



**TOURO COLLEGE  
OF OSTEOPATHIC MEDICINE**

*Where Knowledge and Values Meet*

# STUDENT HANDBOOK

2020 - 2021

<http://tourocom.touro.edu>

## 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 (MSCHE), 3624 Market Street, Philadelphia, PA 19104, (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 Illinois, Berlin, Jerusalem, and Moscow.

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 the Touro College and University System, 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 the Touro College and University System, also accredited by the Middle States Commission on Higher Education (MSCHE).

The Hebrew Theological College (HTC) in Skokie, IL is also a part of the Touro College and University System. 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, Illinois 60611 (Tel: 888-626-9262).

## POLICY OF NON-DISCRIMINATION

Touro College is an equal opportunity employer. Touro College treats all employees, job applicants, and students without unlawful consideration of race, 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 identity, 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 College policies, procedures and practices. Your assigned Touro email address is the official method of contact for all such notices and for all Touro communication.

Students are required to investigate for themselves as to whether the program they enroll in meets their personal, educational and career needs. Different jurisdictions have different licensing requirements and standards. While students may expend significant sums associated with higher education, successful completion of a course, program, or degree is dependent on many factors. The payment of tuition permits a student to register and take the courses and programs available and offered by the Touro school or program in which the student is enrolled. Acceptance 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.

## **GENERAL DISCLAIMER**

The Touro College and University System 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 be obligated or otherwise 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.

## **COVID-19**

The COVID-19 global pandemic, which has caused a disruption to all higher education institutions and has forced Touro to move temporarily to an online modality, has affected some of our policies and procedures. While we will continue to operate with the same policies that we had prior to the pandemic, slight procedural modifications may be needed. 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 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 College Mission Statement**

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

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

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

### **Goals**

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

## **Touro College of Osteopathic Medicine New York Mission Statement**

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

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

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

### **Goals**

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

# American Osteopathic Association (AOA) Core Competencies for Medical Students

In addition to the general education goals, the Touro College of Osteopathic Medicine also integrates the core educational competencies for residents in training as set forth by the AOA into its curriculum for medical students. While the AOA Core Competencies were written for resident level learners, they are easily adapted by TouroCOM to student-level learning, evaluation, and feedback. For additional information on the history and development of the core competencies, please refer to the AOA website: <https://www.osteopathic.org/Pages/default.aspx>.

## The Seven Core Competencies

### Competency 1: Osteopathic Philosophy and Osteopathic Manipulative Medicine

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

### Competency 2: Medical Knowledge

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

### Competency 3: Patient Care

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

### Competency 4: Interpersonal and Communication Skills

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

### Competency 5: Professionalism

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

### Competency 6: Practice-Based Learning and Improvement

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

### Competency 7: System-Based Practice

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

## **The Preclinical Years**

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

## **The Clinical Years**

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

## **The Clinical Rotations Manual**

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

## **Synopsis of Curriculum**

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

## **Course Descriptions**

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

Please note that courses are subject to change.

## **Degree Awarded**

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

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

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

## **Licensure**

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

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

## Internship and Residencies

Postdoctoral training in an 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 where the student has attended previously, including a final transcript, must be submitted to the Admissions Office. (Students are expected to have completed and have certified, by their matriculation, that they have fulfilled all prerequisites for admission to the program. If at a later date a deficiency is discovered, the student may be terminated from the program.) In addition, a criminal background check is required. (Note: Students are responsible for accuracy and thoroughness regarding the information provided in a criminal background check; inaccurate, incomplete, misleading, or untruthful statements in such requests **may be cause to revoke the offer of admission or, if found at a later date, be ground for immediate dismissal with all tuition and fees forfeited.**)

#### Harlem Campus

Office of Admissions  
Touro College of Osteopathic Medicine  
2090 Adam Clayton Powell Jr. Blvd, 5th Floor  
New York, NY 10027  
(212) 851-1199 Ext. 42588 or 42589

#### Middletown Campus

Office of Admissions  
Touro College of Osteopathic Medicine  
60 Prospect Avenue  
Middletown, NY 10940  
(845) 648-1108 Ext. 60111 or 60105

### Office of the Registrar

The Office of the Registrar supports teaching and learning at Touro College 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.
- Handles matters pertaining to veterans.
- Addresses all matters related to student visas.
- Verifies fulfillment of academic graduation requirements.
- Prepares official transcripts.
- Issues diplomas upon graduation.

The Office of the Registrar for the Touro College of Osteopathic Medicine is located at the 2090 Adam Clayton Powell Jr. Blvd., Suite 519, New York, NY 10027 in Harlem and 60 Prospect Avenue, Middletown, NY 10940 in Middletown. 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: <http://tourocom.touro.edu/academics/registrar/>.

## TouroOne Portal

Touro College'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 and tuition payments
- 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 Touro College of Osteopathic Medicine. Any change of address or telephone number must be reported to the Registrar. Professional standards require that directory information be current at all times. Instructions can be found at:

[http://tourocom.touro.edu/media/schools-and-colleges/tourocom/documents/Change\\_of\\_Address.pdf](http://tourocom.touro.edu/media/schools-and-colleges/tourocom/documents/Change_of_Address.pdf).

