

**DOCTOR OF OSTEOPATHIC
MEDICINE (DO) PROGRAM**

2024-2025

**STUDENT
HANDBOOK**



**TOURO COLLEGE
OF OSTEOPATHIC MEDICINE**
TOURO UNIVERSITY



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<http://tourocom.touro.edu>

ACCREDITATION

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

Touro University is accredited by the Middle States Commission on Higher Education (MSCHE), 1007 North Orange Street, 4th Floor MB #166, Wilmington, DE, 19801 (267) 284-5011. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the United States Secretary of Education and the Council for Higher Education Accreditation. This accreditation status covers Touro University and its branch campuses, locations, and instructional sites in the New York Area, as well as branch campuses in Illinois, Berlin, Jerusalem, and Moscow. For additional information, visit [Middle States Accreditation](#).

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

New York Medical College (NYMC) is a separately accredited institution within Touro University, also accredited by the Middle States Commission on Higher Education (MSCHE).

The Hebrew Theological College (HTC) in Skokie, IL is also a part of Touro University. HTC is accredited by the Higher Learning Commission (HLC).

The Touro College of Osteopathic Medicine (TouroCOM) is fully accredited by the Commission on Osteopathic College Accreditation (COCA) of the American Osteopathic Association (AOA), 142 East Ontario Street, Chicago, IL 60611 (Tel: 312-202-8124).

POLICY OF NON-DISCRIMINATION

Touro University is an equal opportunity employer. Touro University treats all employees, job applicants, and students without unlawful consideration of race, ethnicity, religious creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical condition), age, disability, medical condition, marital status, genetic information, sexual orientation, gender, gender identity, gender expression, military service or veteran status, citizenship status, or any other classification protected by applicable federal, state, or local laws. We are committed to ensuring the fulfillment of this policy in all decisions, including but not limited to, recruitment, the administration of educational programs and activities, hiring, compensation, training and apprenticeship, placement, promotion, upgrading, demotion, downgrading, transfer, layoff, suspension, expulsion and termination, and all other terms and conditions of admission, matriculation, and employment.

For the full policy statement see <https://www.touro.edu/non-discrimination/>.

IMPORTANT NOTICE

This Handbook contains only general guidelines and information. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the policies and procedures of Touro. Some of the subjects described in this Handbook are covered in detail in official policy and procedure documents found online and elsewhere. You should refer to these documents for specific information, since this Handbook only briefly summarizes those policies. For that reason, if you have any questions concerning a particular policy or procedure, you should address your specific questions to the Office of Institutional Compliance. Please note that the terms of the full official policies are controlling in the case of any inconsistency.

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

This Handbook is written for informational purposes only and may contain errors. The policies, procedures and practices described herein may be modified, supplemented or discontinued in whole or in part, at any time with or without notice. All changes will be posted on the Touro website. Although we will attempt to inform you of any changes as they occur via the Touro email address assigned to you upon activating your TouroOne portal account, it is nevertheless your responsibility to keep current on all University policies, procedures and practices. Your assigned Touro email address is the official method of contact for all such notices and for all Touro communication. For the avoidance of doubt, all applicable new and revised policies, procedures, and practices posted on the Touro website will become effective to you, whether or not you become specifically aware of them.

Students are required to investigate for themselves as to whether the program they enroll in meets their personal, educational and career needs. Different jurisdictions have different licensing requirements and standards. While students may expend significant sums associated with higher education, successful completion of a course, program, or degree is dependent on many factors. The payment of tuition permits a student to register and take the courses and programs available and offered by the Touro school or program in which the student is enrolled. Acceptance in a school or program does not form the basis of a contract. Indeed, a student's acceptance may be revoked if it is later learned, among other things, that his or her qualifications have been misstated or overstated, or there is some other omission or misrepresentation. Except as noted in the paragraph below, no contract rights exist or are established in the student-educational institution setting by and between Touro and the student. To this end, you waive and Touro disclaims any contract or liability for promises, assurances, representations, warranties, or other statements made in its marketing or promotional materials, and makes absolutely no promises, assurances, representations, guarantees, warranties or other statements concerning our courses and programs and/or a student's academic success in them. Thus, you waive and Touro further disclaims any liability in tort in connection with any of the foregoing. In order for a degree to be earned, the required grades and grade point averages must be achieved and maintained, and all other requirements of the school and program must be fulfilled. These disclaimers are, in effect, covenants not to sue binding on students, and are tacitly agreed to by a student's matriculation or continued matriculation in our programs.

Registration and matriculation at Touro after the issuance of this Handbook is consideration for and constitutes a student's knowing acceptance of the binding Alternative Dispute Resolution ("ADR") mechanisms contained herein. Thus, any dispute, claim or controversy arising out of or related to your application, registration, matriculation, graduation or other separation from Touro and/or this Handbook, which is not resolved through Touro's internal mechanism, shall next be submitted to non-binding mediation (the "Mandatory Mediation"). The Mandatory Mediation shall be conducted by a neutral mediator selected at Touro's sole discretion. In accordance with the Federal Arbitration Act and to the extent not inconsistent with the primacy of federal law, all Disputes remaining after completion of the Mandatory Mediation shall proceed to binding arbitration (the "Mandatory Arbitration"). The Mandatory Arbitration shall be conducted by JAMS or any other reputable ADR organization before a single arbitrator who shall be an attorney or judge. Selection of the arbitrator and location for the Mandatory Arbitration shall be made at Touro's sole discretion. See "Alternative Dispute Resolution" provision for a more elaborate treatment of the Mandatory Mediation and Mandatory Arbitration provisions.

GENERAL DISCLAIMER

Touro University endeavors to provide ongoing and uninterrupted educational experiences in a safe and effective environment for our students, staff, and faculty. Given the dynamic circumstances surrounding COVID-19 and any other future unknown or unforeseen events and the uncertainties that may be attendant thereto, Touro may choose or be compelled to change the method of course delivery and other relevant policies at any time. Any changes will be communicated in a timely manner and can be found on Touro's website and intranet. We ask that you please stay in contact with your Program administration, faculty and student services staff and remain current with any guidance issued in response to the COVID-19 pandemic.

COVID-19 Related Clinical Procedures

The Program has certain clinical/course requirements and sequencing. While the Program strives to adhere to its established timing of courses and clinical experiences, unforeseen events may hamper their availability. When such a situation occurs, it is possible that the completion of the Program may be delayed and the time in the Program extended to meet accreditation requirements. Furthermore, once appropriate clinical experiences have been arranged, it is up to the student, not the Program, to decide whether to attend the clinical site. Should a student decline to participate, the student understands that their progression in the program may be delayed. Students declining to participate in clinical or other experiential components of their program should contact their clinical coordinator to ensure graduation requirements are met as well as financial aid and other rules and regulations are satisfied.

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Touro University Mission Statement

Touro University is an independent institution of higher education under Jewish auspices, established to promote and perpetuate the Jewish heritage, as well as to serve the general community in keeping with the historic Jewish commitment to intellectual inquiry, the transmission of knowledge, and service to society. Touro offers undergraduate, graduate, and professional programs that serve diverse components of the Jewish community and the larger society, especially those who have been historically underserved. These academic offerings span Jewish studies, the liberal arts and sciences, and medical and health sciences. Touro is a university where personal growth, scholarship and research are fostered and where men and women are prepared for productive lives of dignity, value, and values.

The core values of the university are based on two fundamental components, as reflected in Hillel's dictum in Ethics of the Fathers, "If I am not for myself, who will be for me? And if I am concerned only with myself, what am I?" These values mirror Touro's commitment to quality education as well as integrity, and respect for all members of the Touro Community.

The following goals support Touro's Mission:

1. To impart and enrich the Jewish heritage and its tradition of intellectual inquiry and to incorporate its ethos into the University's academic offerings.
2. To promote ethical behavior, and responsibility through the curriculum and community outreach.
3. To advance the career interests and professional aspirations of our students through a broad range of academic programs and innovative approaches.
4. To advance faculty and student research and scholarship.
5. To promote educational opportunities and access, focused on the student experience and student success.

Touro College of Osteopathic Medicine Mission Statement

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

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

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

Goals

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

American Osteopathic Association (AOA) Core Competencies

In addition to the general education goals, the Touro College of Osteopathic Medicine also integrates the AOA Osteopathic Core Competencies into its curriculum for medical students. These core competencies align with the mission and goals of the Touro College of Osteopathic Medicine and serve as a guide for its four-year curriculum. For additional information on the history and development of the core competencies, please refer to the AOA website: <https://www.osteopathic.org/Pages/default.aspx>.

The Seven Core Competencies

Competency 1: Osteopathic Philosophy and Osteopathic Manipulative Medicine

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

Competency 2: Medical Knowledge

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

Competency 3: Patient Care

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

Competency 4: Interpersonal and Communication Skills

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

Competency 5: Professionalism

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

Competency 6: Practice-Based Learning and Improvement

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

Competency 7: System-Based Practice

Demonstrate an understanding of health care delivery systems, provide effective and qualitative patient care within the system, and practice cost-effective medicine.

Learning Objectives

The TouroCOM Programmatic Level Educational Objectives (PLOs) are based upon the Osteopathic Core Competencies and the TouroCOM Mission. They are statements of the knowledge, skills, behaviors, and attitudes that TouroCOM students are expected to exhibit as evidence of their readiness for graduate medical education prior to successful completion of the program.

1. Students will demonstrate and apply knowledge of accepted standards in Osteopathic Manipulative Treatment (OMT). The educational goal is to train a skilled and competent graduate medical education

(GME) candidate who remains dedicated to life-long learning and to practice habits in osteopathic philosophy and manipulative medicine.

2. Students will demonstrate the knowledge of established and evolving biomedical, clinical, epidemiological, public health, and behavioral sciences and their application to high-quality osteopathic patient care necessary for successful transition to GME.
3. Students will develop the skills to access, interpret, and critique research that communicates new developments in medicine, and appreciate the role of life-long learning in delivering the best care to one's patients.
4. Students will demonstrate the ability to provide patient care that incorporates the osteopathic philosophy, patient empathy, awareness of behavioral issues, the incorporation of preventive medicine, and health promotion that recognizes the unique health care needs of underserved communities.
5. Students will exhibit interpersonal and communication skills necessary to establish and maintain professional relationships with patients, families, and other members of health care teams. Students will appreciate the roles and responsibilities of all members of the health care team.
6. Students will uphold the Osteopathic Oath in the conduct of their professional activities that promote advocacy of patient welfare, adherence to ethical principles, collaboration with health professionals, life-long learning, and sensitivity to a diverse patient population. Students should be cognizant of their own physical and mental health in order to care effectively for patients.
7. Students will develop the skills to critically evaluate methods of clinical practice and integrate evidence-based medicine into patient care. Students will show an understanding of research methodology and the role of research in the practice of medicine and improving patient care practices.
8. Students will demonstrate knowledge of health care delivery systems and the resources available to provide safe, effective, patient-centered osteopathic medical care.

The Preclinical Years

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

The Clinical Years

During clinical rotations, students will participate as integral members of an interprofessional healthcare team. Students will spend their third-year training at one of TouroCOM's clinical affiliates to develop their foundational clinical knowledge and skills in areas such as emergency medicine, family medicine, internal medicine, obstetrics/gynecology, pediatrics, psychiatry, and surgery. The clinical education curriculum also offers a wide range of clinical discipline electives; as well as opportunities for research, international study, medical Spanish, and select remote course offerings; to allow students to further explore their specific interests. In the fourth year, students may do rotations at TouroCOM affiliate sites or at non-affiliate sites to further develop their clinical knowledge and skills.

The Clinical Rotations Manual

To access the Clinical Rotations Manual, navigate to the 'In the Hospital' section on this [page](#).

Synopsis of Curriculum

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

Course Descriptions

Refer to the College Catalog, which is available at the following link: <http://tourocom.touro.edu/current-students/>
Please note that courses are subject to change.

Degree Awarded

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

Qualification for 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. Acceptance and matriculation in the program are not a guarantee of licensure. Upon receipt of the DO degree and successful completion of the three-part examination administered by the National Board of Osteopathic Examiners (NBOME), students are eligible for licensure in all 50 states, the District of Columbia, and all inhabited US territories.

The examination offered by the NBOME is divided into three parts. COMLEX-USA Level 1 and COMLEX-USA Level 2 are written examinations required for graduation. COMLEX-USA Level 3 consists of a written examination that may be taken during the internship year or during the first postgraduate year of a residency program.

Internship and Residencies

Postdoctoral training in an 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 is a 12-month training period. An internship can be secured with the assistance of the College by participating in the National Resident Matching Program (NRMP). Residency training follows the internship year. Some programs refer to the first year of postgraduate training as Postgraduate Year 1 (PGY-1).

Student Administrative Services

Office of Admissions

Prior to first-year registration, official transcripts from all colleges and universities that the student has attended previously, including a final transcript, must be submitted to the Admissions Office. Transcripts that had previously been submitted to the AACOMAS application system can be accepted in place of this. (Students are expected to have completed and have certified, by their matriculation, that they have fulfilled all prerequisites for admission to the program. If later a deficiency is discovered, the student may be terminated from the program.) In addition, a criminal background check is required. (Note: Students are responsible for accuracy and thoroughness regarding the information provided in a criminal background check; inaccurate, incomplete, misleading, or untruthful statements in such requests **may be cause to revoke the offer of admission or, if found later, be grounds for immediate dismissal with all tuition and fees forfeited.**)

Harlem Campus Office of Admissions TouroCOM 230 West 125th Street, Rm 434-436 New York, NY 10027 (212) 851-1199 Ext. 42588 or 42589	Middletown Campus Office of Admissions TouroCOM 60 Prospect Avenue Middletown, NY 10940 (845) 648-1108 Ext. 60111 or 60105	Great Falls Campus Office of Admissions TouroCOM 2801 18th Avenue South Great Falls, MT 59405 (406) 401-8101
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Office of the Registrar

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

- Processes "Change of Name," "Leave of Absence," and other official forms.
- Processes transfer credit requests.
- Verifies enrollment status for certification or other purposes.
- Manages matters pertaining to veterans.
- Addresses all matters related to student visas.
- Verifies fulfillment of academic graduation requirements.
- Prepares official transcripts.
- Issues diplomas upon graduation.

Offices of the Registrar for the Touro College of Osteopathic Medicine are located in Harlem at 230 West 125th Street, Suite 432 & 433, New York, NY 10027; 60 Prospect Avenue, Middletown, NY 10940; and 2801 18th Avenue South, Great Falls, MT 59405. The office is open to students five days a week: Mondays through Thursdays from 9:00 am to 5:30 pm, and Fridays from 9:00 to 2:00 pm, unless otherwise posted.

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

TouroOne Portal

Touro University's *TouroOne* portal, <https://touroone.touro.edu/>, enables students to do the following:

- Search current course offerings
- Register for courses (only in programs which allow online registration)
- View and print class schedules
- View grades
- Check for any holds on their accounts
- Check financial aid status
- Download financial aid forms
- Access TouchNet® for online e-bills, tuition payments, enroll in payment plan, and sign up for e-refunds.
- Print unofficial transcripts
- Order official transcripts
- Access their Touro email accounts
- Access the Canvas learning management system

Permanent Address

Each student has the responsibility to provide the Office of the Registrar with their permanent address and telephone number. Students also are expected to furnish the Registrar with their local address and a contact telephone, cell number, and email address (in addition to the student's email account provided by the school) while matriculated at the Touro College of Osteopathic Medicine. Any change of address or telephone number must be updated through the TouroOne portal.

Change of Name

The University will adjust its records appropriately if a student legally changes their name. A student who has a legal change of name must submit, to the Registrar, the legal documents (court order, marriage license, etc.) related to the change. All permanent records are changed to conform to the student's legal name. NOTE: The name that appears on all financial aid paperwork (e.g., Social Security card) must match the new name as well.

