



**TOURO COLLEGE**

*Where Knowledge and Values Meet*

Master of Science  
Interdisciplinary Studies in Biological and  
Physical Sciences

**STUDENT HANDBOOK**

Harlem  
Middletown

*Effective July 1, 2019*



## Table of Contents

IMPORTANT NOTICE.....	6
Accreditation.....	7
Policy of Non-Discrimination.....	7
Touro College Mission Statement.....	8
Touro College of Osteopathic Medicine Mission Statement.....	8
The Program and its Objectives.....	8
Synopsis of Curriculum.....	9
Degree Awarded.....	9
Direct Matriculation into Touro College of Osteopathic Medicine.....	10
Student Administrative Services.....	10
TouroOne Portal.....	10
Office of the Registrar.....	10
Registration.....	10
Office of Financial Aid.....	11
Bursar’s Office.....	13
Tuition Payment.....	13
Student Refunds.....	14
Student in Good Academic Standing.....	14
Student Health.....	14
Medical Records.....	15
Immunization Requirements.....	15
Students with Disabilities.....	15
Students Right and Responsibilities.....	15
Student Counseling.....	15
Student Peer Tutor Program.....	15
Student Organizations.....	15
Policy for Scheduling Events.....	16
Publications.....	16
Dress Code.....	16
General Academic Policies.....	16
Admission to the MS in Interdisciplinary Studies in Biological and Physical Sciences at Touro College.....	16

Admission Prerequisite Requirements .....	16
The Admission Process .....	17
Interviews.....	17
Student Information .....	18
Academic Calendar .....	18
Personal Property .....	18
Lost and Found .....	18
Confidentiality of Student Education Records (FERPA).....	18
Disciplinary Records.....	18
Academic Records .....	18
Transcripts.....	18
Academic Rules and Regulations .....	18
Class and Examination, Attendance Policies .....	18
IClicker Policies.....	18
Jury Duty.....	19
Leave of Absence and Readmission .....	19
Maternity Leave .....	19
Military Leave.....	19
Withdrawal Policies .....	19
Tuition Refund Schedule .....	19
Graduation.....	19
Graduation Requirements .....	19
Application for Graduation .....	19
Attendance at the Graduation Ceremony .....	19
Degree Works .....	20
Lecture and Equipment Policies .....	20
Campus Visitors.....	20
General Academic Standards:.....	20
Academic Progress Policy .....	20
Grading Policy .....	20
Remediating and Retaking Course Work.....	21
Repeating Course Work.....	21

Remediating Course Work.....	21
Comprehensive Examination .....	22
Remediating The Comprehensive Exam.....	22
Suspension or Dismissal from the College .....	22
Academic Appeal Process.....	22
Arbitration of Disputes .....	22
Financial Aid and Standards of Satisfactory Academic Progress .....	22
Student Academic Integrity and Ethics.....	22
The Touro College Code of Conduct.....	22
Inappropriate use of IClickers.....	23
Standards of Classroom Behavior.....	23
Professionalism is a Student Responsibility .....	23
Student Complaints and Grievances .....	23
College Codes/Student Responsibilities .....	23
Acceptable Use Policy for Information Technology .....	23
Internet Services and User-Generated Content Policy.....	23
IT Security .....	24
Academic Computing .....	24
Smoking, Drugs and Controlled Substances, Firearms, and Hazing .....	24
Bias-Related Crimes, Discrimination and Sexual Offenses and Harassment .....	24
Impairment of Life Safety Devices/Systems .....	24
Eating, Drinking and Smoking in Classrooms.....	24
Touro College Campus Security Policies .....	24

This is a dynamic document, subject to change. Suggestions are invited, please send them to:  
[masters.tourocom@touro.edu](mailto:masters.tourocom@touro.edu)

## 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 student or impose any obligations on Touro. No individual or representative of Touro (except the President) has the authority to enter into any agreement or understanding contrary to the above.

This Handbook is written for informational purposes only and may contain errors. The policies, procedures and practices described herein may be modified, supplemented or discontinued in whole or in part, at any time with or without notice. All changes will be posted on the Touro website. Although we will attempt to inform you of any changes as they occur via the Touro email address assigned to you upon activating your TouroOne portal account, it is nevertheless your responsibility to keep current on all College policies and procedures and practices. Your assigned Touro email address is the official method of contact for all such notices and for all Touro communication.

