score or greater on the COMSAE for grades received on or after May 10 of the 2nd year to register and sit for the COMLEX-USA Level 1 exam.

Satisfactory performance on COMLEX-USA Level I is required for progression to the 4<sup>th</sup> year of the curriculum. Should the student not take the COMLEX-USA Level 1 within 60 days of achieving a threshold score on the COMSAE, s/he will be removed from the authorized roster of students eligible to sit for the COMLEX-USA Level I as well as from clerkship rotations. Students may begin their 4<sup>th</sup> Year Clinical Curriculum after having successfully completed the 3<sup>rd</sup> year clinical curriculum and passing COMLEX-USA Level 1 by June 30<sup>th</sup>. Students that have not passed COMLEX – USA Level I by June 30<sup>th</sup> will not start 4<sup>th</sup> year rotations unless an exception is granted by the Clinical Dean. Performance may be accessed at link <http://tourocom.touro.edu/media/schools-and-colleges/tourocom/documents/COMLEX.pdf>

If the student scores less than the threshold score then s/he must take a second COMSAE within 30 days of notification of test score, at a time and date assigned by the Dean of Preclinical Medicine. Should the COMSAE score meet the threshold; the student will be able to take the COMLEX examinations. In the unlikely event that the threshold score is not achieved, this process will repeat, specifically, re-sitting for the COMSAE within a 30 day timeframe will occur until such time that the student achieves the threshold score or greater on the COMSAE. Be advised that the Preclinical Dean is charged with determining the specific version of the COMSAE and date that the student is to be scheduled to take the exam. If a student is unable to take the COMSAE at the Touro College of Osteopathic Medicine s/he may be granted permission to sit for the examination at an approved site, however in this instance the student will be solely responsible for any and all fees assessed for using a proctored testing site.

The student will not be allowed to register for his/her fourth year clinical rotations until a passing score on the COMLEX-USA Level 1 is achieved, unless the Clinical Dean recommends specific exception to remain on clinical rotations for approval by the Dean.

### **Student Promotions Committee**

The Student Promotions Committee considers academic grades and AOA core competency domains which include **professionalism** and 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 of the class throughout the academic year. Students who attain satisfactory academic and professional progress are recommended for promotion promoted to the next academic year after approval from the Dean, provided all tuition and fees have been paid.

The Committee recommends to students (particularly those who are identified by the faculty or administration as academically at-risk) 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 Student Promotions Committee recommends an action to the Dean.

The Student Promotions Committee may recommend to the Dean graduation for those students who have successfully completed two years of preclinical study, two years of clinical training, and who have passed COMLEX-USA Level I and COMLEX-USA Level II (CE & PE) Examinations. 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 WARNING STATUS;**

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 Pre-Clinical Dean or Dean of Student Affairs may advise the student that privileges can be denied for the remainder of the semester. Those privileges are also noted under provisional Academic Status.

## **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 Student Promotions Committee and by the Dean of Student Affairs. A student may be placed on Provisional Academic Status for any of the following reasons:

1. A semester or cumulative grade point average of less than 2.0.
2. When directed to repeat a year.
3. Receipt of a U in a course of 3 or more credit hours or core clinical rotation.

### **Terms of Provisional Academic Status**

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 Student Promotions Committee. A copy of this letter will be placed in the student's permanent file, and sent to the Dean. The Student Promotions Committee 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 1<sup>st</sup> or 2<sup>nd</sup> year student on Provisional Academic Status should meet with his/her faculty advisor at least once a month. A 3<sup>rd</sup> or 4<sup>th</sup> 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 again met:
  - a. When the cumulative grade point average is above 2.0 and all grades of U are made up.
  - b. When 3<sup>rd</sup> or 4<sup>th</sup> year students on Provisional Academic Status with a core clinical rotation grade of U have successfully remediated the rotation.

In some cases and with the approval of the Student Promotions Committee 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.

### **Students with a Full Academic Load**

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

1. Receiving a grade of U in three classes or 9 or more cumulative credits during a given academic year, as remediation is not permitted in this situation.
2. While on Provisional Academic Status, failing 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. Receiving 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 which 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 Student Promotions Committee and all pertinent circumstances in each case.

The Student Promotions Committee will base its recommendation to the Dean on the student's academic records and considerations after consultation with the student's faculty advisor, course instructor, system coordinator or appropriate dean. The Student Promotions Committee, after such consultation, may recommend to the Dean that the student shall be directed to or 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 Pre-Clinical Dean. Such approval may be granted if the course offers comparable course content and curriculum as determined by the Pre-Clinical 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, the student may request to:

- a. Repeat the academic year.
- b. Withdraw from the College.

Grades earned during an attempted remediation of a course, system, or clinical rotation, will be reviewed by the Student Promotions Committee 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 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 automatically be dismissed 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 "Students with a Full Academic Load" above).