Registration

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

It is the student's responsibility to inform the Office of the Registrar of their 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.

To contact the [Office of the Registrar](#):

Harlem Campus	Middletown Campus	Great Falls Campus
Office of the Registrar TouroCOM 230 West 125th Street, Rm 432 & 433 New York, NY 10027 (212) 851-1199 Ext. 42587 or 42568	Office of the Registrar TouroCOM 60 Prospect Avenue Middletown, NY 10940 (845) 648-1108	Office of the Registrar TouroCOM 2801 18th Avenue South Great Falls, MT 59405 (406) 401-8103

Office of Financial Aid

This office is responsible for the processing and packaging of Federal, State, City and Touro Grants and loan applications. It also supervises the College Work Study Program. Information about the Free Application for Federal Student Aid (FAFSA) application, required for all financial aid, is provided by the staff in this office. All questions about financial aid should be directed to this office. Students and/or their parents who need assistance in filling out the FAFSA application should make an appointment with a financial aid counselor.

To contact the [Office of Financial Aid](#):

Harlem Campus	Middletown Campus	Great Falls Campus
Office of Financial Aid TouroCOM 230 West 125th Street, Rm 430 & 431 New York, NY 10027 (212) 851-1199 Ext. 42593 or 42586 financialaid.tourocom@touro.edu	Financial Aid Administrator TouroCOM 60 Prospect Avenue Middletown, NY 10940 (845) 648-1106 financialaid.tourocom@touro.edu	Financial Aid Administrator TouroCOM 2801 18th Avenue South Great Falls, MT 59405 (406) 401-8104 Fin-aid.montana@touro.edu

In keeping with its policy of awarding financial aid on the basis of need and financial eligibility, TouroCOM provides assistance to accepted students who, without such help, would be unable to pursue their education. Financial aid comes from federal, state, institutional, and private sources. Students must be matriculated, enrolled at least half time, and making satisfactory academic progress as defined within their academic program and current federal regulations. Half-time for all programs, including the summer session is defined as a minimum of six (6) credits. Therefore, in order to receive federal (and most private) loans, all students must take six (6) credits in any session, including the summer. Students who are otherwise eligible may participate in the Federal Work Study Program (FWSP) so long as they enroll for at least one credit. Title IV (federal) financial aid is limited to U.S. citizens, permanent residents, and certain eligible non-citizens; New York State aid is limited to residents of New York and Montana State aid is limited to residents of Montana.

For further information about financial aid opportunities, refer to the [College Catalog](#) or contact the Office of Financial Aid.

Standards of Satisfactory Academic Progress

Satisfactory Academic Progress (SAP) requires that 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 toward a degree in order for them to qualify to receive financial assistance through all Touro University (Touro) eligible Title IV federal financial aid programs. Conformance to Touro's SAP policy ensures that students complete their academic program in a timely manner while achieving and maintaining compliance with minimum academic standards.

This SAP policy applies to all Touro students including undergraduate, graduate, and professional students. These standards are for Title IV Federal Financial Aid purposes only and neither replace nor override 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's academic policies.

The complete Touro University Satisfactory Academic Progress policy can be found online at <https://www.touro.edu/students/policies/satisfactory-academic-progress-policy/>.

Office of the Bursar

The Office of the Bursar, as part of Student Services, is responsible for maintaining all students' tuition accounts and the University's receivables. This includes reviewing charges and payments, issuing refunds, collection activities and providing support and guidance to create a seamless experience for our students. These functions are accomplished while servicing the needs of our students within the framework of Touro's policies and legal guidelines.

Important Facts

Matriculation is subject to satisfactory completion of all academic requirements and payment of all outstanding tuition and fees to the University. Students will not be allowed to register with a prior balance. Participation in our program can be delayed, suspended, or terminated due to a failure to meet deadlines or pay tuition and fees when due.

Late fees at \$100 per month will begin 30 days after the end of the add/drop period until paid in full or enrolled in a payment plan.

Diploma requests will not be processed for students who have account balances, including delinquent fines, e.g., library overdue fines.

Payment Information

Payment of tuition and fees is due in full 10 days before the start of the term or enroll in a payment plan.

You will not be sent a bill! Access your account activity, make a payment, enroll in a payment plan, and direct deposit through TouchNet, our online payment portal. See instructions below.

Payment methods accepted through TouchNet include all major credit cards or by E-Check. Please be advised that payments made online by credit or debit card will be charged a 2.95% non-refundable convenience fee by our third-party provider, TouchNet® Pay Path. Students can **avoid this fee** by simply choosing to pay with our electronic check (**E-check**) option. To pay by E-check, log into your online student account, select electronic check for your method of payment and provide your bank routing number and account number.

The Office of the Bursar is committed to guarding our students from unlawful acts of identity theft. The University takes very seriously the privacy rights of students, including the protection of personal credit card and bank account information.

To make a tuition payment, students should log in to the TouroOne portal <https://touroone.touro.edu/>, using their portal credentials.

- Select the “Student Accounts” widget on the top of the home page. Select “Access TouchNet.”
- Select “My Account.”
- Select Applicable Terms and Verify Amount.
- Select Date and Continue. Select Payment Method.
- Enter your credit card information or your checking or savings account information and Select “Continue.”
- Review payment and click “Schedule Payment.”
- A message will be sent that states “Thank you, you have successfully scheduled your payment(s) for MM/DD/YY.”

For questions or issues with access, please contact the TouroOne Helpdesk at help@touro.edu.

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

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

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

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

Student Refunds

Any student in overpayment of tuition will receive a refund. All refunds are issued within 14 days of the credit balance posted to their student account (check your *TouchNet* account activity to confirm the posting). Refunds may be processed via paper check or E-check directly to the student’s bank account of choice.

We ***strongly recommend*** that students enroll in the Direct Deposit option, which allows you to receive your refund faster via electronic deposit to the bank account of your choice. To sign up, access your student account via *TouchNet*. Select “eRefund” and follow the instructions.

Please ensure that you update your account information. The University is not responsible for delays in payments due to incorrect information entered by the student or their representatives. If paid by credit card, that credit card will be refunded.

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

Students are responsible for their financial obligations. In the event of a dropped course, filing leave of absence or withdrawal, students should refer to the withdrawal policy section of the handbook for the tuition refund schedule, as it pertains to the financial liability for withdrawal of term.

To contact the Office of the Bursar:

Harlem Campus Office of the Bursar TouroCOM 230 West 125th Street, Rm 490 New York, NY 10027 (212) 851-1199 Ext. 42591 tourocom-bursar@touro.edu	Middletown Campus Office of the Bursar TouroCOM 60 Prospect Avenue Middletown, NY 10940 (845) 648-1000 Ext. 60124 tourocom-bursar@touro.edu	Great Falls Campus Office of the Bursar TouroCOM 2801 18th Avenue South Great Falls, MT 59405 (406) 401-8103 bursar.montana@touro.edu
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Student in Good Standing

A student is in good standing when all obligations to the medical school have been met in the Admissions, Registrar, Bursar, Financial Aid, Preclinical, and Clinical Departments during the course of study. In any and all cases, noncompliance in any of the aforementioned departments, academically or behaviorally, may result in disciplinary action, including being placed on provisional academic status or dismissal. Both COMLEX-USA Levels 1 and 2 examinations must be passed by the end of the fourth year of medical school in order to graduate. However, in the case of exigent circumstances a student does have six years to complete all the requirements of the medical school, including a passing score on COMLEX-USA Levels 1 and 2 exams received by the school by the end of the spring semester of the sixth year of matriculation. The six years is the maximum amount of time a student has to complete 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

Student Health Services

For emergency service, call 911.

Student health services are available through:

Harlem Campus

TouroCOM Family Health Center
2257 Adam Clayton Powell Blvd (7th Ave. @ 133rd St.)
New York, NY 10027
(212) 281-5252

Hours:

Monday - Friday, 9 am - 5 pm
Saturday, 9 am - 3 pm
Sunday, Closed

Middletown Campus

Garnet Health Doctors – Middletown
707 East Main Street
Middletown, NY 10940
(845) 333-7575

Hours:

Monday – Thursday: 8 am – 6 pm
Friday: 8 am – 4 pm
Open 2nd & 3rd Sat. of the Month: 8 am – 4 pm

Great Falls Campus

Benefis Health System
1101 26th Street South
Great Falls, MT 59405
(406) 455-5000

Hours:

Monday - Friday, 8 am - 5 pm
Saturday-Sunday, 7 am - 8 pm (Urgent Care / Walk-ins only)

If a student becomes injured or ill while in class or at TouroCOM and needs assistance in obtaining care, they should notify their instructor or staff person that they are injured or ill and need assistance. If no one is available, the student should notify the Office of Student Affairs or the Dean's office. If the injury or illness requires emergency care, the student should call 911 or proceed to an emergency room. In case of a medical emergency, the Good Samaritan Law prevails.

Health Insurance Coverage

The health and safety of our students are primary concerns.

1. Students are required to maintain active health insurance from matriculation through the end of the policy year of graduation to cover those circumstances where they may become ill or injured. It is a requirement for matriculation to provide proof of such coverage and a copy of the insurance card must be provided to the health insurance broker. Online waiver submissions must also be provided to the health insurance broker (New York: <https://app.hsac.com/tourocom>, Montana: <https://app.hsac.com/tourocommontana>)
2. If a student does not provide documentation of a current and approved health insurance plan, the student will automatically be enrolled in the medical school's health plan. The cost of the plan will immediately be billed to the student's account.

Health Insurance Waiver Request

Maintaining health insurance coverage is mandatory for all TouroCOM students and all students **MUST** be covered by an Affordable Care Act (ACA) compliant domestic health insurance plan. All students are required to enroll in the TouroCOM - Sponsored Student Health Insurance Plan unless an acceptable Waiver is provided in a timely manner. Acceptable coverage to waive the TouroCOM - Sponsored Student Health Insurance Plan, must have comprehensive coverage in all states in which the student is attending classes or participating in clinical rotations. Student plans must have a provider network for primary care, specialty, hospital, and diagnostics care in states where students are designated for rotations. HMO plans only qualify for the state in which you are residing and receiving your medical education. The following are examples:

- ✓ Parent's Employer Group plan
- ✓ Spouse's Employer Group plan
- ✓ Partner's Employer Group plan
- ✓ COBRA
- ✓ Military/Veterans Benefits - Tricare
- ✓ Medicaid - Student must be a permanent resident and located in the state in which they are approved for Medicaid for the entire academic year. (1st and 2nd year students only). **Additional information is provided below.**
- ✓ Medicare
- ✓ Individual Plans – Marketplace

Acceptable coverage to waive the TouroCOM sponsored student health insurance plan must include:

- ✓ Maximum Out of Pocket Expense of no more than \$8,700
- ✓ Deductible Maximum of \$3,500 per Individual
- ✓ Unlimited Lifetime Benefits
- ✓ Unlimited Office Visits
- ✓ Wellness Benefit
- ✓ Comprehensive Prescription Plan (cannot be restricted to generic only)
- ✓ Inpatient and outpatient Mental Health Benefits

If you have active domestic health insurance with benefits, which meet the criteria above, you may apply for waiver of enrollment in the TouroCOM student health plan. You will need to have your current insurance ID card and information regarding your plan benefits to complete the process.

Should a **first- and second-year student** wish to maintain their Medicaid coverage, the student must submit a waiver request via the HSA Consulting, Inc. (HSAC) online web portal before the start of the academic year. The waiver request is available at New York: <https://app.hsac.com/tourocom> and Montana: <https://app.hsac.com/tourocommontana>. Medicaid only provides coverage for the state in which you reside.

Third- and fourth-year students are strongly discouraged from retaining Medicaid health coverage. Medicaid only provides coverage for the state in which you reside. *TouroCOM cannot guarantee clinical placements in your state of residence.* Should you wish a waiver of this policy, please complete the waiver form and submit to the Dean/Assistant Dean of Student Affairs (Harlem campus: Nadege.dady@touro.edu | Middletown campus: francis.rose@touro.edu | Great Falls campus: hnunberg@touro.edu). The waiver will require your signature on an agreement releasing TouroCOM from any responsibility for any medical care or bills not covered by your existing Medicaid. All waiver applications must be submitted before the deadline provided by the Office of the Bursar.

Please contact the health insurance broker (paula@hsac.com) for any questions you may have about coverage. In the event that the student can document an in-effect policy through another health insurance plan provider, the student account will be adjusted for the premium of the student health insurance.

Policy on Faculty Providing Health Services to Students

Health professionals providing health services to students, through a physician-patient relationship, must recuse themselves from the academic assessment or promotion of the student receiving those services. While all faculty at TouroCOM must abide by the rule, students should not engage healthcare providers who are involved in their academic assessment or promotion, and should identify themselves as a TouroCOM student when seeking care at a clinical training site, to assure this does not unknowingly occur.

Medical Records

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

Immunization Requirements

In accordance with New York and Montana State Departments of Health regulations, TouroCOM requires that all incoming students and students preparing to begin clinical rotations submit documented proof of immunizations. For didactic classes, students are required to submit immunization records for measles, mumps, and rubella (MMR) and meningitis prior to matriculation. In addition, Montana students are required to complete a TB screening questionnaire. For clinical rotations, students are required to submit immunization records for diphtheria/tetanus, polio, and hepatitis B. Students must meet the vaccination requirements of their assigned clinical site. They must also complete and submit the Meningococcal Meningitis Vaccination Response Form. TouroCOM is required by law to keep student immunization documentation on file, and where dictated by law, immunity by titer. No student will be permitted to begin and attend classes or clinical rotations if they have not provided satisfactory proof of required immunizations as required by the provider or otherwise.

Immunization forms can be obtained in the Office of the Registrar at various campus locations, or downloaded at: [Immunization Form](#)

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

Students with Disabilities

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

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

Harlem

Nadege Dady
Nadege.Dady@touro.edu

Middletown

Francis Rose
francis.rose@touro.edu

Great Falls

Haley Denzer
hnnunberg@touro.edu

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

Students seeking reasonable accommodations must:

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

The process, as described above, will result in the issuance of a Receipt of Accommodations form, which will either approve or deny the request. This form is signed by the Deans/Assistant Deans for Student Affairs and the student.

The process, including all submitted documentation, remains confidential. The Receipt of Accommodations (“Receipt”) should not contain any disability-specific information; rather it only lists approved accommodations. The Receipt is shared with the program in which the student is registered to ensure that the approved accommodations are implemented.

A copy of the [Application for Accommodations & Services](#) is available by contacting the Office of Student Disabilities Services Coordinators for TouroCOM, or the Deans/Assistant Deans for Student Affairs listed above.

Student Rights and Responsibilities

Student Rights

- Confidentiality of all information pertaining to a student’s disability, except where disclosure is required by law.
- Equal access to courses, programs, services, jobs, activities, and facilities available through the University.

- Reasonable and appropriate accommodations, and/or academic adjustments determined by the coordinators of OSDS.
- Access to all services and support available to all Touro students with reasonable accommodations where necessary and appropriate.

Student Responsibilities

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

Grievance Policy

If a student feels that they have been discriminated against on the basis of their disability or disability status, the student has the right to file a complaint through the grievance or student complaint mechanisms stated in the College Catalog or Student Handbook. A student can follow a similar procedure to appeal the University's response to a request for reasonable accommodations.

For more information and a copy of the Office of Student Disability Services Handbook, please visit [Office of Student Disability Services | Touro University](#).

Student Counseling

Academic Counseling

Students seeking advising for campus-life issues, the academic program, or the administrative requirements of attending the school can be obtained through the Dean/Assistant Dean of Student Affairs, Directors of Financial Aid, Registrar, Bursar, Preclinical Dean, Clinical Department Chairpersons, or a professor. Faculty and administration are involved intimately in providing an array of support services to our students which include, but are not limited to, professional counseling, guidance, and advisement. Within the office of the Preclinical Dean/Assistant Dean is a process for early warning, whereby students are informed of their progress on a quarterly basis. The Dean/Assistant Dean of Student Affairs provides access to a peer counselor in times of need and is also available for advisement

and support on an as-needed basis. Course directors provide support through review sessions of course materials and in-person advisement. Collectively, the entire system works together to communicate with students as early and often as possible in support of each student's academic progress.