## Change of Name

The College 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

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

### Middletown Campus

Office of the Registrar  
Touro College of Osteopathic Medicine  
60 Prospect Avenue  
Middletown, NY 10940  
(845) 648-1108

## Office of Financial Aid

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

For information on the cost of attendance, tuition, and fees, please reference the following link:

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

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

### Steps for Applying for Financial Aid

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

All first-time Federal Direct Student Loan borrowers are required to complete a Master Promissory Note (“MPN”) and an online Entrance Counseling for Graduate Borrowers. Both may be completed at

<https://studentloans.gov/myDirectLoan/index.action>

#### FAFSA ID

When submitting the FAFSA online, the student will need a Federal Student Aid (FSA) ID. The FSA ID application process consists of 3 steps:

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

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

#### **STEP 2: Enter Personal Information**

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

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

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

#### **STEP 3: Submit Your FSA ID Application**

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

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

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

Touro College Federal School is 010142. In order for your FAFSA to be processed correctly, please use Touro College Manhattan Campus address: 320 West 31 Street New York, NY 10001

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

## General Information

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

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

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

## Financial Aid Tips

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

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

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

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

To contact the Office of Financial Aid:

### Harlem Campus

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

### Middletown Campus

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)

## Office of the Bursar

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.

## Methods of Payment

TouchNet is Touro's means of providing our student body 24-hour access to account activity, making payments and setting up payment plans online. To access TouchNet, login to TouroOne at [www.touroone.touro.edu](http://www.touroone.touro.edu) following the user and password guidelines, and then select "TouchNet" from the menu. For questions or issues with access, please contact TouroOne Helpdesk at [help@touro.edu](mailto:help@touro.edu)

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% non-refundable 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.

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

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

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 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.

## 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 Touro College of Osteopathic Medicine 2020-2021 Student Handbook

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.

To contact the Office of the Bursar:

#### **Harlem Campus**

Touro College of Osteopathic Medicine  
2090 Adam Clayton Powell Jr. Blvd. Suite 519  
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)

## **Student in Good Standing**

A student is in good standing when all obligations to the medical school have been met in the Admissions, Registrar, Bursar, Financial Aid, Preclinical, and Clinical Departments during the course of study. In any and all cases, noncompliance in any of the aforementioned departments, academically or behaviorally, may result in disciplinary action, including being placed on provisional academic status or dismissal. Both COMLEX-USA Levels 1 and 2 (CE and PE) examinations must be passed by the end of the fourth year of medical school in order to graduate. However, in the case of exigent circumstances a student does have six years to complete all the requirements of the medical school, including a passing score on COMLEX-USA Levels 1 and 2 (CE and PE) exams received by the school by the end of the spring semester of the sixth year of matriculation. The six years is the maximum amount of time a student has to complete 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) 289-5795

#### **Middletown Campus**

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

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 (<https://app.hsac.com/tourocom>) on or before July 1 of the year of matriculation. Online waiver submissions must also be provided to the health insurance broker (<https://app.hsac.com/tourocom>) on or before July 1.
2. If a student does not provide documentation of a current and approved health insurance plan on the date required (July 1), the student will automatically be enrolled in the medical school's health plan. The cost of the plan will immediately be billed to the student's account.

## 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. (1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year students only)  
\* Additional Information provided below
- ✓ Medicare
- ✓ Travel Insurance – International students – Coverage must be ACA compliant

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

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

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

\* Should a **first, second, or third year student** wish to maintain their Medicaid coverage, the student must submit a waiver request via the HSAC online web portal on or before July 1 of the academic year. The waiver request is available at <https://app.hsac.com/tourocom>.

\* **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 of Student Affairs, on or before July 1st (Harlem campus: [Nadege.dady@touro.edu](mailto:Nadege.dady@touro.edu) | Middletown campus: [Jerry.cammarata@touro.edu](mailto:Jerry.cammarata@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 on or before July 1 of the academic year.

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

## 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 of Student Affairs for information relating to medical records. Such files may be released to students.

## Immunization Requirements

In accordance with New York State Department 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. For clinical rotations, students are required to submit immunization records for diphtheria/tetanus, polio, and hepatitis B. 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: [https://tourocom.touro.edu/media/schools-and-colleges/tourocom/documents/ImmunizationForms\(2\).pdf](https://tourocom.touro.edu/media/schools-and-colleges/tourocom/documents/ImmunizationForms(2).pdf)

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

## Students with Disabilities

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

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

disabilities seeking reasonable accommodations should do so through the Office of Student Disability Services (OSDS) Coordinators for TouroCOM, the Deans of Student Affairs:

#### **Harlem**

Nadege Dady

[Nadege.Dady@touro.edu](mailto:Nadege.Dady@touro.edu)

#### **Middletown**

Jerry Cammarata

[Jerry.Cammarata@touro.edu](mailto:Jerry.Cammarata@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 coordinator, the Dean or Program Director, and the student.

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

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

#### **Harlem**

Nadege Dady

[Nadege.Dady@touro.edu](mailto:Nadege.Dady@touro.edu)

#### **Middletown**

Jerry Cammarata

[Jerry.Cammarata@touro.edu](mailto:Jerry.Cammarata@touro.edu)

## **Student Rights and Responsibilities**

### **Student Rights**

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

### **Student Responsibilities**

- Request reasonable accommodations as necessary and appropriate.
- Meet College and programmatic qualifications, technical, academic, and institutional standards set for all students.