Students are required to investigate for themselves as to whether the program they enroll in meets their personal, educational and career needs. Different jurisdictions have different licensing requirements and standards. While students may expend significant sums associated with higher education, successful completion of a course, program, or degree is dependent on many factors. The payment of tuition permits a student to register and take the courses and programs available and offered by the Touro school or program in which the student is enrolled. Acceptance 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 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 be submitted to non-binding mediation with a neutral mediator affiliated with an established and reputable organization engaged in alternative dispute resolution ("ADR Organization"). 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 mediation shall be exclusively conducted and heard by an ADR Organization, designated by Touro in its sole and absolute discretion, before a single arbitrator who shall be an attorney. The location of the arbitration shall be at a convenient office on a Touro campus where the student is (or was last) affiliated. See "Alternative Dispute Resolution" provision for a more elaborate treatment.

## Accreditation

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

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

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

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

The Touro College of Osteopathic Medicine (TouroCOM) is fully accredited by the Commission on Osteopathic College Accreditation (COCA) of the American Osteopathic Association (AOA), 142 East Ontario Street, Chicago, Illinois 60611 (Tel: 888-626-9262).

## Policy of Non-Discrimination

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

Inquiries or complaints concerning the non-discrimination policies should be sent to Nicole Barnett, 500 Seventh Avenue, 4th Floor, New York, New York, 10018, [nicole.barnett@touro.edu](mailto:nicole.barnett@touro.edu) (646-565-6285) or, alternatively, to the Chief Compliance Officer at [compliance@touro.edu](mailto:compliance@touro.edu) and 646-565-6000 x55330.

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

## **Touro College Mission Statement**

Touro College is an independent institution of higher education under Jewish auspices, established to transmit and perpetuate the Jewish heritage, as well as to serve the general community in keeping with the historic Jewish commitment to intellectual inquiry, the transmission of knowledge, social justice, and service to society.

Touro offers undergraduate and graduate programs in Jewish studies, the liberal arts and sciences, and the professions including education, law, medicine, pharmacy, health sciences, social work, and business. These programs serve diverse components of the Jewish community and the larger society, especially those who have been underserved in the past. Touro is a college where personal growth, scholarship and research are fostered and where men and women are prepared for productive lives of dignity, value, and values.

The Jewish heritage embraces two fundamental components, the particular and the universal, as reflected in Hillel's dictum in Ethics of the Fathers, "If I am not for myself, who will be for me? And if I am concerned only with myself, what am I?" This teaching shapes the core values of the college, which include a commitment to quality education for all, the treatment, with integrity and respect, of all students, faculty and staff, the role of ethics in the professions, and the building of a responsive and responsible society.

## **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, and to increasing the number of underrepresented minorities in medicine.

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

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

## **The Program and its Objectives**

The Master of Science program in Interdisciplinary Studies in Biological and Physical Sciences has been carefully designed for students who have the strong ambition to complete a medical education. This 10-month MS program provides students that are interested in becoming osteopathic and allopathic physicians an opportunity to prepare themselves for the academic rigors of medical school by immersing them into a biomedical curriculum that includes clinical anatomy, physiology, biochemistry, Immunology, Neuroanatomy and Histology. Students that are interested in dentistry, pharmacy, podiatry, physician's assistant, pathologists' assistant and PhD programs can also strengthen their foundation in these core biomedical sciences through this program.

All courses are offered at the Touro College of Osteopathic Medicine and are presented by the Medical College Faculty in lecture, workshop and laboratory venues. The major courses include graduate students in the Medical College classroom and laboratory.

The faculty will encourage students to reach their full potential as they learn to focus on clear objectives in each course. Student performance will be closely followed with frequent evaluations and opportunities for corrections throughout each term.

The MS program can serve as a bridge to the DO program, and graduates who have achieved key academic and professionalism benchmarks, will be invited to enter the Touro College of Osteopathic Medicine the following year as first year students (see Direct Matriculation into the Touro College of Osteopathic Medicine section). Opportunities for admission to Touro College professional degree programs in Pharmacy, Physician’s Assistant, and to the New York College of Podiatric Medicine may also be available.