Behavioral Health — Counseling and Wellness

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

For emergency situations call 911. For additional information about all of the wellness services available, please visit [Health & Wellness | Touro College of Osteopathic Medicine | Touro University](#).

Student Assistance Program (SAP) – Health Advocate

In addition, Touro University offers a free Student Assistance Program that provides all Touro University students, wherever located, with free 24/7/365 mental health services, including a crisis hotline; up to three sessions of confidential telephone, video, or in-person counseling per issue per year; and referrals to community mental health care providers.

Phone: 1-855-384-1800

Email: info@HealthAdvocate.com

Web: <https://members.healthadvocate.com>

Faculty Advisors

Faculty Advisors play a key role at Touro College of Osteopathic Medicine. Students and faculty work together very closely in the academic arena. Students are encouraged to use the advice, expertise, and help of the faculty through the advisor program. At a minimum, the advisor is a faculty member and advocate who takes a personal interest in their assigned students' academic success. Students should feel free to contact their advisor as frequently as necessary for advice, encouragement, and support. Advisors may assume a proactive role and provide academic support to their students when performance levels fail to meet minimum academic standards. A timely response to outreach from one's advisor is required. It is a violation of the TouroCOM Professionalism Standards to not respond to this communication in a timely or professional manner.

Faculty Advisement for 1st and 2nd Year Students

Faculty advisors are assigned during orientation for the entering class. First- and second-year students are required to meet with their faculty advisor a minimum of two times each semester. At least one meeting with the advisor must be dedicated to the review of career planning.

Faculty Advisement for 3rd and 4th Year Students

Third- and fourth-year students may continue to seek advisement from their assigned advisor at the medical school. Students on clinical rotations are advised, however, to seek advisement from the clinical faculty at the clinical rotation sites, particularly from the TouroCOM Directors of Medical Education (DME) and Clerkship Directors. Students in the third- and fourth- clinical years are encouraged to work with the DMEs and Clerkship Directors, as well as the Clinical Dean/Assistant Clinical Dean, Dean/Assistant Dean of Clinical Education, Director of Clinical Rotations, and the Dean/Assistant Dean of Student Affairs concerning any challenges that may be experienced while on rotations.

Process for Switching Advisors

Students may request a switch in advisors. To do so, students must submit a request in writing to the Dean/Assistant Dean of Student Affairs, with a copy to the advisor they are switching from as well as the advisor to whom they are switching. If a specific faculty member is named as the preferred advisor, the advisor must agree to becoming the student's advisor before the change can be made.

Student Peer Tutoring

The Touro College of Osteopathic Medicine may offer students peer tutoring services without charge through the Office of Student Affairs or via assigned Teaching Assistant (TAs). Tutoring is available on a first-come first-served basis and is designed to help students enhance their test-taking skills, modify their study habits, and/or focus on critical material and content. Request forms for tutoring services are available in the Office of Student Affairs, or students may attend TA office hours or make a TA appointment as directed on the appropriate course Canvas page. In some cases, students may request assistance with studying and learning skills. In these cases, the student may be referred to the Preclinical Dean/Assistant Dean for further direction and assistance.

Students interested in becoming a tutor or TA can contact the Office of Student Affairs or appropriate Course Director. Final approval to tutor or become a TA for a subject is granted by the appropriate Course Director. Student tutors must be able to communicate effectively, have mastered the course material, and be in good academic standing. Work-study tutors receive an hourly payment for their services paid for by federal funds. Student tutors must have registered in the Office of Student Affairs to be eligible for payment for services.

Student Government Association (SGA)

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

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

Student Organizations

Approval and recognition will be given to academic organizations dedicated to the advancement of the osteopathic profession. Other, nonacademic organizations concerned with politics, race, religion, sexual orientation, or any other legally protected class, will be considered as student organizations. The beliefs of such nonacademic organizations may not reflect the opinions of TouroCOM, 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/Assistant 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 at least nine charter members.
4. If a Student Organization is linked to a national organization, the students must submit proof of association as well as proof of required travel, if any.

5. The students submit a proposed budget for potential activities.
6. 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/Assistant Dean of Student Affairs a one-year probationary period for the organization.
3. The SGA has the right to review annually any organization's status. The SGA may require every approved organization to submit an annual report.
4. Objections related to the recognized organization will be reviewed at the discretion of the SGA.
5. No action shall be taken concerning the student organization's status unless the organization in question has an opportunity to hear the charges made against it and present its side of the case.
6. A group submitting an unapproved application may resubmit its application at any time after having satisfied the objections of the SGA.

Dean of Student Affairs

After recommendation of acceptance from the SGA, the Dean/Assistant Dean of Student Affairs reviews the petition to ensure proper documentation and recommends approval, or denial with reason. The Dean/Assistant Dean of Student Affairs forwards the recommendation to the Campus Dean. The Campus Dean reviews the application and if approved, forwards the recommendation to the Provost for review and approval.

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/Assistant Dean of Student Affairs regarding the renewal of an organization's approved status. Following administrative review by the Dean/Assistant Dean of Student Affairs, a recommendation is submitted to the Campus Dean.

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

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

Student Representation on Standing Committees

Any full-time student in good academic standing (i.e., not on any form of provisional or probationary academic status) is qualified to seek appointment or election to serve in a representative capacity on college committees. Committee appointments are made by the Campus Dean at the beginning of the academic year. Interested students must either contact the appropriate committee chairperson or apply through TouroCOM’s SGA for consideration.

Official Representation

To ensure that a consistent message of the TouroCOM is maintained, only those individuals designated officially by the Campus Dean may represent the views of the College in any public forum.

Policy for Scheduling Events

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

To access the event approval form, please reference the following link: <https://tourocom.touro.edu/student-affairs/scheduling-events/>

The Approval Process:

1. Complete the event approval form and obtain all necessary signatures prior to submitting to Student Affairs for approval.
2. Requests must be submitted two weeks prior to scheduled date of event.
3. All visiting organizations must also complete a *Facilities User Agreement Form* available through the Student Services Department. The agreement must include a copy of the organization's liability of insurance at the levels indicated, covering Touro University for the event.
4. The completed event approval form and, if necessary, *Facilities User Agreement Form* should be submitted to the Student Affairs Office.
5. The signed event form can be picked up from the Student Affairs Office.

For Approved Events:

1. Schedule the room for your event through the room reservation representative. In Harlem, please contact Althea Prendergast at althea.prendergast@touro.edu; in Middletown, please contact Frank Rose at francis.rose@touro.edu; and in Great Falls, please email studentservices.montana@touro.edu.
2. If necessary, arrange for Touro media coverage through the Director of Communications. In Montana, contact the PR/Marketing Director
3. If necessary, arrange for security through the director of on-campus security.
4. If necessary, arrange for cleaning afterwards through the Director of Facilities & Maintenance.
5. Email the contact person of the appropriate campus (see below) with event information, release, and photos suitable for posting to the [TouroCOM website calendar](#).

Harlem

Carolyn Burrows
carolyn.burrowes@touro.edu

Middletown

Francis Rose
francis.rose@touro.edu

Great Falls

Ashley Morris
amorris14@touro.edu

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

<https://touro.app.box.com/s/rtuo2k3s3951zerd3c7dzjxabrkcxr5c>

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

TouroCOM reserves the right to take photographs, videos, and other electronic images of students throughout the school, and other locations used for educational and service purposes, to document events and to use such images for promotional activities, academic presentations, ceremonies, among others, without payment of any kind to the subject of the images. If a student wishes to opt-out of this policy, the student is responsible to notify the Dean/Assistant Dean of Student Affairs in writing at orientation of the first year of medical school. A student reserves the right to opt-out of any electronic imaging of an event within 24 hours of the event throughout the academic program. Third- and fourth-year students rotating in affiliated facilities are required to follow the individual facility imaging protocol.

Publications

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

Dress Code

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

1. Students must maintain a neat and clean appearance befitting students attending a professional school. Therefore, attire should convey a professional appearance whenever the student is on college grounds, serving on a clinical rotation, or attending a college- related program.
2. On campus, the mode of dress is determined by each student's professional judgment, unless a department has a dress code for particular activities. Clothing having caricatures, messages, or symbols that can be construed based on societal norms to be vulgar or offensive or to contribute to creating a hostile learning environment is unacceptable attire and demonstrates inappropriate professional judgment that is subject to review and action by the Dean/Assistant Dean of Student Affairs.
3. Students dressed or groomed inappropriately may be asked to remedy the problem, failure of which may require them to leave the campus. Questionable or disputed cases of dress or grooming shall be presented to the Dean/Assistant Dean of Student Affairs, whose decision shall be final and non-appealable.
4. Clinical dress is established by the clinical rotation site. It must be kept in mind that scrub suits are utilized for infection control. They are at no time to be worn outside of hospital grounds.

Admission to the Touro College of Osteopathic Medicine

Admission Process

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

Admission Requirements

<https://tourocom.touro.edu/admissions--aid/do-admissions/admission-requirements/>

Technical Standards for Admission

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

Interviews

<https://tourocom.touro.edu/admissions--aid/do-admissions/#:~:text=The%20Interview%20Process>

Transfer Students

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

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

New Student Orientation

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

Prior to matriculation, new students may receive a pre-orientation packet by email that contains general information about the program of study, including a list of books and supplies required for the curriculum, required specifications of personal laptop computers, forms to complete before the beginning of class, and other valuable information. Attendance during Student Orientation is mandatory for first-year students.

Tour Coordinators/Student Ambassadors

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

Student Photo Identification Badges

The Dean/Assistant Dean of Student Affairs arranges for the issuance of student photo identification (ID) badges to new students during orientation or the first week of classes. This badge must be shown to security personnel to gain entrance to the university 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/Assistant Dean of Student Affairs for appropriate action. If a student ID badge is lost or stolen, the student is required to inform the Office of Student Affairs and arrange for a replacement badge. A fee of \$25.00 will be charged to replace a lost or stolen ID badge.

Student Email Accounts

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

Personal Property

Students are responsible for their personal property while matriculated at TouroCOM. Lockers are provided at no cost. Each student may select one locker that is to be registered with the Dean/Assistant 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. Please note that the lockers themselves, like all other school assets, are university property and therefore no privacy interest in favor of the student is created. The student assumes all risk of property damage to and/or loss of items stored in the lockers and bicycle room, and Touro shall have no liability in connection therewith.

Lost and Found

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

Confidentiality of Student Education Records (FERPA)

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

Disciplinary Records

Disciplinary files are maintained by the Office of Student Affairs in a confidential, secure area. Contact the Dean/Assistant 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 Office of the Registrar and include a listing of all courses taken, grades received, and calculation of the student's semesterly and cumulative GPA. Students may access and inspect their records in accordance with the University'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

Ordering official transcripts

1. To order an official transcript via TouroOne, select 'Academic Tools' from the left side navigation menu. In the Academic Tools dropdown menu, select 'Order Official Transcript.' This will open Parchment in a new Browser window. Parchment can also be accessed directly using the following link: [Touro University Transcript Request | Parchment](#)
2. Students will be automatically prompted to register an account or to log into an existing account.
3. Once signed in, select the 'Order' button to the right of 'Transcript – Touro University.'
4. Students will then be prompted to set a delivery destination. Individuals can either search for a destination in Parchment's system or manually enter the desired destination.
5. After setting the destination, students will be prompted to select either 'Electronic' or 'Print and Mailed.' Once the type of transcript is selected, students should fill in all required fields.
6. The student will then need to select the program that they graduated from or are currently attending. If the student graduated from or attended multiple programs, they will need to place separate transcript orders for each program they attended.
7. For students waiting for a degree or grades to be posted, there will be hold options to select at checkout. Otherwise, students should select 'Send Now' from the dropdown menu.
6. After the steps for ordering an official transcript are completed, students will be asked to review their order and electronically sign. They will also need to check off the certification box at the bottom of the window.
7. Once signed and certified, select continue to proceed to the order summary and confirmation page.
8. Students should select continue again to submit the order and enter payment information.
9. Once the order is placed, the student will receive a confirmation email and order number. Students will receive an additional email once the order is processed and/or shipped.

Processing

Electronic transcript orders will process and deliver to the recipient once order information is confirmed; in most cases this is automatic. If additional information is needed, the transcript unit will reach out to the student directly. Please note that this may delay processing times. Paper transcript orders are processed and shipped within 5-7 business days.

Transcript Fees

- Electronic transcript \$5 per copy
- Official paper transcript \$10 per copy

Shipping Fees

- USPS First Class free of charge, no tracking provided
- Fed-Ex domestic overnight shipping \$15, tracking provided
- Fed-Ex international shipping \$25, tracking provided

Viewing and Printing Unofficial Transcripts

1. Log into your TouroOne account at <https://mytouroone.touro.edu/>.
2. Click on the “My Records” widget at the top of the homepage and click on “Unofficial Academic Transcript.”
3. If you wish to print, right-click using your mouse then select “Print.”

Academic Calendar

Please visit <https://tourocom.touro.edu/do/academic-calendar/>

Academic Rules and Regulations

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

General Academic Standards

Preclinical Grading and Credit Hours

At the end of each course a grade for each student is submitted by the faculty responsible for the instruction. The work of all students is reported in terms of the following grade scale:

GRADE	NUMERICAL PERCENTAGE GRADE/DEFINITION	GRADE VALUE
<i>A+</i>	93.00	4.000
<i>A</i>	90.00	4.000
<i>A-</i>	87.00	3.667
<i>B+</i>	83.00	3.333
<i>B</i>	80.00	3.000
<i>B-</i>	77.00	2.667
<i>C+</i>	73.00	2.333
<i>C</i>	70.00	2.000
<i>U</i>	Less than 70.00	0
<i>U/C</i>	Satisfactory with Remediation	2.000
<i>P</i>	Pass	Not calculated in GPA

<i>U/P</i>	Pass with Remediation	Not calculated in GPA
<i>W</i>	Withdrawal	Not calculated in GPA
<i>WU</i>	Withdrawal Unsatisfactory	0
<i>WNA</i>	Withdrawal Never Attended	Not calculated in GPA
<i>INC</i>	Incomplete	Pending (not calculated in GPA)

Any score below “C” will be recorded as a “U” grade (Unsatisfactory, Failing).

All percentage scores corresponding to letter grades on this scale will remain as presented unless/until the Curriculum Committee, with the approval of the Council of Deans, makes a change. The few courses for which minimal pass (C) has been historically lower than 70% may petition the Preclinical Deans for approval to offer a lower than 70% C grade, in which case this will be noted in the syllabus at the beginning of the course. Grade scales do not change once a course has begun.

Courses are rated at one credit hour for approximately each 15 hours of lecture or 30 hours of laboratory and/or practice sessions. Six credit hours are awarded for each four weeks of rotation. A cumulative GPA will be calculated and posted on the transcripts. For additional information see the [College Catalog](#).

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.

Grading for Clinical Rotations

Refer to the Clinical Rotations Curriculum & Syllabi, which can be found at:
<https://tourocom.touro.edu/do/clinical-education/> (under Student Resources).