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

## Complaint Procedure

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 similar procedure can be followed by a student to appeal the College's response to a request for reasonable accommodations.

For more information and a copy of the Office of Student Disability Services Handbook, please visit <https://www.touro.edu/departments/student-disability-services/>

## Student Counseling

### Academic Counseling

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

### Behavioral Health — Counseling and Wellness

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

For emergency situations, crisis and interventional specialists are also available 24/7 throughout the tristate area for students in need. For additional information about all of the wellness services available, please visit <https://tourocom.touro.edu/student-life/counseling-and-wellness/>.

## **Faculty Advisors**

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

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

## **Student Peer Tutoring Program**

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

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

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

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

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

## **Student Organizations**

Approval and recognition will be given to academic organizations dedicated to the advancement of the osteopathic profession. Other, nonacademic organizations concerned with politics, race, religion, sexual orientation, or any other legally protected class, will be considered as student organizations. The beliefs of such nonacademic



organizations may not reflect the opinions of Touro College of Osteopathic Medicine, its faculty or administration, or any of its divisions or affiliates. Applications for new organizations are to follow the application process outlined in this Handbook.

## New Student Organization Application Process

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

1. The students request the Touro-approved charter template from the Dean of Student Affairs.
2. The students identify a faculty advisor and complete a petition of recognition.
3. The petition must include the organization's goals, proposed charter, faculty advisor, and list of no fewer than nine charter members.
4. 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 of Student Affairs a one-year probationary period for the organization.
3. The SGA has the right to review annually any organization's status. The SGA may require every approved organization to submit an annual report.
4. Objections related to the recognized organization will be reviewed at the discretion of the SGA.
5. No action shall be taken concerning the student organization's status unless the organization in question has an opportunity to hear the charges made against it and present its side of the case.
6. A group submitting an unapproved application may resubmit its application at any time after having satisfied the objections of the SGA.

## Dean of Student Affairs

After recommendation of acceptance from the SGA, the Dean of Student Affairs reviews the petition to ensure proper documentation and recommends approval, or denial with reason. The Dean of Student Affairs forwards the recommendation to the Dean. The 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 of Student Affairs regarding the renewal of an organization's approved status. Following administrative review by the Dean of Student Affairs, a recommendation is submitted to the Dean.

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



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

## Student Representation on Standing Committees

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

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

## Official Representation

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

## Policy for Scheduling Events

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

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

The Approval Process:

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

For Approved Events:

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

## Harlem

Paola Reynoso  
[paola.reynoso2@touro.edu](mailto:paola.reynoso2@touro.edu)

## Middletown

Janica Aclao Janssen  
[janica.janssen@touro.edu](mailto:janica.janssen@touro.edu)

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

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

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

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

## Publications

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

## Dress Code

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

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

## Admission to the Touro College of Osteopathic Medicine

### Admission Process

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

### Admission Requirements

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

### Technical Standards for Admission

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

## Interviews

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

## Transfer Students

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

Refer to the 2019-2021 College Catalog at <http://tourocom.touro.edu/students/>

## New Student Orientation

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

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

## Tour Coordinators/Student Ambassadors

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

## Student Photo Identification Badges

The Dean of Student Affairs arranges for the issuance of student photo identification (ID) badges to new students during orientation or the first week of classes. This badge must be shown to security personnel to gain entrance to the college building and must be worn while a student is in any institutional facility or is participating in a clinical rotation at another facility. This ID badge must be displayed in such a manner that is readily visible. Failure to wear and/or properly display the student ID badge may result in a member of the security staff asking the student to leave the building, denying the student admission to the building, or referring the student to the Dean of Student Affairs for appropriate action. If a student ID badge is lost or stolen, the student is required to inform the Office of Student Affairs and arrange for a replacement badge. A fee of \$25.00 will be charged to replace a lost or stolen ID badge.

## Student Email Accounts

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

## Personal Property

Students are responsible for their personal property while matriculated at the medical school. Lockers are provided at no cost. Each student may select one locker that is to be registered with the Dean of Student Affairs. In addition, a bicycle room is available. Students are responsible for their personal property in the lockers and the bicycle room at all times, and they must provide their own locks. No bailment is created in favor of the student by the school's

supply of these amenities. Please note that the lockers themselves, like all other school assets, are College property and therefore no privacy interest in favor of the student is created. The student assumes all risk of property damage of and/or loss to items stored in the lockers and bicycle room, and Touro shall have no liability in connection therewith.

## Lost and Found

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

## Confidentiality of Student Education Records (FERPA)

Refer to the 2019-2021 College Catalog at: <http://tourocom.touro.edu/students/>

## Disciplinary Records

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

## Academic Records

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

## Transcripts

Students can order official copies of their transcripts as follows:

1. Go to <https://help.touro.edu/hc/en-us/articles/222218247-Ordering-Transcripts>
2. Click on this link, which appears in the second line under "Official Transcripts."

All official transcript requests must be cleared by the Bursar before processing. Processing of official transcripts requires 7-10 business days after receiving Bursar clearance, longer during peak periods.