## Synopsis of Curriculum

All Courses are offered at the Touro College of Osteopathic Medicine and are presented by the medical college faculty in lecture, workshop and laboratory venues. Please note courses are subject to change.

### Fall Semester

<b>Course Number</b>	<b>Description</b>	<b>Credits</b>
<b>CBE 530</b>	<b>Clinical Anatomy and Embryology I</b>	<b>7</b>
<b>CBE 500</b>	<b>Medical Biochemistry</b>	<b>4</b>
<b>CBE 550</b>	<b>Physiology I</b>	<b>4</b>
<b>CBE 510</b>	<b>Histology and Cell Biology</b>	<b>5</b>
<b>CBE 620</b>	<b>Law and Ethics in Medicine</b>	<b>1</b>

### Spring Semester

<b>Course Number</b>	<b>Description</b>	<b>Credits</b>
<b>CBE 535</b>	<b>Clinical Anatomy and Embryology II</b>	<b>3</b>
<b>CBE 501</b>	<b>Medical Genetics</b>	<b>3</b>
<b>CBE 551</b>	<b>Physiology II</b>	<b>3</b>
<b>CBE 520</b>	<b>Neuroanatomy</b>	<b>4</b>
<b>CBE 600</b>	<b>Microbiology and Immunology</b>	<b>5</b>
<b>CBE 580</b>	<b>Health and Human Behavior</b>	<b>2</b>
<b>HS 668</b>	<b>Community Service</b>	<b>1</b>

## Degree Awarded

The Master of Science degree in Interdisciplinary Studies in Biological and Physical Sciences is conferred upon those who have fulfilled all program requirements, which include completion of the curriculum, a final cumulative GPA of 3.0/4.0, and a Passing grade on the Comprehensive Examination.

## Direct Matriculation into Touro College of Osteopathic Medicine

Graduates of the Masters of Science program who have met the following standards will be invited into the TouroCOM DO program as first year students:

- 1) Completion of the M.S. curriculum
- 2) A final program GPA of 3.450/4.0 or higher
- 3) A passing grade on the Comprehensive Examination
- 4) Demonstrated professionalism and conduct becoming of a physician throughout the program
- 5) Otherwise adherence to the Admission deadlines and requirements listed on Touro College of Osteopathic Medicine website, including results from a CASPer (Computer-based Assessment or Sampling Personal Characteristics) assessment taken before the start of the first DO year.

## Student Administrative Services

### TouroOne Portal

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

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

### Office of the Registrar

The Office of the Registrar is responsible for the official documentation for student enrollment in the Master of Science in Interdisciplinary Studies in Biological and Physical Sciences at Touro College. The services provided by the Office of the Registrar include:

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

### Registration

All students will be required to register online, or in person before the registration deadline specified in the College calendar. Failure to register before the deadline and to pay any tuition and fees to the

College may prevent a student from entering the program. Matriculation is subject to satisfactory completion of all academic requirements and payment of all outstanding tuition and fees to the College. Your participation in the program can be delayed, suspended or terminated due to a failure to meet deadlines or pay tuition and fees when due.

Prior to registration, official transcripts from all colleges and universities in which the student has previously attended, including a final transcript, must be on file in the Registrar's Office (students are expected to have completed - and certify by their matriculation - that they have fulfilled all prerequisites for admission to the program. If at a later date a deficiency is discovered the student can be terminated from the program).

In addition, the following items are required: a criminal background check (Note: Students are responsible for accuracy and thoroughness in the request for the criminal background check; inaccurate, incomplete, misleading, or untruthful statements in such request may be CAUSE TO REVOKE THE OFFER OF ADMISSION, OR IF FOUND AT A LATER DATE, BE GROUNDS FOR IMMEDIATE DISMISSAL with all tuition and fees forfeited). In addition, applicants must undergo a complete physical examination, and immunizations as outlined on the physical examination form, and proof of health insurance.