Grade Definitions

- A+, A, A-, B+, B, B-, C+, C – Letter grade assigned according to grading standards outlined for the program.
- U: Unsatisfactory – A grade of ‘U’ is given to a student who has not satisfactorily completed course requirements. If a ‘U’ is obtained, it must be satisfied by remediation (see Remediation section below). A student must convert all ‘U’ grades to a passing grade before he/she may enter clinical rotations, unless authorized by the Campus Dean.
- U/C: Satisfactory with remediation – After an unsatisfactory performance has had successful remediation, a ‘U/C’ will replace the ‘U’ on the transcript (see Remediation section below).
- P: Pass – For Pass/Unsatisfactory courses, a grade of ‘P’ is given to a student who has satisfactorily completed course requirements.
- U/P: Pass with remediation – For Pass/Unsatisfactory courses, after an unsatisfactory performance has had successful remediation, a ‘U/P’ will replace the ‘U’ on the transcript (see Remediation section below).
- I: Incomplete – Student did not complete all course assignments and received the instructor’s permission to complete course requirements at a later date (see ‘Grade of Incomplete’ section below).

Withdrawal Grades:

- W: Withdrawal – (No penalty.) This grade is assigned when a student officially withdraws from a course after the Add/Drop period by filing an Add/Drop form with the Office of the Registrar, signed by an academic advisor. A student who does not file this form will receive a failing grade of WU, depending on the number of class sessions attended and the amount of work completed. Time periods for official withdrawal vary by semester.

- WU: Withdrawal Unsatisfactory – Student stopped attending/participating before 60% or less of the scheduled classes per semester; calculated as a failing grade.
- WNA: Withdrawal Never Attended – Student never attended class/rotation. This grade is not included in calculating the student's grade point average (GPA). The administration reserves the right to grant WNA grade in limited circumstances in their sole and absolute discretion.

Grade of “Incomplete” (INC)

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

The procedure for granting an “Incomplete” begins with the student requesting a meeting with the faculty member in which the faculty member will review the student's progress and decide whether it is appropriate for the student to receive the grade of “Incomplete.” If the faculty member decides that the student does not meet the requirements for the grade of Incomplete, she or he may deny the student's request. The student may contest the faculty member's decision by appealing in writing to the department/program chair. Policies regarding the consequences of missing a final exam may differ in individual schools or programs and will govern the student's right to request a grade of “Incomplete.”

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

Although the time allowed for the completion of any single project may vary depending on the magnitude of the project, with a typical timeframe being 6 weeks, grade of Incomplete should not be allowed to stand longer than one semester from the end of the semester in which the course was given. (Incomplete grade in the Fall must be changed by end of the next Spring; Incomplete grade in the Spring must be changed by the end of next Fall). The faculty member will specify the amount of time allowed to finish an incomplete project in the contract. The amount of time should be appropriate to the project. For instance, a faculty member may only want to allow a relatively short amount of time to complete a missing exam. Under exceptional circumstances, the Dean may extend the deadline beyond one semester. In such a case, the contract should be revised to reflect the change. Once the student completes the required project, the faculty member determines the final grade for the course and notifies the Registrar by using the standard Change of Grade form.

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

All ‘I’ grades obtained during the second year must be converted to a passing letter grade prior to entering third year clinical rotations. All ‘I’ grades obtained during the fourth-year clinical rotations must be converted to a passing letter grade prior to graduation.

Grade Appeal

Students in the first two years may identify questions of concern to be reviewed by faculty within 72 hours of taking the exam through the appointed student course representative, or by submitting a request in writing to the Course Director. Question reviews are collectively adjudicated by the Course Directors on all TouroCOM campuses, and their decisions are final.

Each student will be provided with a reasonable opportunity to review with the instructor their exam/practical performance.

Once posted, grades are final and not subject to appeal except for computational and recording errors. Students who believe an error has been made should speak to the appropriate Course Director on their campus. Any change of grade submitted by a Course Director due to a computational or recording error must be approved by the Preclinical or Clinical Dean. When a grade is to be changed because of a computational or recording error, the grade change request must be submitted by January 30 (Fall Semester) and June 30 (Spring Semester) of the academic year the grade was earned. No grades will be changed, even for computational or recording errors, after that time.

If a student on clinical rotations disagrees with the clinical evaluation (SPE) provided by a DME or TouroCOM credentialed preceptor, he or she must first discuss the matter with the evaluating preceptor. Following this discussion, a revised SPE may be submitted. In this circumstance, it should be clearly indicated in the comments section on the SPE that it “represents a revision and supersedes the prior evaluation.” The final grade for the rotation will then be recalculated based on the new clinical evaluation, if approved by the Clinical Dean.

Grades are available on the TouroOne Portal. A student must contact the appropriate Dean (Preclinical Dean for year 1 and 2 courses, Clinical Dean for year 3 and 4 courses) or Registrar if the student believes there is an error in the official academic record.

Audited Courses

Audit is a registration status that allows a student to attend a course without receiving credit or a letter grade. Audit registration is based on availability, and priority is given to students who take courses for credit. The level of participation in classroom activities is at the discretion of the instructor.

Currently enrolled students may register to audit a course during the registration period, including but not later than the last day of the drop/add period, by completing the Audit Registration Request form.

Students who are not currently enrolled (alumni or individuals who are interested in auditing a course only) must first apply through “Apply Yourself” for a non-matriculated status before completing the Audit Registration Request form.

Students are charged an administrative flat fee for an audited course.

Audited courses do not count in the determination of full-time status, enrollment status, or financial aid status.

Grade Point Average (GPA) and Class Rank

A student’s official GPA is calculated at the end of each semester. Each letter grade has a numerical equivalent, or “value”. For example: A = 4.000, B+ = 3.333, 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/unsatisfactory basis. A student who earns a grade of “P” will receive full credit for the course; however, this “P” grade is not counted in calculating the student’s GPA. Example GPA calculation for a student who 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 3.333	= 13.332
C	3	X 2.000	= 6.000
U/C	3	X 2.000	= 6.000
Totals	17	--	50.332

Calculated GPA: $50.332 \div 17 = 2.96$

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

Promotion

Promotion is defined as progression from one academic year to the next. Progress is assessed after each semester. A student will not be promoted under the following conditions:

1. A first-year student who receives one 'U' grade must remediate this grade to a passing grade at the end of the first academic year. The ability to remediate a course is determined by the Student Promotions Committee as described in the section titled Student Promotions Committee (SPC) - Remediation in this handbook.
2. A first-year student who has permission to remediate two 'U' grades will not be recommended for advancement into the next academic year unless at least one of the two 'U' grades has been converted to a passing grade.
3. A first-year student who carries forward a 'U' grade into the second academic year, is aware that remediation for the 'U' can take place during the second academic year.
4. A student that receives a 'U' grade in any course at any time is placed on Provisional Academic Status (see below) until the 'U' grade is successfully remediated.
5. Regardless of other policies, second year students will not progress to the third year (clinical rotations) until all preclinical courses have been passed (all 'U' and 'I' grades have been converted to a passing grade).
6. Third-year students will not start fourth-year rotations until all third-year requirements (i.e., rotations, supplemental clinical curriculum, and OMM) have been successfully completed, and a COMLEX Level 1 passing score is available.
7. When considering a student for promotion, professional, ethical, and personal conduct will be taken into consideration. Refer to the Touro University [Code of Conduct](#).

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

Class and Examination Policies

Class and Examination Schedules

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

Examination Decorum

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

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

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

Attendance, Tardiness, Absences, and Examinations

TouroCOM expects students to attend all scheduled course activities including, but not limited to, classroom lectures, discussion groups/interactive sessions, laboratory activities, and clinical assignments. Students should refer to course syllabi for specific grading policies and attendance requirements for individual classes. If there are requirements articulated in a course document, those requirements prevail.

An absence from a graded or required activity described in course syllabi may be excused according to the "Criteria for Requesting an Excused Absence for Courses, Labs, and Discussion Groups" section below. Absence from instructional periods for any reason does not relieve the student of responsibility for material covered or deadlines for the submission/completion of course assignments (e.g., Canvas quizzes).

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

Late Attendance at an Examination

Other than situations specifically addressed in this Handbook, students are required to be present for all scheduled examinations. All students are required to sign in for an exam no less than 15 minutes prior to the assigned examination start-time, and they are to follow all examination procedures. If a student finds that they are unavoidably detained and is more than 15 minutes late for a scheduled written examination, they must report to either the Dean/Assistant Dean of Student Affairs or the Preclinical Dean/Assistant Dean of Preclinical Affairs 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 Requesting an Excused Absence for Courses, Labs, and Discussion Groups** section below), an excused absence may be requested to precipitate the rescheduling of that examination with no penalty.

4. A missed written exam must be made up within one week of the original assigned exam date or as scheduled following the approval of the Dean/Assistant Dean of Student Affairs.

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

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

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

1. The student has a death in the immediate family. An announcement of the family member's funeral arrangements may be presented as supporting documentation.
2. The student is admitted to a hospital for medical reasons. In the case of an injury or illness, a physician's note (and/or evidence documenting such an absence) is required. TouroCOM reserves the right to ask for additional supporting documentation in support of the physician's note. Seeing a doctor does not satisfy the requirement for a medical excuse. Acute trauma, immunocompromised status, or having a communicable condition (documented with laboratory confirmation) would be clinical examples that might meet the requirement for a medical excuse. Be aware that it is the student who requests that medical information be provided to the school. The student is charged with the responsibility to inform the physician that in order to be excused, a medical note must be prepared that explains specific reason(s) why the physician directed the student not to attend required classes or examinations during that time. The medical note also must state why it would have posed a danger to the student or to the student body/faculty or staff to be present at the college. Late presentation of a note or retroactive application may affect the determination of whether the absence is excused.
3. Academic pursuits whereby a student is participating in a prior-approved seminar, conference, or educational program to promote a better understanding of medical education and the field of osteopathic medicine.
4. Situations beyond the control of the student and related to the exceptional circumstances of the COVID19 pandemic. Students are responsible for all learning according to the schedule in the syllabus. It is the student's responsibility to contact administration or faculty to complete any missed course requirements, as appropriate.
5. Religious observances supported by a letter from a minister, priest, rabbi or other religious leader (written on appropriate letterhead).

Unexcused Absence Policies

The following policy applies only to the components of the curriculum cited here. Students are otherwise required to meet all attendance requirements and submission due dates as detailed in this handbook and course syllabi.

For Full-Term classes: Some courses may grade student iClicker responses recorded during in-classroom exercises to contribute to the final course grade as indicated in the syllabus. In this situation, a student is allowed two unexcused in-classroom iClicker/Interactive session absences per course per semester without grade penalty. Unexcused absences are to allow students the opportunity to miss an in-classroom iClicker/Interactive session for a reason that does not comply with excused absence policies (see above).

For Half-Term classes: Half-term classes are defined as any class that does not run for the entire semester (i.e., Anatomy and Embryology II, Neuroanatomy). In these courses, a student is allowed one unexcused in-classroom iClicker/Interactive session absence per course without penalty. Live lecture/Seminar-based classes: (i.e., Intro to

Cultural Competency and Professionalism and Medical Ethics) a student is allowed one unexcused in-classroom iClicker/Interactive session absence per course without penalty.

The Unexcused Absence Policy does not apply to the submission of Canvas quizzes, for which unexcused absences will not be granted, and students are expected to comply with all quiz requirements as detailed in the course syllabi.

Students must consult the specific course syllabus regarding laboratory attendance requirements.

Please see iClicker Policies below for the specifics on how a student's iClicker grade is determined. Students should check the course syllabus for the final grade breakdown of each course.

Excused and Unexcused Absence Policies for Clinical Rotations

Students are required to follow the process and policy for advanced notification of any absence to the clinical site as well as the TouroCOM Department of Clinical Education.

For further information, refer to the Clinical Rotations Manual, found in the 'In the Hospital' section on this [page](#).

iClicker Policies

The TouroCOM preclinical education program is successful, according to student performance on internal evaluations and on external national evaluations (COMLEX-USA Level 1). The content review, quizzes, and discussions in each class each week are key assessment elements in this success. The opportunity for faculty and students to track understanding of content in the classroom depends on the fair and consistent use of iClicker technology.

iClicker Group A and B

In the case where classes or labs are divided into A and B discussion groups students are to attend these classes in their assigned group, unless given permission by the Preclinical Dean/Assistant Dean of Preclinical Affairs or Dean/Assistant Dean of Student Affairs to attend the alternative session.

iClicker App

Assessment in the classrooms may be conducted using the iClicker Cloud application, which can be downloaded to a student's phone, tablet, or computer. It is the student's responsibility to have a device that meets all technical standard requirements, and which has the iClicker Cloud application installed and connected to the TouroCOM Wi-Fi while in class. The iClicker account can also be accessed through web browser by <https://student.iclicker.com/> as an alternative.

iClicker Excused Absences

Excused absences for graded iClicker sessions are authorized ONLY by the Dean/Assistant Dean of Student Affairs. Excused absences will be recorded as "Ex" on Canvas and will not be calculated in the final iClicker grade at the end of the semester. In the event that an excused absence is not granted, the policy for "unexcused absences" is followed.

See the "**Criteria for Requesting an Excused Absence for Courses, Labs, and Discussion Groups**" section above.

iClicker Unexcused Absences

See the policy for Unexcused Absences, above.

iClicker Grading

In some courses, student iClicker responses system are graded and applied to a student's final grade as indicated in the course syllabus. iClicker grades are calculated based upon the percentage of questions answered correctly over the entire semester. Sessions that a student has an excused absence for will not be counted. At the end of the semester, a student's final iClicker grade is capped at 100% of clicker points earned. Students should check the course syllabus for the final grade breakdown of each course.

Inappropriate use of the iClicker application

TouroCOM has a zero-tolerance policy for the inappropriate use of iClickers. Inappropriate use includes, but is not limited to, the following:

- a) students found to be entering iClicker answers on a device/application other than their own. In this situation, both students will be referred to the Dean/Assistant Dean of Students Affairs for disciplinary action and,
- b) students who mistakenly or purposefully switch devices with one another student. This is also a violation of the Code of Conduct and will be referred to the Dean/Assistant Dean of Student Affairs.
- c) students who are entering iClicker responses from outside the classroom

Individuals associated with Touro University or TouroCOM who violate any of the provisions of the Code of Conduct will be subject to disciplinary action at the discretion of Touro University or TouroCOM. Students found to be giving or receiving an iClicker device 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.

Re-clicking

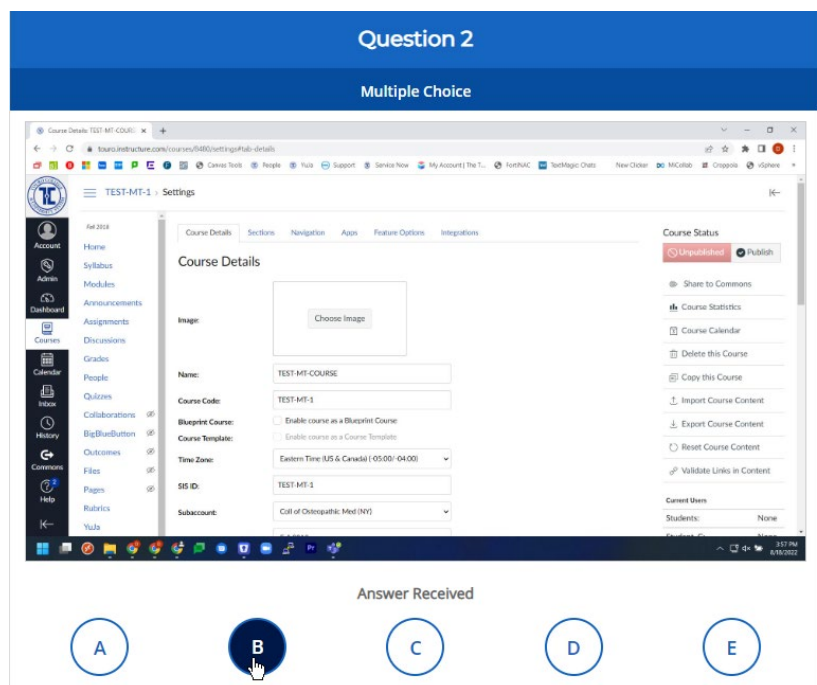
Discussion sessions that require students to choose an answer a second time (e.g., after a 2-minute discussion), students must in fact "re-click" during the second polling to get credit, even if their answer selection has not changed from the first polling.