## RUSH Service

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

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

## Viewing and Printing Your Unofficial Transcript from TouroOne:

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

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

## Academic Calendar

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

## Academic Rules and Regulations

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

## General Academic Standards

### Grading and Credit Hours

At the end of each course or rotation, a grade for each student is submitted by the faculty responsible for the instruction. The work of all students in the four years at TouroCOM are reported in terms of the following grade scale:

<b>GRADE</b>	<b>DEFINITION</b>	<b>GRADE VALUE</b>
<i>A</i>	Excellent Performance	4
<i>B</i>	Good Performance	3
<i>C</i>	Satisfactory	2
<i>U/C</i>	Satisfactory with remediation	2
<i>P</i>	Pass	Not calculated in GPA
<i>U/P</i>	Pass with remediation	Not calculated in GPA
<i>U</i>	Unsatisfactory	0
<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)

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.

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

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 Manual, which can be found at: <http://tourocom.touro.edu/students/>

### Definition of Grades

For Graded Courses:

- A: Excellent Performance
- B: Good Performance
- C: Satisfactory
- 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 they may enter clinical rotations, unless authorized by the Dean.
- U/C: Satisfactory with remediation – After an unsatisfactory performance has had successful remediation, a ‘U/C’ will replace the ‘U’ on the transcript (see Remediation section 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).

For Pass/Unsatisfactory Courses:

- P: Pass – A grade of ‘P’ is given to a student who has satisfactorily completed course requirements.
- U: See U definition above.
- U/P: Pass with remediation – 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 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. 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 special circumstances, the Dean may extend the deadline beyond one semester. In such a case, the contract should be revised to reflect the change. Once the student completes the required project, the faculty member determines the final grade for the course and notifies the Registrar by using the standard Change of Grade form.

Courses that receive an "Incomplete" grade will be counted toward the total number of credits attempted, but not earned. The course will not be calculated in the student's term or cumulative GPA until the incomplete grade is resolved. If the "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 college, 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.

## **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": A = 4.000, B = 3.000, C = 2.000, U/C = 2.000, U = 0. Cumulative GPA is calculated by dividing the total number of grade points earned at TouroCOM by the total number of credit hours completed, except for those with the grade of "P" in courses graded on a pass/fail basis. Example: A student receives the following grades and credits:

GRADE	CREDIT HOURS	GRADE VALUE	GRADE POINTS
A	4	X 4.000	= 16.000
B	3	X 3.000	= 9.000
B	4	X 3.000	= 12.000
C	3	X 2.000	= 6.000
U/C	3	X 2.000	= 6.000
Totals	17	--	49.000

Calculated GPA:  $49.000 \div 17 = 2.88$

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.
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. When considering a student for promotion, professional, ethical, and personal conduct will be taken into consideration. Refer to the Touro College [Code of Conduct](#).

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

## Class and Examination Policies

### Class and Examination Schedules

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

### Examination Decorum

Examinations are proctored. Students are expected to maintain appropriate decorum and demeanor at all times that is consistent with accepted academic and professional standards during examinations. The only items allowed during a written exam are the students' laptop computer or tablet, mouse (wired or wireless mouse is permitted), photo ID, and a pen or pencil. Cell phones, smartwatches, iPods, flash drives, external drives, or any other electronic devices are prohibited. Earplugs are permitted during the test but must be shown to a proctor before use and upon



request. Bags of all sorts, including backpacks, laptop sleeves, and purses must be stored outside the examination room before exam check-in. All students are to comply with college examination policy as maintained by the Preclinical Dean's office. Any student observed by a faculty member and/or proctor suspected of or engaging in dishonest acts (as defined elsewhere in this Handbook) during an examination may be subject to immediate removal from the examination room and subject to the provisions of the Academic Integrity Policy, which can be viewed at:

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

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

## Attendance, Tardiness, Absences, and Examinations

The Touro College of Osteopathic Medicine 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, then 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 from responsibility for material covered.

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

### Late Attendance for an Examination

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

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

1. The exam will be taken during the remaining allotted exam time with no penalty.
2. The exam will be rescheduled for a later time with a 10% penalty for an exam covering the same topic.
3. In instances where a student is impacted by a situation outside of 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 of Student Affairs.

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

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

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

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

## Unexcused Absence Policies

The following policy applies only to the components of the curriculum cited here. Students are otherwise required to attend all scheduled exams, lab practicals, OSCEs, and laboratory sessions as detailed in the course syllabi.

For Full-Term classes: A student is allowed two unexcused iClicker/Interactive session/Canvas quiz absences per course per semester without penalty. Unexcused absences are to allow students the opportunity to miss an iClicker/Interactive session/Canvas Quiz 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 iClicker session absence per course without penalty.

Live lecture/Seminar-based classes (i.e., Intro to Cultural Competency and Professionalism and Medical Ethics) will follow the same format as half-term classes.

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.

## 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 formative assessment elements in this success, and our opportunity to track student understanding of content 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 or Dean of Student Affairs to attend the alternative session.

## Loaners and Batteries

iClickers will be distributed to students on the first day of school. TouroCOM does not temporarily lend iClickers to students who have forgotten to bring them to class.

Similarly, it is the student's responsibility to make sure their iClicker batteries have sufficient charge. The IT department does not provide batteries for student use.