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

### **Harlem Campus**

Office of the Registrar  
Touro College of Osteopathic Medicine  
2090 Adam Clayton Powell Jr. Blvd, Room 519H  
New York, NY 10027  
(212) 851-1199 Ext. 42587  
[khemwattie.ramdhanny@touro.edu](mailto:khemwattie.ramdhanny@touro.edu)

### **Middletown Campus**

Office of the Registrar  
Touro College of Osteopathic Medicine  
60 Prospect Avenue  
Middletown, NY 10940  
(845) 648-1108  
[kelly.degnan@touro.edu](mailto:kelly.degnan@touro.edu)

## **Office of Financial Aid**

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

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

For general information on financial aid, financial aid tips, and step by step instructions for applying for financial aid please refer to the Student Handbook of the Touro College of Osteopathic Medicine as posted online.

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

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

### **Harlem Campus**

Toni Daniels  
Associate Director of Financial Aid  
Office of Financial Aid  
Touro College of Osteopathic Medicine  
2090 Adam Clayton Powell Jr. Blvd, Room 519C  
New York, NY 10027  
(212) 851-1199 Ext. 42586  
[financialaid.tourocom@touro.edu](mailto:financialaid.tourocom@touro.edu)

### **Middletown Campus**

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

The Bursar's Office, as part of Student Services, is responsible for maintaining all students' tuition accounts and the College's receivables. This includes reviewing charges and payments, issuing refunds, collection activities and providing support and guidance in an effort 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.

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

Students must pay tuition and fees in full 10 days before the start of the term or apply for a payment plan. TouchNet is Touro's means of providing our student body 24 hour accesses to viewing their balance and making payments online. For more information, please check the TouroOne portal.

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

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

Any student wishing to receive Financial Aid to help pay tuition and fees must submit a FAFSA with completed financial requirements in a timely manner. The Financial Aid office will contact the student to submit the necessary loan application(s) as well as the appropriate documentation. Your approved and disbursed Federal Direct Loan(s) will be applied to your financial obligations. Early filing is suggested to assure sufficient time for processing and to allow for the timely disbursement of

loan proceeds. Any student choosing this payment option will be subject to late payment fees if this deadline is not met.

## Bursar's Office

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

### Harlem Campus

Touro College of Osteopathic Medicine  
2090 Adam Clayton Powell Jr. Blvd., Room 520C  
New York, NY 10027  
Phone: (212) 851-1199 Ext. 42591  
[tourocom-bursar@touro.edu](mailto:tourocom-bursar@touro.edu)

### Middletown Campus

Touro College of Osteopathic Medicine  
60 Prospect Avenue  
Middletown, New York 10940  
Phone: (845) 648-1000 Ext. 60124  
[tourocom-bursar@touro.edu](mailto:tourocom-bursar@touro.edu)

## Tuition Payment

TouchNet is Touro's means of providing our student body 24 hour access to E-bills and making payments online. TouchNet provides you with real-time account activity. The Office of the Bursar is committed to guarding our students from unlawful acts of identity theft. We take the privacy rights of our students very seriously including the protection of personal credit card and banking account information. We ask that all tuition payments be made directly by students online through the use of TouchNet. For questions or issues with access, please contact TouroOne Helpdesk at [help@touro.edu](mailto:help@touro.edu).

### To Make a Payment:

Login to the TouroOne portal: [www.touroone.touro.edu](http://www.touroone.touro.edu) using your portal credentials. (Follow the Account Management steps if necessary.)

- Select the "Financial Services" tab on the top of the home page. Select "TouchNet" in the Student Accounts box.
- Select "My Account"
- Select Applicable Terms and Verify Amount.
- Select Date and Continue. Select Payment Method.
- Enter your credit card information or your checking or savings, account information and Select "Continue".
- Review payment and click "Schedule Payment"
- You will receive a message that states "Thank you, you have successfully scheduled your payment(s) for x/x/19."

Payment methods accepted through TouchNet include all major credit cards or by E-Check using a checking account. Please be advised that payments on student accounts made online by credit or debit card will be charged a 2.85% nonrefundable convenience fee by our third party provider, TouchNet® Pay Path\*

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

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

[https://secure.touchnet.net/C21513\\_tsa/web/login.jsp](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 his/her 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.

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

### **Student Refunds**

Any student in overpayment of tuition will receive a refund. 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. Please ensure that you update your account information. The college 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.