Canvas

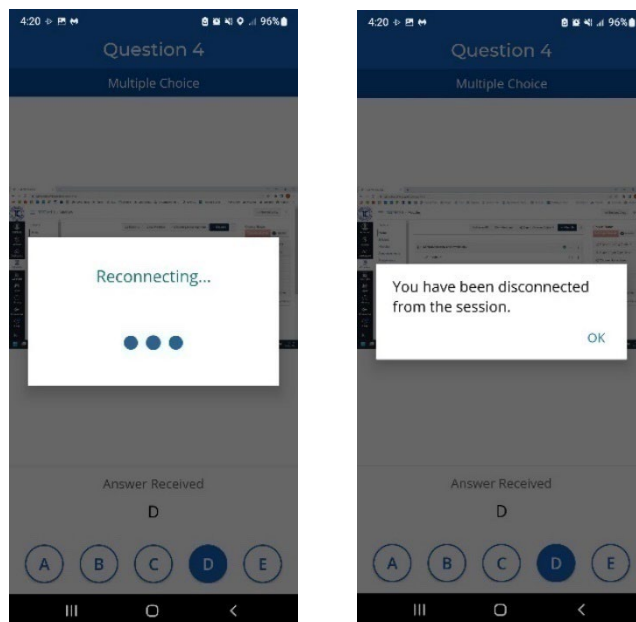
Students are responsible for checking iClicker grades on Canvas regularly and to notify the Course Director immediately if there is any perceived discrepancy in how a question is graded. When checking grades, please note the following: a dash [-] indicates when a student does not "click in," marked as an unexcused absence. The student will receive a zero grade for that session. A "0" indicates that none of the student's responses were correct. If you do not see an iClicker grade for a particular date, check the course syllabus to ascertain if you had an iClicker class on that date.

iClicker Disputes: Policy for Administrative Review of iClicker Grades

Please note that it is the student's responsibility to ensure that their device and iClicker application are functioning correctly and that their responses are being received by the application. The system will verify when the response is received by indicating "Answer Received" as illustrated below (arrow). If this does not appear, it is the student's responsibility to seek IT help as soon as possible to resolve the situation.



If a student loses their Wi-Fi connection and is unable to answer a question, the following screen should appear (below). It is advised that the student take a screen shot of the message they are receiving from the application as evidence of this disruption and to assist IT in rectifying the problem.



Process for requesting an Administrative Review of iClicker Grades:

1. To request an administrative review of their iClicker grades, the student must submit an email to the IT Department and to the Preclinical Dean/Assistant Dean detailing the exact concern. Examples of “administrative” issues include (but are not limited to) technical issues with the iClicker system, students’ device or iClicker account, excused absence documentation. If the concern involves technical issues the IT Department may require the device for inspection, to pinpoint the problem.

2. If applicable to the situation, the student should provide a screen shot taken at the time as evidence of disrupted service.
3. Note that connectivity problems happen more frequently when students use their cellular data as compared to the TouroCOM Wi-Fi. Because of this, students are advised to connect via Touro Wi-Fi during their clicker sessions. If a student is using their cellular data, points lost because of loss of cell signal may not be given back to the student.
4. The student will be notified within two weeks of the outcome of the review.

iClicker session grades posted to Canvas will stand, except:

1. when, upon administrative review, it is found that “grading” or “grade reporting” errors affecting the whole class were made.
2. when, upon administrative review, a disruption of the TouroCOM Wi-Fi was found to occur, thereby impacting the student’s opportunity to answer questions in the classroom.
3. when, upon administrative review, it is found that grades recorded by iClicker were incorrectly transferred to Canvas.
4. when a student who received an excused absence for an iClicker session from the Dean/Assistant Dean of Student Affairs mistakenly had a zero recorded for that session.

Deadline for requesting a review of iClicker grades

Student concerns regarding iClicker and Canvas Quiz grades must be reported within 3 business days of the final iClicker session of each respective course. iClicker grade concerns will not be investigated after the deadline has passed.

Zoom Policies

Although all classes are to be held in person, there may be certain situations or components of individual courses that may be held via Zoom. For this reason, it is the responsibility of the student to adhere to the following as well as any Zoom policies set forth by the individual courses.

1. Students must create a (Basic) Zoom account using their Touro student email address. Click [here](#) or use this link (<https://zoom.us/signup>) to set up.
2. When setting up a Zoom profile, students must enter full legal or preferred name as approved by Touro.
3. When setting up a Zoom profile, students are required to insert their picture. Pictures must be in the professional passport style (facing front, solid color neutral background, professional attire, full head, and shoulders only). For more information on how to customize your profile click [here](#) (or use this link <https://support.zoom.us/hc/en-us/articles/201363203-Customizing-your-Profile>).
4. Students must always use their Zoom account/profile (with their full legal or preferred name as approved by Touro) to access course Zooms.
5. Zoom sessions cannot be allowed using personal email addresses.
6. Students are responsible for having the most up-to-date versions of Zoom.
7. If using a mobile device, students are required to join the Zoom session via the Zoom app. Joining the Zoom session with phone numbers only and/or no identifiers is not permitted. Download the Zoom app via the app store (apple) or play store (android).
8. Professional behavior is required at all times. This is to be considered the virtual equivalent of a clinician’s bedside manner – or the way you interact with faculty, students, or patients (‘Netiquette’ or Webside Manner)
9. Students are not permitted to share the Zoom link provided for TouroCOM sessions with anyone or to social media.

10. Each student must individually log into the Zoom using their full legal or preferred name as approved by Touro. Students are expected to work with IT in advance to ensure that they are able to display their full legal or preferred name as approved by Touro via Zoom. No group logins will be permitted.
11. Each student must be able to easily and instantly view and respond to polls, mute and unmute, utilize the chat function, utilize the “non-verbal feedback” (ex: blue “raise” hand, lower hand) and other basic Zoom functions. For help, contact IT and/or utilize Zoom training videos on <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials> or contact Zoom support.
12. Students must always have a backup plan ready and available for immediate use (e.g., use of cell phone if computer or tablet malfunctions)
13. Students must be able to hear and be heard for the duration of the Zoom session. Consider the use of earphones as appropriate.
14. Students are strongly encouraged to have their video on during the lectures and learning sessions. Some courses may require use of video as per course policy.
15. TouroCOM will typically attempt to record Zoom sessions and post them for students, but technical issues may arise that might preclude this from happening or there may be technical issues encountered during the recording of these sessions that make the quality of these recording suboptimal.
16. Students are required to contact IT and resolve any technical issues prior to the learning sessions.

* Refer to the [TouroCOM Professionalism Standards](#).

Recording of Lectures

TouroCOM employs a flipped classroom educational model with recorded lectures available to students. Students can access recordings through the learning management system (Canvas).

Students may not personally record course lectures unless an approved accommodation is made by the Office of Student Disability Services Coordinator, since class lectures/discussions will already be recorded and posted by the faculty member. Touro University will take reasonable measures to prevent inappropriate use of such recordings.

All users of the recordings agree to the terms and conditions of this policy prior to being allowed access to the learning management system. The lecture(s) and any information contained in the recorded lecture(s) may not be reproduced, displayed, broadcast, emailed, or published without the consent of Touro University. This prohibition includes emailing or placing the recordings on any webpage or anywhere on the internet for use by, or access to, any person, including the student. In addition to any legal ramifications, misuse of recordings will be considered inappropriate behavior pursuant to the Touro University Code of Conduct, and appropriate disciplinary action will be taken, according to that policy.

These recordings will be governed by Touro’s [Intellectual Property Policy](#). Recordings are for institutional use only.

Clinical Rotations

To access the Clinical Rotations Manual, navigate to the ‘In the Hospital’ section on this [page](#).

Jury Duty

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

Policy for Student Funding for Seminars and Conferences

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

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

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

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

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

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

Leave of Absence (LOA) and Readmission

A matriculated student enrolled at Touro who wishes/needs to interrupt their attendance but intends to return and continue their study at Touro, must request to meet with the Dean/Assistant Dean of Student Affairs for advisement and to initiate the leave process. The student must complete the form ([Leave of Absence Request Form](#)) and have it reviewed and signed by all parties noted on the form. The date of the LOA is the date the Office of the Registrar receives the official notification. An LOA should be requested after the semester the student is currently enrolled in is completed and before the following semester starts. If extenuating circumstances arise, a student may request a leave of absence mid-semester and/or beyond one semester. These circumstances include, but are not limited to, a death in the family, medical reasons, military leave, and personal well-being. Any LOA requested during the semester or for a period beyond one semester will be considered as a non-reportable LOA for purposes of administering federal financial aid. PLEASE NOTE: This regulation may impact only students who wish to take leaves of absence extending beyond one semester. Therefore, students receiving Title IV financial aid funds must meet with a Financial Aid officer to discuss their situation before filing a "Leave of Absence" request form.

Students will be placed on LOA as a result of failing to sit for the COMLEX-USA Level 1 examination by the first day of third year (July 1). Those who sit for the exam by July 1, but receive a failing score, will be placed on LOA. A petition to return must be received at least 30 days prior to the intended day to start rotations.

A student whose leave of absence is approved, and who is registered for courses at the point of approval, is automatically withdrawn from all courses. Tuition will be refunded in accordance with Touro's published refund policy.

Students who are on leave must contact the Office of the Registrar and submit a Petition to Return to Classes form at least 30 days prior to the date in which they intend to resume their studies. To return from a medical Leave of Absence, the student must also submit evidence, such as a letter from the student's physician or an evaluation by a responsible medical authority, that there is no medical impairment that would prevent the student from fully participating in all phases of the program.

Military Leave

Touro College of Osteopathic Medicine is committed to supporting students called to active military duty. Students called to such duty will be considered to be on military leave. Students called to active duty should notify the Dean/Assistant Dean of Student Affairs immediately and provide all of their pertinent call-up papers. Students returning to Touro from active military duty will be eligible for reinstatement as full-time Touro students once they have notified the Dean and have supplied any pertinent military papers requested by the Campus Dean. Preclinical students with less than two-thirds of assignments/exams completed will be encouraged to restart the courses once they return. Departments, however, will have the ability to make special arrangements. Clinical students returning to Touro will be reinstated as closely as possible to the previous point of progress in the clinical experience. The point of entry and order of clinical rotations for the clinical student will be determined by the appropriate Dean. 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 Campus Dean will provide leadership to facilitate the reentry of students into their programs as close as possible to the point when they were called to active military duty. The Dean/Assistant Dean of Student Affairs will provide leadership to facilitate student programming to address issues of stress and personal crisis and will assist students in need of counseling because of a call-up.

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

Returning from a Leave of Absence

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

Leave of Absence Appeal process

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

Maintenance of Matriculation

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

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

Withdrawals

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

A student may officially withdraw from a class only with the approval of the Campus 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), or U (unsatisfactory).

- Courses from which a student withdraws during the official add/drop period 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 University

Students who wish to withdraw from their studies at Touro University in good standing should give official notification to the director of the program in which they are enrolled and to the Office of the Registrar by completing a “Permanent Withdrawal” form. The date of the withdrawal is the date the Office of the Registrar receives the official notification.

The decision to withdraw from the University is a serious matter. Any student who withdraws from the University or a program is dropped from the rolls of the University. Students contemplating withdrawal are advised to discuss this issue with their faculty advisor and/or Dean/Assistant 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 university 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 Dean will determine the status of the returning student.

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

Withdrawal Procedures

A student wishing to withdraw from Touro is required to meet with the Dean/Assistant Dean of Student Affairs or designee. The student must inform the Dean/Assistant Dean of Student Affairs, 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 Office of 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

Policy for Withdrawing from All Classes

Students who wish to officially withdraw from a program are required to complete a "Withdrawal from the Program" (WFP) form, obtain approval from their program advisor (appropriate Dean), Financial Aid and Bursar, and submit it to the Office of the Registrar for processing. The official date of withdrawal from the program is the date on which the completed withdrawal form is submitted, and time stamped at the Office of the Registrar.

Non-attendance, non-participation, or notification to the instructor/program director does not constitute an official withdrawal from the program.

The Office of the Registrar is the only Designated Campus Official for all official program withdrawals. Official notification to the school occurs when a student notifies the Registrar of their intention to withdraw. Intent to withdraw means that the student indicates that they have either ceased to attend the school and do not plan to resume academic attendance or believes at the time that they provide notification that they will cease to attend the school. Notification is not considered provided until the Registrar receives the notification.

Students who wish to withdraw from all courses in a given semester without officially withdrawing from a program must complete an Add/Drop form.

When withdrawing from ALL classes, the following tuition refund schedule will apply:

Fall & Spring semesters - When withdrawing from all courses:

- | | |
|--|-----------------|
| • Before the first day of the semester: | 100% of tuition |
| • During the add/drop period: | 100% of tuition |
| • During the week following the add/drop period: | 50% of tuition |
| • After that week: | No refund |

The Administrative Fee is non-refundable for all semesters. All other fees are refundable during the Add/Drop period only.

Policy for Withdrawing from a Partial Load

Students are required to submit an Add/Drop form or other written notification (email from the official Touro email address will be acceptable) listing all of the courses that they wish to withdraw from to initiate the process. The form or Touro email notification must be approved/received by the appropriate program advisor (department chair or dean). If submitted by email, the registrar's office must be copied. The Add/Drop form must be submitted to the Office of the Registrar by the deadline set by the student's school in order to be processed in the Student Information System (SIS). Students must refer to their school's academic calendar for withdrawal dates and submission deadlines. The official date of withdrawal from the course(s) is the date on which a completed Add/Drop form or approved email is submitted, and time stamped at the Office of the Registrar.

Non-attendance, non-participation, or notification to the instructor/program director does not constitute an official withdrawal from courses.

For students who add and drop classes of an equivalent credit load, there are no financial implications, and no tuition adjustments are needed.

Students who drop courses placing them in a status below their original load will have their tuition adjusted per course dropped as follows:

Fall & Spring Semesters – When withdrawing from a Partial Load

- | | |
|--|--|
| • Before the first day of the semester: | 100% of tuition credit for course(s) dropped |
| • During the add/drop period: | 100% of tuition credit for course(s) dropped |
| • During the week following the add/drop period: | 50% of tuition credit for course(s) dropped |
| • After that week: | No refund |

The Administrative Fee is non-refundable for all semesters.

All other fees are non-refundable during the Add/Drop period only.

Please note that students in receipt of Title IV (Federal Financial Aid) funds are subject to Federal Return of Title IV policies when withdrawing from ALL classes. Please contact the Financial Aid Office for further information.

Financial Aid and Withdrawal

A student receiving financial aid must meet with the Financial Aid Administrator to review their 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.

Graduation

Graduation Requirements

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

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

Degrees are granted upon satisfactory completion of the above requirements.

Application for Graduation

It is the student's responsibility to schedule a graduation conference with an academic advisor during the semester before completing their certificate or degree requirements to determine whether the requirements are being met. In addition, the student has the ability to track their degree completion progress via the Degree Works tool located on the TouroOne portal, at any point during their course of study at the university.

After the graduation conference, the student must apply for graduation online by the established deadlines:

- For January Graduation - November 15
- For June Graduation - May 1
- For September Graduation - July 15

To apply for graduation online, students need to click the "Apply to Graduate" button under the "Academic" tab located on the TouroOne portal and follow the prompts.

Students who complete their certificate or degree requirements in January, June, or September of a given year participate in TouroCOM commencement exercises on date specified by program.

Participation in these ceremonies does not necessarily mean that a student has graduated. Graduation is certified officially by the Office of the Registrar only after auditing the student's record for completion of all certificate or degree requirements. PLEASE NOTE: Touro University's official degree conferral dates normally do not correspond to the dates on which commencement exercises take place.

Further information related to Graduation and Commencement policies can be found here:

<https://tourocom.touro.edu/student-affairs/graduation/>.