## Lost iClickers

Lost iClickers will be replaced at the student's expense (\$50). Payment is made through the following link: [https://secure.touchnet.net/C21513\\_ustores/web/store\\_main.jsp?STOREID=46&SINGLESTORE=true](https://secure.touchnet.net/C21513_ustores/web/store_main.jsp?STOREID=46&SINGLESTORE=true)

All replacement iClickers MUST be purchased through the IT department.

## iClicker Excused Absences

Excused absences for iClicker sessions are authorized ONLY by the 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 **Criteria for Requesting an Excused Absence for Courses, Labs, and Discussion Groups** section above.

## iClicker Unexcused Absences

See policy for Unexcused Absences above.

## iClicker Grading

Student responses as recorded by the iClicker grading system are 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. When this calculation is made, 1-2X the average number of graded questions in a session for the semester will be deducted from the total graded questions. This is to account for the unexcused iClicker absences allowed for each student without penalty, as per the Unexcused Absence Policies above. Sessions that a student has an excused absence for will not be counted. A student's final iClicker grade is capped at 100%. Students should check the course syllabus for the final grade breakdown of each course.

## Inappropriate use of iClickers

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

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

Individuals associated with Touro College or Touro College of Osteopathic Medicine who violate any of the provisions of the Code of Conduct will be subject to disciplinary action at the discretion of Touro College or Touro College of Osteopathic Medicine. Students found to be giving or receiving an iClicker to another student for the purpose of entering responses for credit are in violation of the Academic Integrity Policy (<http://www.touro.edu/students/policies/academic-integrity/index.php>). Violators are subject to dismissal.

## Re-clicking

Discussion sessions that require students to choose an answer a second time (for example, after a 2 min 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 encouraged to check iClicker grades on Canvas weekly and to notify the IT department immediately if there is any perceived discrepancy in grade. When checking grades, please note the following: a dash [-] indicates when a student does not “click in” and, thus, were marked absent. 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 maintain a functional clicker and to ensure that they are actually “clicking in” (Check your batteries, keep extra). A registered response is indicated by a check mark that appears on the iClicker screen after a selection has been made.

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 the Preclinical Dean detailing the exact concern.
2. 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, it is found that grades recorded by iClicker were incorrectly transferred to Canvas;
3. when a student who received an excused absence for an iClicker session from the Dean of Student Affairs mistakenly had a zero recorded for that session.

## Deadline for requesting a review of iClicker grades

There is a firm deadline for reporting concerns with iClicker grades. These dates will be communicated to students during the semester. iClicker grade concerns will not be investigated after the deadline has passed.

## Zoom Policies

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 log-ins will be permitted.
11. Each student must be able to easily and quickly 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.

## Clinical Rotations

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

## Jury Duty

Students may be called to serve on jury duty. If the student wishes, a letter asking for postponement of jury duty may be requested from the Dean of Student Affairs. This letter does not guarantee that jury duty will be postponed; if called for jury duty, the student 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

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

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

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

1. Elected or designated officers of the SGA Executive Board who attend an approved conference or seminar will be reimbursed up to \$1,000 per meeting.

2. Students who 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 Touro College of Osteopathic Medicine; however, they may request an excused absence for classes missed, which may be granted at the discretion of the Dean of Student Affairs.

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

## **Leave of Absence (LOA) and Readmission**

A matriculated student enrolled at Touro who chooses to interrupt their attendance but intends to return and continue their study at Touro must submit to the Office of the Registrar a completed "Leave of Absence (LOA)" request form signed by all parties noted on the form. A LOA should be requested after the semester the student is 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.

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 start of the semester in which they wish 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.

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

### **Maternity Leave**

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



## Military Leave

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

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

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

## Returning from a Leave of Absence

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

## 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 of Students and University Registrar to be granted a retroactive LOA.
2. These circumstances include, but are not limited to, a death in the family, medical reasons, military leave and personal well-being. Appropriate supporting documents must be provided with the petition.

## 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 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 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 College

Students who wish to withdraw from their studies at Touro College 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 official notification is received by the Office of the Registrar.

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

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

### Withdrawal Procedures

A student wishing to withdraw from Touro is required to meet with the Dean of Student Affairs or designee. The student must inform the Dean, in writing, of the decision to voluntarily withdraw and voluntarily relinquish his/her position in the program. An official withdrawal form is available from the 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 (Program Chair or 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.

## 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 College and University System (“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). It is critical that all TouroCOM students who receive financial aid read and understand the [College’s SAP policy](#).

## 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 on all academic courses and core rotations achieving a cumulative GPA of 2.0 or higher, has no outstanding grade that is incomplete, and has a passing grade for all core clinical rotations.
4. The student has passed Level 1 and Level 2 (both CE and PE) of the COMLEX-USA examinations of the NBOME.
5. The student has performed and behaved in a manner which is ethical, professional, and consistent with the practice of osteopathic medicine.
6. The student has complied with all of the financial requirements associated with matriculation at Touro College of Osteopathic Medicine.
7. The student attends the graduation ceremony IN PERSON, unless special permission has been granted by the Dean of TouroCOM, which will only be granted where satisfactory evidence of medical or another emergency has been provided.
8. The student is at least 21 years of age.