### **Student in Good Academic Standing**

A student is in good standing when all obligations have been met regarding Admissions, Registrar, Bursar, Financial Aid, and student demonstrates a 3.0 GPA or better in the course of study. In any and all cases, noncompliance in any of the aforementioned departments, academically or behaviorally, may result in sanctions and may lead to dismissal and non-award of the degree.

### **Student Health**

For emergency service, call 911

Student health services are available through:

**Harlem Campus**

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

**Middletown Campus**

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

For information on Health Insurance Coverage and a Health Insurance Waiver Request, please refer to the Student Handbook of the Touro College of Osteopathic Medicine as posted online. Please visit: <http://tourocom.touro.edu/student-life/support-services/>

**Medical Records**

Please refer to the Student Handbook of the Touro College of Osteopathic Medicine as posted online.

**Immunization Requirements**

Please refer to the Student Handbook of the Touro College of Osteopathic Medicine as posted online.

**Students with Disabilities**

Please refer to the Student Handbook of the Touro College of Osteopathic Medicine as posted online.

**Students Right and Responsibilities**

For information on Student Rights, Student Responsibilities and the Grievance Policy please refer to the Student Handbook of the Touro College of Osteopathic Medicine as posted online.

**Student Counseling**

For information on Academic Counseling, Behavioral Health – Counseling and Wellness, and Faculty Advisors please refer to the Student Handbook of the Touro College of Osteopathic Medicine as posted online.

Also, please visit: <http://tourocom.touro.edu/student-life/support-services/>

**Student Peer Tutor Program**

Please refer to the Student Handbook of the Touro College of Osteopathic Medicine as posted online.

**Student Organizations**

For information on Student Organizations and the Student Government Association please refer to the Student Handbook of the Touro College of Osteopathic Medicine as posted online.

## Policy for Scheduling Events

Please refer to the Student Handbook of the Touro College of Osteopathic Medicine as posted online.

## Publications

Please refer to the Student Handbook of the Touro College of Osteopathic Medicine as posted online.

## Dress Code

Please refer to the Student Handbook of the Touro College of Osteopathic Medicine as posted online.

## General Academic Policies

Please refer to the College Catalog of the Touro College of Osteopathic Medicine, the Student Handbook of the Touro College of Osteopathic Medicine as posted online, and Masters of Science Course Documentation handbook.

## Admission to the MS in Interdisciplinary Studies in Biological and Physical Sciences at Touro College

### Admission Prerequisite Requirements

1. A baccalaureate degree from an accredited college or university.
2. At the time the application is filed, applicants should
  - a. possess an undergraduate science grade point average of at least 3.00 on a 4.0 scale.
  - b. possess an overall grade point average of at least 3.00 on a 4.0 point scale.
3. Candidates applying to the MS program should have met the following prerequisites in their undergraduate or post-baccalaureate study. Please note, a) online coursework cannot be used for any of the subjects below, and b) the minimum grade for any course below is “C” or better.
  - a. Biology: At least 8 semester hours, including 2 hours of lab work (a 4 or 5 on the AP Biology exam is an acceptable substitute).
  - b. General Chemistry: At least 8 semester hours, including 2 hours of lab work (a 4 or 5 on the AP Chemistry exam is an acceptable substitute).
  - c. Organic Chemistry: At least 8 semester hours, including 2 hours of lab work. 4 hours of Biochemistry may count toward your total.
  - d. Physics: At least 8 semester hours, including 2 hours of lab work (a 4 or 5 on the AP Physics exam is an acceptable substitute).
  - e. English: At least 6 semester hours (a 4 or 5 on the AP English Composition or English Literature exam is an acceptable substitute).
  - f. Mathematics and/or Computer Science: At least 3 semester hours (a 4 or 5 on the AP Pre-Calculus, Calculus AB or BC, or Statistics exams are acceptable substitutes).
  - g. Behavioral Sciences: At least 6 semester hours. Behavioral Sciences include psychology, sociology, and anthropology, amongst others (a 4 or 5 on the AP Psychology or Sociology exam is an acceptable substitute for 3 semester hours).