Academic Awards

A number of achievement and recognition awards are announced at commencement exercises, including the Dean's Award, the Preclinical and Clinical Education Awards, among others. Candidacy for these awards is based upon academic performance, demonstration of excellent clinical skills and patient care, and dedication to the different elements of the TouroCOM mission. Consideration for these awards is based upon grades, clinical evaluations, and accomplishments that have been documented by March 1st of the graduation year.

Degree Works

Degree Works is a sophisticated and comprehensive academic advising, transfer articulation, and degree audit solution designed to help students monitor their academic progress toward degree completion. Degree Works is a web-based tool that meets the needs of all end users, undergraduate and graduate students alike, to complete their programs in a timely fashion.

The benefits of Degree Works include:

- Helping you easily monitor your academic progress online 24/7.
- Presenting exactly what the degree/program requirements are up front with consistency and accuracy.
- Displaying the fastest and best path to graduation that exists for your degree and your interests.
- Complementing your relationship with the Advisor, by removing some administrative burdens and leaving more time for true advising and career counseling.
- If you are a transferring student, the Degree Works tool will allow you to see where your transferring credits can be applied earlier in the enrollment cycle.
- Allowing you to estimate the number of semesters it will take to graduate.
- Viewing your grades and GPA.

Degree Works can be accessed through the TouroOne portal (by using TouroOne credentials) by following these steps:

- Login to the TouroOne portal at <https://mytouroone.touro.edu/>
- Go to the “Academic” tab.
- Click on the “Degree Works” button on the bottom left-side of the academic section.

If you are having difficulty accessing Degree Works, please contact Touro’s Helpdesk at help@touro.edu

If you have any questions, or would like more information, please do not hesitate to contact your advisor or the Registrar’s Office.

Maximum Time Frame (Six Years)

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

Lecture and Equipment Policies

Recording of Lectures

Taping of lectures is permitted by the administration. However, in all instances, prior approval from the instructor must be obtained. It is to be understood that the instructor's approval is voluntary 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 in the first year. Students are advised to ask questions of faculty, students at other schools, and salespeople before purchasing any equipment.

Campus Visitors

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

Children on Campus

Children are generally not permitted on campus unless approval is given by the Campus Dean.

National Board for Osteopathic Medical Examiners (NBOME)

The NBOME is the leading assessment organization for the osteopathic medical profession, whose mission is “to protect the public by providing the means to assess competencies for osteopathic medicine and related health care professions.” The NBOME administers a series of examinations, the COMLEX-USA, which is designed to assess the osteopathic medical knowledge and clinical skills considered essential for osteopathic generalist physicians to deliver safe and effective medical care. COMLEX-USA is constructed in the context of medical problem solving, which involves clinical presentations and physician tasks. All students must successfully pass COMLEX-USA Level 1 and Level 2 CE (Cognitive Evaluation) Examinations prior to graduation from an osteopathic medical school, as required by the Commission on Osteopathic College Accreditation (COCA).

The NBOME requires the Preclinical Dean/Assistant Preclinical Dean and Clinical Dean/Assistant Clinical Dean to authorize students in good standing to sit for the COMLEX-USA Level 1 and Level 2 CE examinations. The specific examination dates and respective score release dates are listed on the NBOME website. The NBOME scores all

examinations and provides the results to both the student and TouroCOM. The grading process may take six to eight weeks following an examination. At various times, students will be asked to submit official transcripts of their NBOME scores when applying for postgraduate training, licensure, and job opportunities.

COMLEX-USA Level 1

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

COMLEX-USA content is organized by osteopathic physician competencies; as well as by clinical presentation, which represent the way a particular patient, group of patients, or a community present(s) for osteopathic patient care. Level 1 questions cover content from the first two years of the curriculum, including Osteopathic Principles and Practice, Anatomy, Behavioral Science, Pharmacology, Physiology, Biochemistry, Microbiology, Pathology and Public Health. Students should review the detailed COMLEX USA Master Blueprint found at:

<https://www.nbome.org/assessments/comlex-usa/master-blueprint/>

To be authorized by the Preclinical Dean/Assistant Preclinical Dean to sit for the COMLEX-USA Level 1 exam, the student must achieve a minimum satisfactory score or greater (threshold score) on the Comprehensive Osteopathic Medical Self-Assessment Examination (COMSAE), or similar assessment, and must otherwise be in good standing, including being up to date with all board preparation assessments and/or practice question requirements that may be in effect at the time. The threshold score is set by the Preclinical Dean/Assistant Dean and approved by the Campus Dean.

The COMSAE exam is administered by TouroCOM in a proctored setting on campus, according to the schedule published by the Office of the Preclinical Dean/Assistant Preclinical Dean. The Preclinical Dean/Assistant Preclinical Dean determines the specific version of the COMSAE and the date that the student is scheduled to take the exam. If a student is unable to take the COMSAE at TouroCOM, then they may be granted permission to take the examination at an approved site; however, in this instance, the student will be solely responsible for all fees assessed for using the NBOME-approved proctoring service.

If the student scores less than the threshold score during the mandatory COMSAE period, then they must meet with the Preclinical Dean/Assistant Preclinical Dean and Learning Specialist to coordinate individualized next steps. If applicable, students will meet with the Department of Clinical Education to discuss their rotation schedule. In addition, students may need to meet with the Office of Student Affairs to discuss the Leave of Absence policy, Petition to Return, Add/Drop guidelines, Financial Aid and Tuition obligations, and Graduation timeline (outlined in this Student Handbook).

Should the student not achieve a COMSAE Phase 1 threshold score by July 1 of their Third-Year, they will not be permitted to start Third Year rotations regardless of the order of their schedule (i.e., vacation, elective, and core rotations). Students will be required to take a Leave of Absence (LOA) if they have not met the COMSAE threshold or have not sat for COMLEX-USA Level 1 by July 1. If a student receives a failing COMLEX-USA Level 1 score before July 1, they will not be permitted to start clinical rotations and will be placed on an LOA. Any student that sits for a COMLEX-USA Level 1 exam and does not receive a passing score, will be removed from rotations, and be placed on a LOA no later than the last day of the current rotation block, and may not petition to return until they are able to produce a passing COMLEX-USA Level 1 score. Students who intend to return must contact the Dean/Assistant Dean of Student Affairs and submit a Petition to Return to Classes form at least 30 days prior to returning to school from an LOA. Students who are required to complete an external board preparation course are required to demonstrate full completion of the course according to the standards of the program before sitting for the COMLEX exam.

In addition, students are advised to meet with the Office of Student Affairs (including but not limited to Registrar, Bursar, and Financial Aid) to coordinate their return and to subsequently meet with the Department of Clinical Education to coordinate their return to clinical rotations.

Students who do not sit for the COMLEX-USA Level 1 exam within 60 days of achieving a threshold score on the COMSAE may be required to retake the COMSAE to again achieve the minimum threshold score.

Important COMLEX-USA Level 1 Dates

All students are required to sit for COMLEX-USA Level 1 before the official date of the first day of the Third-Year clinical rotations and no later than July 1st of their third year. Those students who do not meet these requirements will be removed from rotations and will be required to take an LOA until a passing score is available and must Petition to Return at least 30 days prior to the date in which they intend to resume their studies. Those students who do not achieve a passing COMLEX-USA Level 1 score will be permitted to complete their current rotation block and they will be placed on an LOA until a passing score is achieved. Students should meet with the Office of Student Affairs to discuss withdrawing and/or dropping from any remaining registered courses.

Students who have not sat for COMLEX-USA Level 1 by the start of Third-Year clinical rotations must: 1) meet with the Preclinical Dean/Assistant Preclinical Dean and Learning Specialist to discuss opportunities for support and a study plan, 2) meet with the Clinical Dean/Assistant Clinical Dean and/or Director of Clinical Education to discuss their rotation schedule, and 3) meet with the Dean/Assistant Dean of Student Affairs to discuss all details pertaining to a Leave of Absence policy, Petition to Return, Add/Drop guidelines, Financial Aid and Tuition obligations, and Graduation timeline.

A student cannot progress to the Fourth Year of the program without successful completion of Third Year requirements, including but not limited to a passing COMLEX-USA Level 1 score.

COMLEX-USA Level 2

The Clinical Dean/Assistant Clinical Dean and the Department of Clinical Education prepare guidelines for eligibility and scheduling for the COMLEX-USA Level 2 CE (Cognitive Evaluation) exam.

All students are required to sit for and pass COMLEX-USA Level 2 CE (Cognitive Evaluation) exam as a graduation requirement. To assure that students are prepared for the residency application process, students should take their COMLEX-USA Level 2 CE examination by a date that meets with approval of the Clinical Dean/Assistant Clinical Dean and/or Campus Dean, provided the student has met the required TouroCOM benchmarks. Students that have not taken the COMLEX-USA Level 2 CE by early Fall semester of their fourth year, will be required to meet with the Clinical Dean/Assistant Dean and the Director of Clinical Education, and/or the Learning Specialist.

Prerequisites for eligibility to sit for COMLEX-USA Level 2 CE exam include achieving respective benchmarks on both the COMBANK Assessment(s) and the timed Comprehensive Osteopathic Medicine Self-Assessment, COMSAE Phase 2 exam. COMBANK Assessment Exams will be made available throughout the spring semester of the third year. Achievement of 70% or greater on a COMBANK Assessment Exam is required prior to sitting for the COMSAE Phase 2 exam. Additional guidelines are also published in the [Clinical Rotations Manual](#).

Students must achieve the TouroCOM minimum required threshold score on the timed COMSAE Phase 2 exam as scheduled by the Department of Clinical Education in order to be made eligible to schedule and sit for COMLEX-USA Level 2 CE exam.

The COMLEX-USA Level 2 CE exam includes the following clinical sciences disciplines: Emergency Medicine, Family Medicine, Internal Medicine, Obstetrics/Gynecology, Osteopathic Principles and Practice, Pediatrics, Psychiatry and Surgery; and integrates the foundational biomedical sciences with other areas of medical knowledge relevant to solving clinical problems and promoting and maintaining health during the provision of osteopathic medical care to patients. Competency domains assessed include application of osteopathic medical knowledge, osteopathic patient care and osteopathic principles & practice, communication, professionalism and ethics. Competency assessment occurs in the context of clinical and patient presentations and systems-based practice, as required for entry into

the supervised practice of general osteopathic medicine, and for readiness in lifelong learning, practice-based learning, and improvement.

COMLEX-USA Level 2 CE exam dates and respective score release dates are available on the NBOME website.

Students are required to read the NBOME COMLEX-USA Bulletin of Information:

<https://www.nbome.org/assessments/comlex-usa/bulletin/>

Resources: Students are provided with resources including but not limited to: COMBANK Question Bank & Assessment Exams, COMAT Exam Resources on the [NBOME website](#), Post-COMAT Board Review sessions and the TouroCOM Level 2 Intensive Boards Prep Program to assist in preparation for the COMLEX Level 2 CE exam.

Historical performance of the TouroCOM campuses on the NBOME exams may be accessed at the following link: <https://tourocom.touro.edu/do/outcomes/>. Students are advised to review the NBOME policies and procedures related to the COMLEX USA series of exams at the following link: [NBOME](#)

Student Promotions Committee (SPC)

The Students Promotion Committee (SPC) is the official faculty committee appointed by the Dean on each campus charged with maintaining the academic standards of the university and assuring that all students are achieving the level-appropriate mastery of the Seven AOA Core Competency domains in all the preclinical academic courses and throughout clinical rotations.

Students who are presented to SPC are evaluated based upon academic performance and any failures to adhere to the Touro Code of Conduct and Academic Integrity Policy. (See [Current Students | Touro College of Osteopathic Medicine | Touro University](#).) After a thorough review of a student's performance, which may include an interview with the student, faculty, or administrator(s), the SPC recommendations may include but are not limited to: Placement or Removal from Provisional Academic Status, Remediation, or Dismissal from School. Disciplinary hearings conducted in response to an alleged violation of the Code of Conduct or Academic Integrity Policies and any sanctions applied in these situations are covered in the Academic Integrity Policy and Touro University Code of Conduct sections of the handbook.

Upon completion of all graduation requirements (see "Graduation Requirements," p. 37 for further information), the SPC and Campus Dean review the graduation audit provided by the Registrar. The SPC, as representative of the faculty, then presents the final list of students for graduation to the Campus Dean for approval at graduation.

Early Intervention – Early Warning System

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. TouroCOM recommends to students (particularly those who are identified by the faculty or administration as academically at-risk) to meet with course directors and their assigned faculty advisor on a regular basis. Resources available to the student may be identified and offered by their advisor, course director, chair of department, Preclinical Dean/Assistant Preclinical Dean, Clinical Dean/Assistant Clinical Dean, and/or Dean/Assistant Dean of Student Affairs. It is possible that, because of the risk of failure, the Preclinical Dean/Assistant Preclinical Dean, Clinical Dean/Assistant Clinical Dean, and/or Dean/Assistant Dean of Student Affairs will advise the student that certain privileges can be denied for the remainder of the semester and/or academic year including, but not limited to, serving as an officer of any official College club or organization, and engaging in time-consuming extracurricular activities. Those privileges are also noted under the 'Provisional Academic/Professional Status' section below.

Provisional Academic Status

Definition of Provisional Academic Status

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

1. A student receives a “U” grade in any course or clinical rotation.
2. A student is repeating an academic year (unless stipulated in an MOU with the Campus Dean).

Note: Financial aid may not be available in cases where the student does not meet satisfactory academic progress (SAP). Grades of “U” may affect the pace of completion and therefore affect financial aid eligibility.

Terms of Provisional Academic Status

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

1. When a student is placed on Provisional Academic Status, it is noted in the student's file. The student's file is securely kept with the Office of the Dean/Assistant Dean of Student Affairs or in a secure online file management system. 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, they will be notified in writing by the SPC. A copy of this letter will be placed in the student's file, and one will be sent to the Dean. The SPC will ascertain when the term of the Provisional Academic Status has been satisfied and will recommend to the Dean that Provisional Academic Status be rescinded. Upon Campus Dean's approval, the SPC will notify the student of their return to good academic standing.
3. A student on Provisional Academic Status will not be granted an excused absence to attend a professional meeting that overlaps with required curricular components.
4. A first- or second-year student on Provisional Academic Status is advised to meet with their faculty advisor at least once a month. A third- or fourth-year student on Provisional Academic Status is advised to contact the Clinical Dean/Assistant Dean at least once a month.
5. The student will remain on Provisional Academic Status until the following minimal acceptable standards are met:
 - a. When all grades of “U” are converted to a passing grade.
 - b. When third- or fourth-year students on Provisional Academic Status with a core clinical rotation grade of “U” have remediated the rotation successfully.
 - c. When the SPC ascertains that the Provisional Academic Status has been resolved/satisfied.

In some cases, and with the approval of the Campus Dean, a student may be allowed to repeat a preclinical or clinical semester(s). The Campus Dean's Office will notify the Registrar's Office about the special permission granted to the student. While all grades and credits will remain on the student's transcript, only the repeated grade will be included in the overall GPA. The Registrar's office will ensure that the student record is updated accordingly after the completion of the repeating semester.

A student must graduate within six years (Refer to TouroCOM Catalog for the Six-Year rule specifications).

Note: Financial aid may not be available in cases where the student does not meet satisfactory academic progress (SAP). Grades of “U” may affect the pace of completion and therefore affect financial aid eligibility.

Academic Dismissal

For students on a full academic program, when the SPC meets at the end of an academic semester, it may recommend dismissal to the Campus Dean for any one of the following reasons:

1. A student who accumulates “U” grades in three or more classes OR eleven or more cumulative credits in either of each preclinical year, as remediation is not permitted in this situation.
2. While on Provisional Academic Status, a student fails to achieve satisfactory progress after two semesters in the program by not earning a cumulative and semester grade point average of 2.0 or higher.
3. A student who fails to comply with the agreed upon terms of an MOU with the Dean.
4. A student who receives a “U” grade in two 6-credit clinical rotations or one 12-credit clinical rotation within the same academic year.
5. A student who has taken a board exam the maximum number of times as permitted by the NBOME without achieving a passing score prior to the allotted time to graduate.
6. A student who is not in compliance with the Six-Year Rule.