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

## 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 College.

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

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

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 Touro College of Osteopathic Medicine 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 College'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 day policies can be found here:

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

## 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 in their completion process/to 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://touroone.touro.edu/cas/login>
- 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](mailto: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. 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 of Student Affairs and the faculty member presenting the class. Students wishing to bring a visitor to any campus building must arrange in advance for a special visitor's pass, which may be obtained from the Office of Student Affairs. No visitors are permitted in the anatomy lab without the permission of the Anatomy Faculty or Dean of Student Affairs.

## National Board for Osteopathic Medical Examiners (NBOME)

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

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

The NBOME requires the Dean to authorize students in good standing to sit for the COMLEX-USA Level 1 and Level 2 (CE and PE) examinations. The specific examination dates are listed on the NBOME website. The NBOME scores all examinations and provides the results to both the student and Touro. The grading process may take six to eight

weeks following an examination. At various times, students will be asked to submit official transcripts of their NBOME scores when applying for postgraduate training, licensure, and job opportunities.

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

To be authorized by the Preclinical Dean to schedule a date for the COMLEX-USA Level 1 exam, the student must achieve a satisfactory score or greater (threshold score) on the Comprehensive Osteopathic Medical Self-Assessment Examination (COMSAE) and must otherwise be in good standing. The threshold score is set by the Preclinical Dean and approved by the Dean.

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

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

### Important COMLEX-USA Level 1 Dates:

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

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

Historical performance of the TouroCOM NY campuses on the NBOME exams may be accessed at the following link: <https://tourocom.touro.edu/about-us/outcomes/>

## Student Promotions Committee (SPC)

The Student Promotions Committee (SPC) is the official faculty committee appointed by the Dean on each campus (Harlem and Middletown) that is charged with assessing the progress of each student throughout all four academic years. Students who attain satisfactory academic and professional progress are recommended by the SPC to the Campus Dean for promotion to the next academic year.

Students who are presented to SPC are evaluated based upon academic performance and any failures to adhere to the Touro College [Code of Conduct](#). After a thorough review of a student's performance, which may include an interview with the student, faculty, or administrator(s), the SPC recommends an action to either the student and/or the Dean. Actions can include, but are not limited to: Placement or Removal from Provisional Academic Status, Remediation, or Dismissal from School.

Upon completion of all graduation requirements (see section 'Graduation Requirements' of this document 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, Clinical Dean, and/or Dean of Student Affairs. It is possible that, because of the risk of failure, the Preclinical Dean, Clinical Dean, and/or 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/Professional Status

### Definition of Provisional Academic/Professional Status

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

1. A student receives a 'U' grade in any course or core clinical rotation.
2. A student is repeating an academic year (unless stipulated in an MOU with the Dean).
3. A student is in violation of the Touro College Code of Conduct.

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/Professional Status

A student on Provisional Academic/Professional 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, Clinical Dean, or the Dean of Student Affairs.

1. When a student is placed on Provisional Academic/Professional Status, it is noted in the student's file. The student's file is securely kept with the Office of the 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/Professional Status, or on probation), this also is noted in the student's file. Provisional Academic/Professional Status is not noted on transcripts.
2. When a student is placed on Provisional Academic/Professional 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/Professional Status has been satisfied and will recommend to the Dean that Provisional Academic/Professional Status be rescinded.
3. A student on Provisional Academic/Professional 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/Professional Status is advised to meet with their faculty advisor at least once a month. A third- or fourth-year student on Provisional Academic/Professional Status is advised to contact the Clinical Dean at least once a month.
5. The student will remain on Provisional Academic/Professional 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/Professional Status with a core clinical rotation grade of 'U' have remediated the rotation successfully.
  - c. When the SPC ascertains that the Provisional Academic/Professional Status has been resolved/satisfied.

In some cases, and with the approval of the Dean, a student may be allowed to repeat a preclinical or clinical semester(s). Upon a satisfactory completion of a repeated preclinical or clinical course of study, the Registrar will be notified by the Dean's Office as to the special permission granted to the student. The Registrar will remove all credits from the semester(s) for which the student is allowed to repeat. The grades, sans credit, will appear on the transcript.

A student must graduate within six years (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/Professional 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 Campus 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.

In the event that 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 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 of Student Affairs and with the Registrar in the student's eFile.

## Remediation

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

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 instructor, system coordinator, or appropriate dean. The SPC, after such consultation, may recommend to the Dean that the student shall be directed to comply with one of the following 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 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 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, the College 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 for dismissal by the SPC to the Dean.

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 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 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 Dean at the time of the initial decision.
3. A procedural error occurred.

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

1. The hearing will be open to the student and appointed Hearing Committee and other College Administrators as deemed necessary or appropriate by the Hearing Committee; it is closed to all other individuals. The Committee may hear testimony from the student and, in its discretion, others. It may, at its discretion, review documentation related to the claim. A quorum (more than half) of this Committee must be present, either in person or via telephone or video conference, in order to conduct official business and render a decision.
2. All decisions shall be made by majority vote, of which the mechanism is to be determined by Committee membership.
3. The student has the right to appear in person before the Committee in order to present 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 Dean will notify the student of the appeal decision within 10 business days. The decision of the Dean shall be final and binding and not subject to further appeal.