### **Academic Appeal Process**

Following notification of dismissal, a student may request a Formal Academic Appeal to the Dean. He or she has seven (7) 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 fully explain his/her appeal and substantiate the reason(s) for advocating a reversal of the prior recommendation or decision by the Dean of Student Affairs, Student Promotions Committee 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. Evidence of bias of one or more of the members of the Student Promotions Committee.
2. New material, documenting information that was not available to the Student Promotions Committee or the Dean at the time of the initial decision.
3. Procedural error.

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 Affairs, and 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, the mechanism 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 the any Hearings; nor is recording of any hearing 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 ten (10) business days. The decision of the Dean shall be final and binding and not subject to further appeal.

### **Order of Precedence, Incorporation of Policies by Reference and Arbitration of Disputes**

The policies and procedures set forth in this section and elsewhere in this Handbook are presented in their entirety on the Touro College website, and are excerpted here as an overview for student reference. Touro College students, faculty and staff, including the students, faculty and staff of Touro University of Osteopathic Medicine, are expected to abide by all Touro College policies and regulations including those set forth on the Touro College website. [In the event of an inconsistency between the Website and this Student Handbook, the terms of the website will take precedence.]

Touro College's arbitration policy set forth herein is applicable to Touro College of Osteopathic Medicine and was created with the intention to provide a program for the quick, fair, accessible, and inexpensive resolution of Disputes (see definition below) between Touro College and Touro College of Osteopathic Medicine'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 or Touro College of Osteopathic Medicine. *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 Handbook.* It is not intended either to curtail or extend substantive rights available under applicable law. 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 of Osteopathic Medicine 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.

All Disputes not resolved internally through the academic and disciplinary methods described elsewhere in this Handbook shall be exclusively conducted and heard by the American Arbitration Association ("AAA"), or its successor, before a single arbitrator who shall be an attorney with knowledge of the subject matter of the arbitration). "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 of Osteopathic Medicine; any other matter related to or concerning the relationship between the student and Touro College of Osteopathic Medicine 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 or any legally protected class, as well as retaliation, defamation, infliction of emotional distress, The Americans With Disabilities Act of 1990, Sections 1981 through 1988 of Title 42 of the United States Code, 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, Family Educational Rights and Privacy Act of 1974 (FERPA), Campus Sex Crimes Prevention Act, Title VI or Title IX of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, as amended, 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 for binding arbitration must be filed by the student and with AAA within one-hundred and eighty days (180) calendar days after the claim or dispute arises or the act or acts as to which arbitration is brought occur(s). If a student fails to file a request for arbitration with Touro College and AAA within one-hundred and eighty days (180) 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.

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. If for any reason this arbitration clause is declared unenforceable, the student nevertheless waives the right to a jury trial and the ability to bring a class action with respect to a complaint or action filed in a court of competent jurisdiction and within one-hundred and eighty (180) day limitations period described above.

### **Damage Limitations**

Touro College's liability (as well as its faculty, staff, and third parties 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 by the arbitrator, nor may the arbitrator certify a class action or otherwise allow an arbitration demand on behalf of a class.

### **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. Has completed at least four years in an accredited osteopathic medical college or its equivalent.
2. Has been enrolled in Touro College of Osteopathic Medicine during the final two academic years prior to graduation.
3. 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 grade point average of 2.0 or higher, has no outstanding grade which is incomplete and has a passing grade for all core clinical rotations.
4. Has passed Level I and Level II (both CE and PE) of the COMLEX USA Examinations of the National Board of Osteopathic Medical Examiners.
5. Has performed and behaved in a manner which is ethical, professional, and consistent with the practice of osteopathic medicine.
6. Has complied with all the financial requirements associated with matriculation at Touro College of Osteopathic Medicine.

7. 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. 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 sixty 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 1<sup>st</sup>. Such permission is a courtesy, and shall not be construed as having successfully fulfilled requirements 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.

### **Financial Aid and Standards of Satisfactory Academic Progress**

Federal regulations which govern the various Federal financial aid programs stipulate that in order for a student to continue to receive financial aid funding, he/she must maintain "Satisfactory Academic Progress" as defined by the institution. In the definition, the institution must establish a maximum time frame, pace, and minimum GPA which the student must maintain to earn the degree.

### **Academic Standards of Progress**

As required by federal law, reasonable standards of satisfactory academic progress for maintaining financial aid eligibility have been established by Touro for all degree-granting programs. These standards apply to all students. Please refer to <http://www.touro.edu/students/policies/satisfactory-academic-progress-policy/>

### **Monitoring Academic Enrollment and Satisfactory Academic Progress (SAP)**

Verification of enrollment will be made **prior** to all disbursements. The academic records will also be reviewed at the end of **each** semester to determine if the student is maintaining and progressing toward an educational goal. The student must complete 80% of their attempted credits for which financial aid funds are received, maintain a cumulative grade point average of at least 2.0 for each semester financial aid is received and be on track to complete the program within six ("6") years of their matriculation.