Please note, any AP score being used for a pre-requisite is subject to verification via a copy of your AP scores from College Board or your undergraduate institution.

Please refer to <https://help.liaisonedu.com/> for a full listing of which subjects may be used to fulfill each of the above requirements.

4. MCAT score acceptable to the Program. GRE, DAT, PCAT scores are accepted, but an official MCAT score report is required for the opportunity to directly matriculate into the DO program upon completion of the MS program.

## The Admission Process

The Master of Science in Interdisciplinary Studies in Biological and Physical Sciences program accepts applications directly through the Touro College website ([apply.touro.edu](http://apply.touro.edu)). Applicants to the Middletown program may also apply through the Post Baccalaureate Centralized Application Service (PostBacCas). It is the applicant's choice to determine which application may be better suited to their situation.

The following steps are necessary for all prospective students applying for enrollment in the Master's program in Interdisciplinary Studies:

1. Application should be completed in its entirety and submitted prior to May 1, and all supporting documents below must be received by the Admissions Department by May 15. Applications received after this date may not be considered.
2. Applicants applying via the Touro College website will be charged an application fee of \$75.00, which must be submitted with the application.
3. Applicants must submit official transcripts from all colleges attended.
4. Three letters of recommendation are required (two from individuals who can evaluate the applicant's science background.) An official letter from the college premedical committee may substitute the three letters of recommendation.
5. The MCAT, GRE, DAT or PCAT must be taken and official scores (with verification code) sent to the Admissions Department, by mail or email, in order for the application to the Master of Science in Interdisciplinary Studies in Biological and Physical Sciences program to be considered complete. Note that an official MCAT report is required for the opportunity to directly matriculate into the DO program upon completion of the MS program. Students applying to the MS program without an official MCAT score may be offered acceptance into the MS program without the opportunity to directly matriculate into the DO program.

## Interviews

Interviews, which may be required, will be offered at the discretion of the Touro College of Osteopathic Medicine.

## **Student Information**

For information on Permanent Address, Name Change, New Student Orientation, Student Identification, Student Email Account please refer to the Student Handbook of the Touro College of Osteopathic Medicine as posted online.

## **Academic Calendar**

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

## **Personal Property**

Please refer to the Student Handbook of the Touro College of Osteopathic Medicine as posted online.

## **Lost and Found**

Please refer to the Student Handbook of the Touro College of Osteopathic Medicine as posted online.

## **Confidentiality of Student Education Records (FERPA)**

Please refer to the Student Handbook of the Touro College of Osteopathic Medicine as posted online.

## **Disciplinary Records**

Please refer to the Student Handbook of the Touro College of Osteopathic Medicine as posted online.

## **Academic Records**

Please refer to the Student Handbook of the Touro College of Osteopathic Medicine as posted online.

## **Transcripts**

For information on ordering transcripts, rush service and viewing and printing your unofficial transcript from TouroOne please refer to the Student Handbook of the Touro College of Osteopathic Medicine as posted online.

## **Academic Rules and Regulations**

For Academic Rules and Regulations, please refer to the College Catalog of the Touro College of Osteopathic Medicine, the Student Handbook of the Touro College of Osteopathic Medicine as posted online, and Masters of Science Course Documentation handbook.

## **Class and Examination, Attendance Policies**

For information on Class and Examination Schedules, Examination Decorum, Exam Attendance and Tardiness, Requesting and Excused absence and Unexcused Absence Policies please refer to the Student Handbook of the Touro College of Osteopathic Medicine as posted online.

## **iClicker Policies**

For information regarding student expectations regarding the use and maintenance of iClickers, absence from iClicker sessions, iClicker grading, appropriate use of iClickers, and iClicker grading

disputes please refer to the Student Handbook of the Touro College of Osteopathic Medicine as posted online.

### **Jury Duty**

Please refer to the Student Handbook of the Touro College of Osteopathic Medicine as posted online.

### **Leave of Absence and Readmission**

Please refer to the Student Handbook of the Touro College of Osteopathic Medicine as posted online.

### **Maternity Leave**

Please refer to the Student Handbook of the Touro College of Osteopathic Medicine as posted online.

### **Military Leave**

Please refer to the Student Handbook of the Touro College of Osteopathic Medicine as posted online.