## **Alternative Dispute Resolution**

Touro College's Alternative Dispute Resolution ("ADR") policy was created with the intention of providing a program for the quick, fair and accessible resolution of Disputes (see definition below) between Touro College, and Touro



College's current and former students (as well as applicants) related to or arising out of a current, former or potential academic relationship with Touro College. The policy is intended to provide an exclusive mechanism for the final and binding resolution of all Disputes that cannot otherwise be resolved internally through the academic and disciplinary methods described elsewhere in this Catalog.

A student's acceptance, registration, enrollment, matriculation and/or petition for graduation and matriculation at Touro College acts as his or her consideration and consent to these terms. Students agree that he or she will pay for their own fees and expenses related to or arising out of the ADR.

All Disputes (as defined below) between Touro College, on the one hand, and any current or former student or applicant on the other, which cannot be resolved internally, 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"). The parties shall select the mediator jointly, or if they cannot agree, the ADR Organization will provide a list of mediators from which one shall be selected pursuant to the ADR Organization's rules or other procedure mutually agreed upon. If upon completion of mediation all or any part of the Dispute is still unresolved, the remaining Dispute shall be submitted to final and binding arbitration as set forth 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 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. "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 College; any other matter related to or concerning the relationship between the student and Touro College including, by way of example and without limitation, allegations of: discrimination 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, New York State Human Rights Law, New York City Human Rights Law, or any other federal, state or local civil, Family Educational Rights and Privacy Act of 1974 (FERPA), Campus Sex Crimes Prevention Act, Title VI or Title IX of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, as amended, as well as any other law related to students, not-for-profits and higher educational institutions. Disputes do not include collections actions of tuition or other fees payable by the student and owed to Touro College.

### **ADR Procedures**

To initiate ADR, the Touro College 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 College 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 College and the ADR Organization 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, Touro College shall file the ADR demand with the appropriate office of the ADR Organization. The parties then shall engage in mediation, and to the extent any Dispute remains thereafter; the Dispute will be referred to final and binding arbitration.

The 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. 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.

## **Failure-to-Educate and Liability Disclaimer**

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

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

## **Academic Integrity Policy**

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

## **American Osteopathic Association (AOA) Code of Ethics**

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

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

## **Touro College 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 College Code of Conduct and will result in disciplinary sanction:

1. Theft of, or damage to, College records and property, caused by intentional, negligent or irresponsible conduct;
2. Unauthorized use of any College 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 College functions or which physically obstructs or threatens to obstruct or restrain members of the college community;
4. The physical or sexual abuse or harassment of any member of the college 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 College (such incidents must also be reported to the Chief Security Officer);
6. Disorderly, disruptive or abusive conduct in the classroom or on College premises;
  7. Refusal to follow the directives of College officials acting in performance of their duties;
  8. Impersonating college faculty, College officials, or college staff;
  9. Forging signatures or other information on registration forms, financial aid forms or any other College 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 College's computer system;
  11. Unauthorized sale, distribution or consumption of alcoholic beverages on College premises;
  12. Distribution, purchase or possession of barbiturates, amphetamines, marijuana, hallucinogens, opiates, or any other addictive or illegal drugs or paraphernalia on College premises;
  13. Gambling in any form on College premises;
  14. Possession, distribution or sale of weapons, incendiary devices, or explosives on College 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 College community, including, without limitation, racist, ethnic, or sexist remarks or references regarding any member or group of the College community;
  18. Any abusive conduct or harassment directed at an individual or group of individuals in the College 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 College or to present proper identification upon entering the college 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 College;
  21. Aiding or abetting any conduct prohibited by this College Code;
  22. Conviction of a felony crime while enrolled at the College;
  23. Intentionally filing a false complaint under this College 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 College. Student organizations violating the above regulations may be penalized by having their charter revoked. Furthermore, disciplinary sanctions may also be imposed against the officers and members of student organizations at the discretion of Touro College.

### **Touro College Social Media Policy**

Touro College policies apply to students' online conduct. College staff members do not "police" online social networks and the College is firmly committed to the principle of free speech. However, when the College 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 College has the right to discipline students for misconduct or lack of professionalism wherever it occurs, including online.

Individuals who violate any of the provisions of the Code of Conduct are subject to disciplinary action at the discretion of Touro College. Student organizations violating the above regulations may be penalized by having their

charter revoked. Furthermore, disciplinary sanctions may also be imposed against the officers and members of student organizations at the discretion of Touro College.

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

## Additional Conduct Violations

The following acts are considered to be violations of acceptable student professional conduct for which disciplinary action may be taken as provided. Please refer to the **Academic Integrity Policy** section of this Handbook for details and additional conduct violations.

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

## Adjudication of College 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 College 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 Affairs Committee for a disciplinary hearing;
- dismiss the charges.

## Disciplinary Hearings

The Dean of Student Affairs may institute disciplinary proceedings by referring a matter to a Student Affairs Committee within fourteen (14) school days of notification of the alleged infraction. Once referred to the Student Affairs Committee a hearing must be commenced within twenty-one (21) school days unless a disciplinary hearing date is adjourned for good cause. Once a disciplinary hearing is commenced it must be completed within ten (10) school days.