If the SPC recommends dismissal based on the aforementioned reasons, the SPC will submit a Letter of Recommendation for Dismissal to the Campus Dean for their consideration. The Campus Dean may accept or reject the SPC’s recommendation and will make a final determination. The Campus Dean will then notify the student and the Registrar. If the student is dismissed, the Letter of Dismissal will be saved in the student’s file with the Office of the Dean/Assistant Dean of Student Affairs and with the Registrar in the student’s eFile.

Remediation

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

Any “U” grade may be considered for permission to be remediated only at the end of the academic year in which such grade was earned. The SPC recommendation to the Campus Dean will be based on the student's academic records and considerations, if necessary, after consultation with the student's faculty advisor, course director / associate course director, system coordinator, or appropriate dean. The SPC, after such consultation, may recommend to the Campus Dean that the student shall be directed to comply with one of the following remediations:

1. The required examination(s), paper, fieldwork project, or time on a clinical rotation as directed by the course coordinator or appropriate instructor.
2. Repeat the course.
3. Take the failed course at an accredited institution with the approval of the Preclinical Dean/Assistant Dean in consultation with the Course Director. Such approval may be granted if the course offers comparable course content and curriculum as determined by the Preclinical Dean/Assistant Dean in their 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, TouroCOM may assign a site for remediation, but this is not guaranteed.

Grades earned during an attempted remediation of a course, system, or clinical rotation will be reviewed by the SPC and the Dean. The highest grade a student may earn by any of the remediation options set forth above is a

grade of “U/C” or “U/P.” The grade achieved by remediation will be recorded on the transcripts beside the original grade, and it will read as the grade of “U/C” and carry a grade-point weight of 2.0 for the course as applicable. Any student who fails remediation will be recommended by the SPC to the Campus Dean for dismissal.

In the event remediation is not granted, the recommendation for dismissal will be forwarded to the Campus Dean by the SPC (See **Academic Dismissal**). The Campus Dean will then notify the student.

Academic Appeal Process

Following notification of dismissal, a student may request a formal academic appeal to the Campus Dean. The student has seven business days to perfect the appeal by submitting a narrative explaining the basis for the appeal, which may be accompanied by supporting documentation. The narrative should explain fully the basis for their appeal and substantiate the reason(s) for advocating a reversal of the decision.

The Campus Dean, in their sole and absolute discretion, may grant an appeal only on the basis of one of the following:

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

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

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

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

Student Research Policies

TouroCOM values and supports research and scholarly activity opportunities for its students and recognizes the key role that research plays in improving health outcomes. Opportunities for research and scholarly activity at TouroCOM may be available in areas related to basic science, clinical medicine, sports medicine, osteopathic manipulation, simulation, and medical education. While students may become involved in research at any time during their TouroCOM education, it is important that they clearly understand the commitment of time and effort that research, and scholarly endeavors require. Therefore, a student should first assure that they can satisfactorily meet the requirements of the academic program before seeking out such an opportunity. Instead of struggling to

balance their academic studies and a research commitment, a student may choose to engage in research during the summer months, the most ideal time being the summer break between the first and second year. Students may also participate in a research elective during the 3rd or 4th year if it can be accommodated in their rotation schedule and with approval from the Clinical Dean/Assistant Clinical Dean.

Students first learn about research and scholarly activity opportunities at TouroCOM during first-year orientation presentations by the Research Dean/Director on each campus. Students may also become familiar with research opportunities on the TouroCOM campuses by attending yearly campus research events which highlight the research being conducted by faculty, students, and TouroCOM's clinical partners. Each campus has a Research Committee charged with the oversight of the local research program. These committees are composed of faculty, research administration, and a limited number of students, thereby providing an opportunity for students highly engaged in research to help shape the direction of the research program on each campus. The student governments on each campus also have a research committee that students can join. These research committees collaborate with research committees of national student organizations such as SOMA.

Students who wish to engage in research and scholarly activity should first meet with their faculty advisor to discuss their academic standing and the additional time commitment of this activity. While research experience is a valuable credential on a student's residency application, it will not make up for poor academic performance, and therefore a student's academic progress must take priority. Students participating in research and scholarly activity must be in good academic standing and up to date on all programmatic benchmark requirements (COMLEX Level 1, Level 2, passing grade on all courses, no pending remediations). Students placed on Provisional Academic Status by either the Campus Dean or the Student Promotions Committee may not participate in research or scholarly activity, unless given permission by the Campus Dean in writing.

In all cases, student participation in research and scholarly activity at TouroCOM must be supervised by a credentialed faculty member with an established research program or the skills and ability to safely conduct research and advise the student appropriately. It is the student's own responsibility to seek out research opportunities with credentialed TouroCOM faculty or through the campus Dean/Director of Research. Student selection may be selective based upon research skills and experience, academic standing, letters of recommendation, etc.

Any research involving human subjects or human data must receive approval from the Touro Institutional Review Board (IRB) prior to any work beginning on the project. Additionally, if the research is being pursued at an outside research facility, IRB approvals must be received from the outside research institution prior to any work beginning on a project involving human subjects. Additional training may be required before any research project is initiated to assure that all Touro University guidelines, including those of TouroCOM, are met and that the research is conducted safely. It is the responsibility of the research faculty advisor to assure compliance with all required certifications, training protocols and necessary permissions. Training certifications must be submitted to research faculty advisors and Dean/Director of Research before the beginning of the project. The campus Dean/Director of Research provides support for research design, statistical analysis, and preparation of IRB proposals.

Students will need approval by their research faculty member and/or the Dean/Director of Research prior to publishing any papers, presenting any posters or abstracts, or speaking at any meetings or conferences stemming from their research at TouroCOM or outside research institutions.

Students selected to engage in research outside of Touro, such as NIH, AACOM, or other educational institutions, during the summer months must notify the Dean/Director of Research of this activity, and provide updates on any publications, posters, and presentations that stem from this activity.

If a student is interested in doing a research rotation during the clinical years for credit, students should follow the process for submitting the elective request form and supporting documents to the respective 4th year coordinator for review and approval by the Clinical Dean and/or Dean of Research.

Alternative Dispute Resolution

For purposes of this policy, "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 (or denial thereof), suspension, dismissal, expulsion, separation or any other academic, disciplinary or other action or termination of such student by Touro; any other matter related to or concerning the relationship between the student and Touro including, by way of example and without limitation, allegations of: discrimination or harassment based on race, religion, national origin, age, veteran status or disability, sex, gender, sexual orientation, retaliation, defamation, infliction of emotional distress, violation of 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, Montana Code Title, 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 University.

Touro's Alternative Dispute Resolution ("ADR") policy was created with the intention of providing a program for the quick, fair and accessible resolution of Disputes between Touro, and Touro's current and former students (as well as applicants) related to or arising out of a current, former or potential academic relationship with Touro. The policy provides the 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.

A student's acceptance, registration, enrollment, matriculation and/or petition for graduation and matriculation at Touro acts as his or her consideration and consent to these terms.

All Disputes (as defined below) between Touro, on the one hand, and any current or former student or applicant on the other, which cannot be resolved internally, shall first be submitted to non-binding mediation (the "Mandatory Mediation"). The Mandatory Mediation shall be conducted by a neutral mediator selected at Touro's sole discretion. Touro shall be responsible for paying 50% of the costs associated with the Mandatory Mediation. The student shall be responsible for paying 50% of the costs associated with the Mandatory Mediation. Touro and the student shall each be responsible for paying their own respective attorney's fees (if any) incurred in conjunction with the Mandatory Mediation.

If upon completion of the Mandatory Mediation all or any part of the Dispute is still unresolved, the remaining Dispute shall proceed to binding arbitration (the "Mandatory Arbitration"), as described below.

In accordance with the Federal Arbitration Act and to the extent not inconsistent with the primacy of federal law, all Disputes remaining after completion of the Mandatory Mediation shall be exclusively conducted and heard by a single arbitrator, affiliated with JAMS or another reputable ADR organization, who shall be an attorney or judge. The arbitrator and location of the Mandatory Arbitration shall be selected at Touro's sole discretion. Touro shall be responsible for paying 50% of the costs associated with the Mandatory Arbitration. The student shall be responsible for paying 50% of the costs associated with the Mandatory Arbitration. Touro and the student shall each be responsible for paying their own respective attorney's fees (if any) incurred in conjunction with the Mandatory Arbitration. The results of the Mandatory Arbitration shall be binding and final.

The Mandatory Mediation and Mandatory Arbitration of any claims by a student or applicant as part of a Dispute shall be limited to his or her individual claims. The student or applicant shall not assert, prosecute, or obtain relief on, and expressly waives, any and all class, collective or representative claims which purport to seek relief on behalf of other persons. Any judgment upon the award rendered by the arbitrator shall be final and non-appealable, and may be entered in any court of competent jurisdiction.

If any provision of this ADR policy is determined by any arbitrator or court of competent jurisdiction to be invalid or unenforceable, said provision shall be modified to the minimum extent necessary to render it valid and enforceable, or if modification is not possible, the provision shall be severed from the policy, and 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.

For the avoidance of doubt, this policy prohibits a student or applicant from filing or prosecuting any Dispute through a civil action in court before a judge or jury involving any Dispute. The student's acceptance, registration, enrollment, matriculation and/or petition for graduation and matriculation at Touro acts as a knowing and voluntary waiver by the student of the student's right to seek judicial relief in any manner inconsistent with this policy.

ADR Procedures

To initiate ADR, the student or applicant must send a written demand for ADR to the Office of Institutional Compliance ("OIC"). The demand shall set forth a statement of the facts relating to the Dispute, including any alleged act(s) or omission(s) at issue; the names of all person(s) involved in the Dispute; the amount in controversy, if any; and the remedy sought. The demand must be received by the OIC within the time period prescribed by the earlier of Touro policy or the statute of limitations applicable to the claims(s) alleged in the demand. If a student or applicant fails to file a request for ADR with Touro within the required time frame, the Dispute will be conclusively resolved against the student or applicant without any right to appeal same.

Within thirty (30) days of receiving such demand, or as soon as possible thereafter, if Touro and the student/applicant are unable to resolve the Dispute informally, the Student shall indicate his/her desire to proceed to the Mandatory Mediation. As described above, to the extent any Dispute remains thereafter, the Dispute shall proceed to the Mandatory Arbitration.

Failure-to-Educate and Liability Disclaimer

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

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

Academic Integrity Policy

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

Touro University Code of Conduct

Students 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 University Code of Conduct and will result in disciplinary sanction:

1. Theft of, or damage to, University records and property, caused by intentional, negligent or irresponsible conduct;
2. Unauthorized use of any University property, including, but not limited to, its name, property, offices, premises, equipment (computer equipment, telephones, fax machines, copying equipment, laboratories and misuse of student ID cards);
3. Conduct which interferes with or obstructs any University functions or which physically obstructs or threatens to obstruct or restrain members of the University community;
4. The physical or sexual abuse or harassment of any member of the University community (such incidents must also be reported to the Title IX coordinator);
5. Threatening or actual infliction of bodily injury, assault, emotional trauma against students, faculty or staff of the University (such incidents must also be reported to the Chief Security Officer);
6. Disorderly, disruptive or abusive conduct in the classroom or on University premises;
7. Refusal to follow the directives of University officials acting in performance of their duties;
8. Impersonating University faculty, University officials, or University staff;
9. Forging signatures or other information on registration forms, financial aid forms or any other University documents;
10. 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 University's computer system;
11. Unauthorized sale, distribution or consumption of alcoholic beverages on University premises;
12. Distribution, purchase or possession of barbiturates, amphetamines, marijuana, hallucinogens, opiates, or any other addictive or illegal drugs or paraphernalia on University premises;
13. Gambling in any form on University premises;
14. Possession, distribution or sale of weapons, incendiary devices, or explosives on University premises;
15. Tampering with or misusing fire-fighting equipment and/or safety equipment (such as alarm-boxes and extinguishers);
16. Participation in or furtherance of any illegal activity on Touro's premises;
17. Offensive or derogatory written or verbal statements intended to inflict harm on members of the University community, including, without limitation, racist, ethnic, or sexist remarks or references regarding any member or group of the University community;
18. Any abusive conduct or harassment directed at an individual or group of individuals in the University community on the basis of the actual or perceived race, gender, color, national origin, ethnicity, religion, age, disability, sexual orientation, marital or parental status, or citizenship status of such person(s);
19. Refusal to identify oneself to an official or security officer of the University or to present proper identification upon entering the University premises;
20. Actions that are not harmonious with and supportive of the activities and functions of an educational institution; actions that harm the reputation of the University;
21. Aiding or abetting any conduct prohibited by this University Code;
22. Conviction of a felony crime while enrolled at the University;

23. Intentionally filing a false complaint under this University Code of Conduct;
24. Academic dishonesty and lack of academic integrity.

Individuals who violate any of the provisions of the Code of Conduct are subject to disciplinary action at the discretion of Touro University. 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 University

Touro University Social Media Policy

Touro University policies apply to students' online conduct. University staff members do not "police" online social networks and the University is firmly committed to the principle of free speech. However, when the University receives a report of inappropriate online conduct it is obligated to investigate. This is true even when a student posts to a personal social media account using their own phone or computer while off-campus or during a break. The University has the right to discipline students for misconduct or lack of professionalism wherever it occurs, including online.

For the most up-to-date version, please refer to the Touro University Code of Conduct at <https://www.touro.edu/students/policies/code-of-conduct/>.

Adjudication of University Code of Conduct Violations

[Please note that there is a separate adjudication process for academic integrity violations (#24 in the Code of Conduct) in the Academic Integrity Policy referenced above]

Any member of the University Community may notify the Dean or his/her designated representatives of a Code of Conduct infraction by submitting a written statement describing the alleged infraction to the Office of the Dean within ten (10) school days of the alleged violation or within ten (10) school days from the time the charging individual learned of the alleged code violation, but no later than within three (3) months of the violation.

The Dean, or one of his/her designated representatives, shall inform the individual charged with the infraction, in writing, of the nature of the charges against him/her and designate a time and place for a meeting in the Office of the Dean.

After meeting with the individual charged with the infraction, the Dean or his/her designated representatives (individuals or committee) will conduct a preliminary investigation of the charges and determine what course of disciplinary action is appropriate. The Dean and/or his/her designated representatives (individuals or committee) can:

- bring the parties together for informal mediation;
- impose any of the disciplinary sanctions listed in the section entitled "Sanctions," except that the Dean (and/or his/her representatives) cannot require payment of restitution or order expulsion;
- refer the charges to the Student Promotions Committee for a disciplinary hearing;
- dismiss the charges.

Disciplinary Hearings

The Dean/Assistant Dean of Student Affairs may institute disciplinary proceedings by referring a matter to a Student Promotions Committee within fourteen (14) school days of notification of the alleged infraction. Once referred to the Student Promotions Committee a hearing must commence within twenty-one (21) school days unless a disciplinary hearing date is adjourned for good cause. Once a disciplinary hearing commences it must be completed within ten (10) school days. All recommendations by the Committee will be directed to the Dean. The Dean may accept the recommendation(s) and impose the sanction(s) on the student, or the Dean may reject or modify the sanction(s). Sanctions will be noted in the student's Medical Student Performance Evaluation (MSPE) and/or Addendum to the MSPE.