### **Withdrawal Policies**

Please refer to the Student Handbook of the Touro College of Osteopathic Medicine as posted online.

### **Tuition Refund Schedule**

Please refer to the Student Handbook of the Touro College of Osteopathic Medicine as posted online.

## **Graduation**

### **Graduation Requirements**

Please refer to the “Degree Awarded” section of this handbook.

### **Application for Graduation**

It is the student’s responsibility to schedule a graduation conference with an academic advisor or program director during the terminal semester of the program to determine whether the graduation 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 College.

After the graduation conference, the student must apply for graduation as advised by the college Registrar. 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.

### **Attendance at the Graduation Ceremony**

All students are expected to attend the graduation ceremony. Participation in the ceremony 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 College’s official degree conferral dates normally do not correspond to the dates on which commencement exercises take place.

## Degree Works

Please refer to the Student Handbook of the Touro College of Osteopathic Medicine as posted online.

## Lecture and Equipment Policies

Please refer to the Student Handbook of the Touro College of Osteopathic Medicine as posted online.

## Campus Visitors

Please refer to the Student Handbook of the Touro College of Osteopathic Medicine as posted online.

## General Academic Standards:

### Academic Progress Policy

See “Degree Awarded” and “Student in Academic Good Standing” above.

### Grading Policy

1. Award of the M.S. degree requires completion of all program courses and an overall 3.00 GPA or better, and a Pass on the Comprehensive Examination.
2. Award of the M.S. degree, along with GPA of 3.450 or better and a Pass on the Comprehensive Examination may lead to direct matriculation to the medical school (other requirements may apply see section above on Direct Matriculation into Touro College of Osteopathic Medicine).

3. Grading Scale

<b>Letter Grade</b>	<b>Grade Point Value/Credit Hour</b>
<b>A+</b>	<b>4.00</b>
<b>A</b>	<b>4.00</b>
<b>A-</b>	<b>3.667</b>
<b>B+</b>	<b>3.333</b>
<b>B</b>	<b>3.00</b>
<b>B-</b>	<b>2.667</b>
<b>C+</b>	<b>2.333</b>
<b>C</b>	<b>2.00</b>
<b>C-</b>	<b>1.667</b>

4. Definition of grades

Incomplete (I): A grade of Incomplete (I) will be assigned when a student is unable to complete course requirements due to circumstances which do not include academic failure, and which are acceptable to the Course Director. A plan for completion of the course requirements must be recorded in agreement with the Course Director. Failure to complete the course will result in conversion of the I grade to an F. Refer to the Touro College

Graduate School Handbook online for the Incomplete Policy.

Failing (F): A failing grade. Has 0 grade point value. Student attended/participated in 60% or greater of scheduled classes per semester but did not achieve passing grades on examination and assignments, or stopped attending/participating after 60% or greater of scheduled classes in the given semester.

Withdrawal (W): A withdrawal indicates that a student has withdrawn 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 F or WU, depending on the number of class sessions attended and the amount of work completed. Time periods for official withdrawal vary by semester. A W will remain on the students' transcript.

Withdrawal Unsatisfactory (WU): Student stopped attending/participating before 60% or less of the scheduled classes per semester; calculated as a failing grade.

Withdrawal Never Attended (WNA): Student never attended class. 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.

## **Remediating and Retaking Course Work**

Students who finish the program with a GPA of less than 3.0 and who wish to earn the MS degree may have the option to remediate and/or retake course work to qualify to receive the MS degree. This option is not provided in any other circumstance and a student who finishes the program with a GPA of 3.0 or higher cannot remediate or retake course work to raise their GPA. Grades earned as a result of remediating or retaking course work/exams are not counted towards the requirements for direct matriculation into the DO program.

## **Repeating Course Work**

Students who finish the program with a GPA of less than 3.0 may retake a course for which they record a grade of B- or lower. Two courses may be repeated and no course may be repeated more than once. The repeated course grade is calculated into the student's Grade Point Average as attempted and earned credit. The earlier course remains on the transcript but will not be calculated into the student's Grade Point Average and will only be calculated as attempted but not earned credit. Each time a course is attempted, it is considered an attempt when calculating the Pace of completion and maximum Time Frame measures for Satisfactory Academic Progress, regardless of whether the course is subsequently repeated for a better grade.