## Sanctions

After a hearing, the Student Affairs Committee may take one or more of the following actions:

1. **Dismiss the Charges:** After reviewing all relevant information, evidence and record materials, the Student Affairs 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 college in any capacity. Further violations while on probationary status will result in suspension or expulsion from the college. 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 College 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 college 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 Affairs Committee for reenrollment.
  - f. **Expulsion** – This is termination of the student's enrolled status at the college. A student who has been expelled from the college 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 Affairs Committee may impose the following sanctions in addition to those listed above:
  - a. A **fine** of to be paid to the college, in addition to restitution.
  - b. **Service to the College 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 Affairs 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 the President.
5. **Other Sanctions** – The Student Affairs Committee may impose other sanctions that it deems appropriate and fair.

## Appeals of Disciplinary Sanctions Imposed for Code of Conduct Violations

Any disciplinary action taken by the Academic Dean for a violation of the Code of Conduct may be appealed by filing a written appeal with the Student Affairs Committee within ten (10) school days. The Student Affairs Committee will set a date for a hearing within fourteen (14) school days of receipt of the student's written appeal. The Student Affairs Committee may overturn the decision of the Academic Dean only if it was clearly erroneous, arbitrary or capricious. The burden of proof is on the student to demonstrate that the decision of the Academic Dean was clearly erroneous, arbitrary or capricious.

The Student Affairs Committee will respond to the appealing individual, in writing, within thirty (30) school days of receipt of the written appeal.

In cases in which the disciplinary sanction was initially imposed by the Student Affairs Committee, the student may file a written appeal with the Academic Dean within ten (10) school days of the committee's decision. The Academic 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 overturn the decision of the Student Affairs Committee only if it determines that the committee's action was clearly erroneous, arbitrary or capricious.

## Protocols for Disciplinary Hearings

Hearings conducted by committees designated as representatives of the Academic Dean, the Student Affairs 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.

## 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, 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 are reviewed by the Student Promotions Committee and may be grounds for dismissal.

## Standards of Classroom Behavior

The faculty has primary responsibility for managing the classroom. Students who create a disruption in the classroom may be directed by the professor to leave the class for the remainder of the class session. Behaviors defined as disruptive include speaking persistently without being recognized; using a cell phone and/or text messaging device in class; eating, drinking, or smoking in the classroom; interfering with the class by entering or leaving the room without authorization; carrying on private conversations; and refusing to follow the directions of

the course professor. Students are strictly forbidden to bring pets or other animals into any facilities of the college, unless they have obtained specific authorization in advance from the dean of their division/school.

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

## Acceptable Use Policy for Information Technology

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 be certifying that he/she has read and will comply with the AUP.

Students are urged to read the complete policy, which can be seen at [touro.app.box.com/v/AcceptableUsePolicy](http://touro.app.box.com/v/AcceptableUsePolicy).

## Internet Services and User-Generated Content Policy

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

Students are urged to read the entire policy at [touro.app.box.com/v/InternetService-UserGenContent](http://touro.app.box.com/v/InternetService-UserGenContent).

## 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. Responsible drinking of beverages is permitted in lecture halls, classrooms and auditoriums **only** in spill proof/breakproof containers. 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 held responsible** for maintaining and leaving a clean environment. Student violators will be referred to the Dean of Student Affairs for disciplinary action.

## Policy on Drugs & Controlled Substances

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

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



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

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

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

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

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

Students are urged to view pages 26-28 in the Annual Security and Fire Report at:

<https://www.touro.edu/departments/campus-security/clery-reports/TOUROCOLLEGE-2019ASR-print.pdf>

## **Anti-Hazing Policy**

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

## **Smoke-Free Policy Statement**

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

## **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.

## **Touro Policy on Bias-Related Crimes**

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



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

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

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

A hate crime conviction may also subject the offender to monetary penalties pursuant to the Law of their state. Any incident or attempt to commit a hate crime should be reported to Campus the Security Director, Lydia Perez at 500 7th Avenue, 4th Floor, New York, NY 10018; phone number (646) 565-6134; or by calling 1-88-Touro-911 (1-888-687-6911); or your Campus Security Department in your state.

Reported incidents of hate crimes and attempts to commit hate crimes will be referred to the NYPD and/or other Law Enforcement Agencies for further investigation and legal action. Touro treats all hate crimes as serious offenses that need to be prosecuted with the full force of the legal system.

## **Policy on Title IX and Sexual Misconduct**

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

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

## Title IX 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  
500 Seventh Avenue, 4th Floor  
New York, NY 10018  
Phone: 646-565-6000 x55667  
Email: [matthew.lieberman@touro.edu](mailto: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.

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](mailto:compliance@touro.edu)

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

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

Touro College of Osteopathic Medicine 2020-2021 Student Handbook

<https://www.touro.edu/departments/campus-security/clery-reports/TOUROCOLLEGE-2019ASR-print.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:

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

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

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

## **Touro College Campus Security Policies**

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

## Student Grievances

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

This student complaint procedure is available to 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 College 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 College-wide director or supervisor of the administrative unit in question, or their designee. Prior to filing the formal complaint, the student should attempt to remedy the situation via an informal mediation. 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 College Student Grievance Policy at <https://www.touro.edu/students/policies/student-grievances-policy/>.

## Commission on Osteopathic College Accreditation Compliance

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