Sanctions

After a hearing, the Student Promotions Committee may recommend to the Dean one or more of the following actions:

1. **Dismiss the Charges:** After reviewing all relevant information, evidence and record materials, the Student Promotions Committee may decide to dismiss the charges against the student.
2. **Impose disciplinary sanctions**, which include but are not limited to the following:
 - a. **Warning** – A written reprimand putting the student on notice that he/she has violated the Code of Conduct and indicating that further misconduct may result in a more severe disciplinary action. A copy of this warning will be placed in the student's file.
 - b. **Disciplinary Probation** - A student may be placed on disciplinary probation for a definite period of time. While on probation, students may not hold office in Student Government Organizations, Clubs or Societies or represent the University in any capacity. Further violations while on probationary status will result in suspension or expulsion from the University. A copy of the probation notice becomes a part of the student's file.
 - c. **Counseling and Treatment** – A student's continued enrollment at Touro University may be conditioned on his/her participation in counseling or treatment at outside counseling and treatment agencies. A student's failure to participate in such a program after being advised that his/her enrollment is conditioned on participation may result in other disciplinary sanctions.
 - d. **Restitution** - A student may be required to pay restitution to the University or to fellow students for damages and losses resulting from his/her action.
 - e. **Suspension** – A student may be suspended and may be barred from attending classes for a definite period, not to exceed two years. Notification of the suspension will appear on the student's academic transcript and will remain until the end of the suspension period. A notification of the suspension will remain in the student's file. A student may not be automatically re-enrolled at the end of his/her suspension, and he/she must apply to the Student Promotions Committee for reenrollment.
 - f. **Expulsion** – This is termination of the student's enrolled status at the University. A student who has been expelled from the University is not permitted to complete his/her courses and may not re-register for a future semester. Notification of the expulsion will appear on the student's academic transcript.
3. **Impose Additional Sanctions** – The Student Promotions Committee may recommend to the Dean the following sanctions in addition to those listed above:
 - a. A **fine** to be paid to the University, in addition to restitution.
 - b. **Service to the University Community** for a designated number of hours. The required service cannot interfere with the individual's course schedule.
4. **Legal Action** – In addition to imposing the disciplinary sanctions outlined above, the Student Promotions Committee may recommend that students be turned over to law enforcement authorities for legal action. The final decision on referring student cases to the authorities is made by the Office of Campus Security.
5. **Other Sanctions** – The Student Promotions Committee may recommend to the Dean other sanctions that it deems appropriate and fair.

Appeals of Disciplinary Sanctions Imposed for Code of Conduct Violations

Any disciplinary action taken by the Dean for a violation of the Code of Conduct may be appealed by filing a written appeal with the Dean within ten (10) school days.

If the appeal is granted, the Dean shall appoint a Special Appeals Panel consisting of three full-time faculty members, a student not in the class of the appeal student and a Student Affairs staffer, to hear the student's appeal. This hearing must be scheduled within fourteen (14) school days of the receipt of the student's written appeal. The Special Appeals Panel may recommend to overturn the decision of the Student Promotions Committee and the

Dean only if it determines that the action was clearly erroneous, arbitrary or capricious, or if new information was presented which would change the course of the deliberation.

Protocols for Disciplinary Hearings

Hearings conducted by committees designated as representatives of the Academic Dean, the Student Promotions Committee, and the Special Appeals Panel will be governed by the following protocols:

- a. All hearings are closed to the public.
- b. A quorum of the committee membership, defined as 51% of the total membership, must be present, either in-person or via video-conferencing.
- c. Students are prohibited from having attorneys present or representing them at any hearings.
- d. Students have the right to bring witnesses on their behalf, to present any evidence they deem relevant, to make opening and closing statements and to ask questions during the proceedings.
- e. The preponderance-of-evidence rule will govern the decision-making process.
- f. Decision will be made by a majority of participating members.
- g. The committee deliberations will be *in camera*.

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>

AOA Code of Ethics

<https://osteopathic.org/about/leadership/aoa-governance-documents/code-of-ethics/>

AOA Professionalism and Physician Responsibilities

<https://osteopathic.org/about/leadership/aoa-governance-documents/aoa-rules-and-guidelines-on-physicians-professional-conduct/>

Professionalism: A Student Doctor Responsibility

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

Candidates and students must possess the skill, competence, and character expected of a member of a highly trained profession required for full utilization of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive relationships with patients and co-workers. Candidates and students must be able to tolerate physically and mentally taxing workloads, adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in treating the problems of patients. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are qualities that will be assessed during the admissions and education process. Professionalism and communication and interpersonal skills are assessed on all third- and fourth-year clinical rotations.

Violations of the professionalism standard described may be reviewed as a Code of Conduct violation by the Student Promotions Committee and may be grounds for dismissal.

TouroCOM Professionalism Standards

Professionalism and Interpersonal and Communication Skills are two of the Seven American Osteopathic Association (AOA) core competencies for medical students, for which all clinical students are formally evaluated on in each rotation in the clinical years. Students must demonstrate professionalism and accountability for their behavior and actions/ or inactions and must demonstrate appropriate interpersonal and communication skills in the preclinical and clinical years. This includes but is not limited to honor, integrity, and respect for others. Violation of the Touro Code of Conduct is outlined in the preceding section on page 50. In addition, behaviors that do not reach the level of a Violation of the Code of Conduct but that may require reflection, redirection, and/or remediation, will be addressed via a Professionalism Standards Report that has three main categories with multiple elements. If a maximum of three Professionalism Standards Reports are submitted for a student, the student will be presented to the Student Promotions Committee.

Refer to the TouroCOM [Professionalism Standards](#).

Standards of Classroom Behavior

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

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

Standards of Behavior on Clinical Rotations

Students are required to conform to the [Clinical Rotations Manual](#) for third and fourth year.

Additional Conduct Guidelines

The following acts are considered to be violations of acceptable student professional conduct for which disciplinary action may be taken by TouroCOM. Students should be aware that some of the following violations may also be considered crimes at the Federal, state, or local levels and may be subject to prosecution.

- Neglect of clinical and/or hospital duties.
- Neglect of patient's rights.
- Abandonment of patient(s).
- Misuse of pharmaceutical privileges.
- Drug abuse – being under the influence of substance abuse, including alcohol, during class, laboratory, externship, clerkship, or any other situation under the jurisdiction of the University during which professional conduct is expected or required.
- Possession or use of firearms, ammunition, or explosive devices or materials on campus.
- 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.
- 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.

Violations of this policy will be reviewed under the Code of Conduct procedures and reviewed by the Student Promotions Committee and may be grounds for dismissal.

Please refer to the Touro University [Academic Integrity Policy](#) and [Code of Conduct](#) for details on additional conduct violations.

Eating and Drinking in Classrooms

To ensure a clean and healthy environment on campus, no eating is permitted in any lecture hall, classroom, or auditorium (unless authorized by the Course Director or Administration). Responsible drinking of beverages — in spill proof/breakproof containers **only** — is permitted in lecture halls, classrooms and auditoriums. Eating and drinking are **prohibited** in any laboratory (OMM, PD, Anatomy, Medical Simulation, OSCE rooms, etc.), under ANY circumstances. The student lounge and areas outdoors may be used for eating and drinking. Occasionally, special events (e.g., lectures or seminars) are scheduled; at these times, eating and drinking in the lecture hall, classroom, or auditorium is permitted. However, organizers and participants **must** place refuse in a trash container and clean up after the event. **Event organizers/student leaders running the event are responsible** for maintaining and leaving a clean environment. Student violators will be referred to the Dean/Assistant Dean of Student Affairs for disciplinary action.

Acceptable Use Policy for Information Technology

The Acceptable Use Policy provides for users of the institutional technology resources, facilities, and/or equipment to act responsibly, to abide by Touro's policies, and to respect the rights and privileges of other users. Each user of Touro technology resources is responsible for adhering to all legal and ethical requirements in accordance with the policies of Touro and applicable law.

All users of Touro technology resource users must submit, upon commencement of their relationship with Touro, or at another appropriate time, acknowledgement of the Acceptable Use Policy (AUP). In submitting the AUP Acknowledgement Form, each individual will certify that he/she has read and will comply with the AUP.

Students are urged to read the complete policy, which can be found at <https://touro.app.box.com/v/AcceptableUsePolicy>.

Internet Services and User-Generated Content Policy

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

Anti-Hazing Policy

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

Smoke-Free Policy Statement

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

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.

Policy on Drugs & Controlled Substances

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

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

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

Touro may provide confidential counseling and referral services to students, faculty, and staff with drug and/or alcohol problems. These services are available through the Office of the Dean of Students, the Vice President of the Division of Graduate Studies, and/or Human Resources. All inquiries and requests for assistance will be handled with confidentiality.

Touro University also has a Biennial Review that is used to document the progress made by Touro and also provide insight into how Touro's Alcohol and Drug policy and programs could be improved.

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

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

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

For the complete Montana policy, see <https://touro.box.com/s/xyb6d49xjjs63bmraj23n9o2jzuyu073>

Students are urged to view pages 30-32 at https://www.touro.edu/departments/campus-security/clery-reports/2024_Touro_ASR.pdf.

Touro Policy on Bias-Related Crimes

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

Additionally, under Montana Law criminal activity motivated, in whole or in part, by the offender's bias and hatred toward another person or group based upon a belief or perception concerning race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation is illegal and punishable not only for the underlying crime, but, additionally, as a hate crime pursuant to the Montana Code 46-18-222.

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

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

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

- Murder and Non-Negligent Manslaughter
- Sex Offense
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Destruction/Damage/Vandalism to Property
- Intimidation
- Larceny/Theft
- Simple Assault

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

A hate-crime conviction may also subject the offender to monetary penalties pursuant to the law of their state. Any incident or attempt to commit a hate crime should be reported to your Campus Security Department. In addition, any incident or attempt to commit a hate crime should be reported to the Touro University Campus Security

Director, Kevin Paynter at 3 Times Square, 2nd Floor, New York, NY 10036; phone number (646) 565-6134; or by calling 1-88-Touro-911 (1-888-687-6911) for appropriate processing and documenting.

Reported incidents of hate crimes and attempts to commit hate crimes will be referred to the local law enforcement agencies for further investigation and legal action. Touro treats all hate crimes as serious offenses that need to be prosecuted with the full force of the legal system.

Policy on Title IX and Sexual Misconduct

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

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

Title IX Grievance Policy

Title IX of the Educational Amendments of 1972 prohibits any person in the United States from being discriminated against on the basis of sex in seeking access to any educational program or activity receiving federal financial assistance. The U.S. Department of Education, which enforces Title IX, has long defined the meaning of Title IX's prohibition on sex discrimination broadly to include various forms of sexual harassment and sexual violence that interfere with a student's ability to equally access our educational programs and opportunities.

This Title IX Grievance Policy became effective on August 14, 2020, and only applies to formal complaints of sexual harassment alleged to have occurred on or after August 14, 2020. Alleged Conduct that occurred prior to August 14, 2020 will be investigated and adjudicated according to the Title IX and Sexual Misconduct Policy then in effect.

Title IX Coordinator

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

Contact Information for the Title IX Coordinator:

Matthew Lieberman
3 Times Square
New York, NY 10036
Phone: 646-565-6000 x55667
Email: matthew.lieberman@touro.edu

Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

When Title IX Applies

The Title IX process will apply when all of the following elements are met:

1. The conduct is alleged to have occurred on or after August 14, 2020;
2. The conduct is alleged to have occurred in the United States;

3. The conduct is alleged to have occurred in Touro's education program or activity; and
4. The alleged conduct, if true, would constitute covered sexual harassment, as defined under Title IX, as:
 1. an employee conditioning educational benefits on participation in unwelcome sexual conduct (i.e., quid pro quo);
 2. unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the educational institution's education program or activity; or
 3. sexual assault (as defined in the Clery Act); or dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act (VAWA)).

If the alleged misconduct meets these requirements, then the Title IX grievance process applies, and the Potential Complainant may file a Formal Complaint, or their prior Complaint submission will become a Formal Complaint. For the purposes of this Title IX Grievance Policy, "formal complaint" means a document – including an electronic submission - filed by a complainant with a signature or other indication that the complainant is the person filing the formal complaint, or signed by the Title IX Coordinator, alleging sexual harassment against a respondent about conduct within Touro's education program or activity and requesting initiation of the procedures consistent with the Title IX Grievance Policy to investigate and adjudicate the allegation of sexual harassment.

If the alleged misconduct does not meet these Title IX requirements, it requires a mandatory dismissal under Title IX, but it may be addressed by the broader Touro Sexual Misconduct Policy or another applicable Touro policy.

For more details surrounding the Title IX Grievance Policy please see: <https://www.touro.edu/title-ix-policy/>

Sexual Misconduct

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

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

Montana Code also defines these acts as crimes if any of them are engaged in with a person who is incapable of consent either because of the person's age or because the person is mentally disordered, mentally incapacitated, or physically helpless or overcome by deception, coercion or surprise. Therefore, sexual abuse, sodomy, and rape are sex crimes and violators will be prosecuted in accordance with Montana Code.

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

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

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

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

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

Complaints may be filed by contacting the Office of Institutional Compliance:

Phone: 646-565-6000, ext. 55330

Email: compliance@touro.edu

For Further Information: Students are strongly urged to read the full policy at <https://www.touro.edu/sexual-misconduct-policy/>

For Further Information: Students at the Great Falls campus are strongly urged to read the full policy at <https://touro.box.com/s/uquod2twnmvnc99914qn91l302jvlvc>

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

https://www.touro.edu/departments/campus-security/clery-reports/2024_Touro_ASR.pdf.

Additional information about this policy will be available on Touro's website. Students may contact the Office for Civil Rights of the U.S. Department of Education for inquiries concerning the application of Title IX as well as the implementation of its regulations. The Office for Civil Rights can be contacted using the following information:

New York Campuses (Harlem, Middletown)

U.S. Department of Education

Office for Civil Rights

32 Old Slip, 26th floor

New York, NY 10005

Phone: 646-428-3800

Fax: 646-428-3843

Email: OCR.NewYork@ed.gov

Great Falls Campus

U.S. Department of Education

Office for Civil Rights

915 Second Avenue, Room 3310

Seattle, WA 98174-1099

Phone: 206-607-1600

Fax: 206-607-1601

Email: OCR.Seattle@ed.gov

Impairment of Life Safety Devices/Systems

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

Touro University Campus Security Policies

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

Student Complaints

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

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

If any student believes that his or her rights have been violated or infringed upon, or that Touro's policies and procedures have not been followed, that student may file a formal complaint in accordance with the guidelines below.

When a complaint concerns an administrative function of Touro, including, but not limited to, tuition refund and student financial assistance, a student may file a formal complaint with the University-wide director or supervisor of the administrative unit in question, or their designee. Prior to filing the formal complaint, the student should attempt to remedy the situation via an informal mediation. If the informal mediation is unsuccessful, or if the student is uncomfortable attempting an informal resolution, then a formal complaint may be filed. The complaint should state, with particularity: the person(s) involved, the nature of the claim, the date, witnesses (if any), documents (if any), and the circumstances under which the alleged claim may have been committed.

Limitation Period

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

Exception to Policy

This Policy is not applicable to situations that are governed by other policies. For example, complaints of sexual harassment are governed by Title IX; Touro currently has a robust policy and procedure for dealing with such allegations. Therefore, all such incidents are considered under that anti-harassment policy/process. Other examples of exceptions to the Grievance Policy include, but are not limited to, discrimination, Code of Conduct violations, and ADA Reasonable Accommodations requests and complaints.

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

For the most up-to-date version, please refer to the Touro University Student Grievance Policy at <https://www.touro.edu/students/policies/student-grievances-policy/>.

Confidentiality

Touro has a duty to report or investigate potential misconduct, even if a complainant does not wish to initiate an official process. Therefore, though Touro will protect, to the extent possible, the privacy of all persons relevant to a complaint, absolute confidentiality cannot be promised since facts may be disclosed when necessary for Touro's effective investigation of a matter.

Commission on Osteopathic College Accreditation Compliance

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



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