## **Remediating Course Work**

Students who finish the program with a GPA of less than 3.0 may remediate a grade of B- or lower in any two courses for up to a limit of a grade of B. Such remediation must be completed within six months of completing the program. This is an opportunity to quickly improve the GPA, when it is below 3.0 at the end of program. The Course Director will establish the

requirement for remediation.

## **Comprehensive Examination**

New York State requires that research or a comparable experience shall be a component of each master's degree program. Therefore, as a requirement for attaining the Master's Degree in Interdisciplinary Science students must take and pass a comprehensive exam. The comprehensive exam is a roughly 200 question multiple choice test given at the conclusion of the program that covers material taught in the core science courses throughout the year. Achieving a passing score on the comprehensive exam is a requirement of the master's degree. Passing the comprehensive exam is also a requirement for direct matriculation into the TouroCOM DO program.

## **Remediating The Comprehensive Exam**

Students who fail to pass the comprehensive exam administered at the end of the academic program, and who wish to earn the MS degree have the option to remediate and/or retake the exam (or an equivalent exam) to qualify to receive the MS degree.

## **Suspension or Dismissal from the College**

For information on Suspension or Dismissal from the College and Nonacademic Matters and Concerns please refer to the Student Handbook of Touro College of Osteopathic Medicine as posted online.

## **Academic Appeal Process**

Please refer to the Student Handbook of Touro College of Osteopathic Medicine as posted online.

## **Arbitration of Disputes**

Please refer to the Student Handbook of Touro College of Osteopathic Medicine as posted online.

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

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

## **Student Academic Integrity and Ethics**

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

## **The Touro College Code of Conduct**

For information on the Touro College Code of Conduct and Conduct Violations please refer to the College Catalog and Student Handbook of Touro College of Osteopathic Medicine as posted online.

## **Inappropriate use of IClickers**

Please refer to the Student Handbook of Touro College of Osteopathic Medicine as posted online.

## **Standards of Classroom Behavior**

Please refer to the Student Handbook of Touro College of Osteopathic Medicine as posted online.

## **Professionalism is a Student Responsibility**

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

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

Violations of the professionalism standard described above may be grounds for dismissal from the program and/or disqualify a Master's of Science student from directly matriculating in to the Touro College of Osteopathic Medicine upon graduation from the program.

## **Student Complaints and Grievances**

Please refer to the Student Handbook of Touro College of Osteopathic Medicine as posted online.

## **College Codes/Student Responsibilities**

*IMPORTANT NOTICE: Touro College may modify, supplement, or revoke the policies set forth below, in whole or in part, at any time with or without notice to the student. Visit the Touro College Website to view the most recent policies in effect (as the wording of these policies may change from time to time).*

## **Acceptable Use Policy for Information Technology**

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

## **Internet Services and User-Generated Content Policy**

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

## **IT Security**

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

## **Academic Computing**

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

## **Smoking, Drugs and Controlled Substances, Firearms, and Hazing**

For policies and procedures regarding smoking, including the use of electronic cigarettes or vapor devices, drugs and controlled substances, firearms and hazing please refer to the Student Handbook of the Touro College of Osteopathic Medicine as posted online.

## **Bias-Related Crimes, Discrimination and Sexual Offenses and Harassment**

All divisions of Touro seek to foster a collegial atmosphere where students are nurtured and educated through close faculty-student relationships, student camaraderie, and individualized attention. For information on Touro Policy on Bias-Related Crimes and Policy on Sexual Offenses, Bias, Harassment and Discrimination, the Touro College Title IX policy and contact information for the Touro College Title IX Coordinator, please refer to the Student Handbook of Touro College of Osteopathic Medicine as posted online.

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

## **Impairment of Life Safety Devices/Systems**

Please refer to the Student Handbook of Touro College of Osteopathic Medicine as posted online.

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

Please refer to the Student Handbook of Touro College of Osteopathic Medicine as posted online.

## **Touro College Campus Security Policies**

Please refer to the Student Handbook of Touro College of Osteopathic Medicine as posted online.