### **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 will result in disciplinary sanction.

Refer to <http://www.touro.edu/students/policies/code-of-conduct/>

Special note:

Computer abuse, including possession of unauthorized passwords, plagiarism of programs, unauthorized destruction of files, misuse of computer accounts and disruptive or annoying behavior on the college's computer system is a violation of the Touro College Code of Conduct. Applies to; this is intended to address the proper discreet use of the iClicker usage.

## **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.

Sale, distribution or consumption of alcoholic beverages or illicit drugs on college premises, except in connection with institution sponsored events and meetings, is prohibited.

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 may also be imposed against the officers and members of student organizations at the discretion of Touro College or Touro College of Osteopathic Medicine.

## **Responsibility of the Student Professionalism**

To be honest, act fairly towards others, take individual responsibility for honorable behavior, and know what constitutes academic dishonesty. Violations of this code 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 persistently speaking 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.

### **Professional Promise**

Professionalism and professional ethics are terms that signify certain scholastic, interpersonal and behavioral expectations. Among the characteristics included in this context are the knowledge, competence, demeanor, attitude, appearance, mannerisms, integrity, morals, etc., displayed by the students to teachers, peers, patients, and colleagues in other health care professions. Students are expected to conduct themselves at all times in a professional manner.

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.

### **Conduct Violations**

The following acts are considered to be violations of acceptable student professional conduct for which disciplinary action may be taken as provided hereinabove.

(Please refer to section on Student Academic Ethics for details and additional conduct violations

<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 expressly prohibited from doing so by an instructor
- Knowingly furnishing false information 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 substances 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

### **IT Security**

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

### **Academic Computing**

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

### **Eating, Drinking and Smoking in Classrooms**

To ensure a safe, clean and healthy environment for all students on-campus, no eating, drinking or smoking will be 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 to a trash container after the lecture. Student violators will be referred to the Dean of Student Affairs for disciplinary action.

### **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 to comply 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 healthcare facilities where patient care is delivered or inside 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.



## **Drugs, Alcohol, Firearms, and Hazing**

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 "Student Sponsored Events").

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

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

## **Drug-Free Workplace and Substance Abuse Policy and Procedures**

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

These stated policies and procedures apply to all students of Touro College of Osteopathic Medicine at all facilities operated by the College, and 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 or 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.

## **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.

## **Non-academic Matters and Concerns**

Non-academic matters and concerns may arise from time to time that require attention and action by Touro. For such matters, these may be handled between the Dean of Student Affairs and the student(s) involved. This informal process may result an equitable resolution. In the event an informal resolution cannot be reached, the matter will be automatically referred to a Formal Hearing for review (see Conduct of Formal Hearings found below). If the decision of the Formal Hearing Committee is to suspend or dismiss, 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 Affairs, and 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, the mechanism 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 the any Hearings; nor is recording of any hearing allowed.

In the event 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 twenty- one days of a written appeal. Such request for appeal must be submitted in writing within five college days of notice of 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, procedural error or on material information either unknown or not previously considered.

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.

### **Discrimination and Sexual Harassment – Title IX Policy**

All divisions of Touro seek to foster a collegial atmosphere where students are nurtured and educated through close faculty-student relationships, student camaraderie, and individualized attention. Discrimination or harassment of any kind is anathema to Touro's mission, history, and identity. Touro will resolve any identified claim of discrimination in a timely and effective manner. Those believing that they have been harassed or discriminated against on the basis of their sex, including sexual harassment, should immediately contact the

Title IX coordinator. When Touro has notice of the occurrence, Touro will take prompt and effective remedial action reasonably calculated to stop the harassment and as appropriate, remedy its effects.

The Title IX Coordinator or his designee ("Title IX Coordinator") is trained and knowledgeable about enforcement, compliance, communication, and implementation of Touro's anti-harassment and anti-discrimination policy.

The Title IX Coordinator's contact information is as follows:

Title IX Coordinator- Elan Bar-am

Touro College

500 Seventh Avenue, 4<sup>th</sup> Floor, New York, NY 10018

Phone: 646-565-6000 ext. 55636

Email: [Elan.Baram@Touro.edu](mailto:Elan.Baram@Touro.edu)

For the complete version of this policy please visit: <http://www.touro.edu/title-ix-policy/>

### **Institutional Policy on AIDS**

Refer to Touro's Reasonable Accommodations section.

### **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.

### **Crime Awareness and Campus Security Act**

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 interested in this information may access Touro College's statistics on crime by visiting <http://www.touro.edu/departments/campus-security-department/>

### **Student Concerns and Grievances**

On occasion, students may have complaints relating to accreditation standards and procedures. In addition, there may be issues affecting relationships with fellow students, faculty, staff and/or administration. Such complaints should be directed towards the Dean of Student Affairs, in writing, who will do a preliminary evaluation of the complaint. The Dean of Student Affairs may correct the condition, or refer the student to the proper party or parties. Alternatively, complaints may be addressed to the Office of Institutional Compliance by emailing Elan Baram ([elan.baram@touro.edu](mailto:elan.baram@touro.edu)). Records of the complaint, adjudication and the resolution of such complaints will be maintained by the Dean of Student Affairs.

### **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](http://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.*