

## **IMPORTANT NOTICE**

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

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

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

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

Registration and matriculation at Touro after the issuance of this Handbook is consideration for and constitutes a student's knowing acceptance of the binding Alternative Dispute Resolution ("ADR") mechanisms including binding arbitration contained herein. Thus, any dispute, claim or controversy arising out of or related to your application, registration, matriculation, graduation or other separation from Touro and/or this Handbook, which is not resolved through Touro's internal mechanism shall be exclusively resolved through final and binding expedited arbitration conducted solely before the American Arbitration Association ("AAA"), or any successor in interest, in accordance with the AAA Rules then in effect. The location of the arbitration shall be at a convenient office on a Touro campus where the student is (or was last) affiliated. See "Arbitration of Disputes" provision for a more elaborate treatment.

**TOURO COLLEGE**

**SCHOOL OF HEALTH SCIENCES**

**STUDENT HANDBOOK**

**EFFECTIVE – FALL 2017 SEMESTER**

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## INTRODUCTION

The Handbook is intended to be a guide to students, informing them of their rights and responsibilities as well as institutional policies and procedures. It does not constitute a contract and therefore the College reserves the right to make changes at any time without prior notice. This edition replaces and supersedes all prior editions.

Students are responsible for knowing and observing all regulations which may affect their status at the College. For this reason, they are expected to acquaint themselves with the contents of this Handbook and to read regularly the notices posted on the Touro website.

In addition, individual programs within the School of Health Sciences may have their own handbooks outlining the policies and procedures which apply specifically to students in those programs. In such cases, the student is responsible for knowing both the school-wide and program policies.

## ABOUT THE TOURO COLLEGE AND UNIVERSITY SYSTEM

Touro is a system of non-profit institutions of higher and professional education. Touro College was chartered in 1970 primarily to enrich the Jewish heritage, and to serve the larger American and global community. Approximately 18,000 students are currently enrolled in its various schools and divisions. Touro College has 30 campuses and locations in New York, California, Nevada, Berlin, Jerusalem, and Moscow. New York Medical College; Touro University California and its Nevada branch campus; Touro University Worldwide and its Touro College Los Angeles division; as well as Hebrew Theological College in Skokie, Ill. are separately accredited institutions within the Touro College and University System. For further information on Touro College, please go to: <http://www.touro.edu/news/>.

## POLICY OF NON-DISCRIMINATION

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

Inquiries or complaints concerning the non-discrimination policies should be sent to Elan Baram, 500 7<sup>th</sup> Avenue, 4<sup>th</sup> Floor, New York, NY 10018. [Elan.Baram@touro.edu](mailto:Elan.Baram@touro.edu) 646-565-6000, ext. 55636) or, alternatively, to the Chief Compliance Officer at [compliance@touro.edu](mailto:compliance@touro.edu) and 646-565-6000, ext. 55330.

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

## ACCREDITATION

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

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

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

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

The professional programs of the School of Health Sciences are accredited as follows:

- The Physician Assistant Program is accredited by the Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA), 12000 Findley Road, Suite 150, Johns Creek, GA 30097, 770-476-1224, <http://www.arc-pa.org>.
- The Physical Therapy Program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314, 703-706-3245, <http://www.capteonline.org>.
- The Occupational Therapy Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20814-3425, 301-652-2682, <http://www.acoteonline.org>.
- The Master's Program in Speech-Language Pathology is accredited by the Council on Academic Accreditation of the American Speech-Language-Hearing Association (ASHA), 2200 Research Boulevard, Rockville, MD 20850-3289, 301-296-5700, <http://www.asha.org>.
- The Nursing Program's BS, dual-degree AAS/BS, and RN-BS programs are accredited by the Commission on Collegiate Nursing Education (CCNE), One Dupont Circle NW, Washington DC 20036-1120 (Tel: 202-887-6791). <http://www.aacn.nche.edu/ccne-accreditation>.

## **ABOUT THE SCHOOL OF HEALTH SCIENCES**

The Touro College School of Health Sciences was developed as the Division of Health Sciences in 1972, consolidated into a single school in 1986, and incorporated into the Division of Graduate Studies in 2007. The School has shown steady growth, innovation, and excellence over the years, and has established a number of campuses in the New York area, offering a variety of Associate's, Bachelor's, Master's, and doctoral-level degree programs in the health professions: AAS, AAS/BS, BS, and RN to BS in Nursing, BS/MS in Occupational Therapy, Doctor of Physical Therapy, Orthopedic Physical Therapy Residency, BS/MS in Physician Assistant Studies, MS in Speech-Language Pathology, MS in Industrial-Organizational Psychology, MS in School Psychology, MS in Clinical Mental Health Counseling and an Advanced Certificate Program in Behavior Analysis. Through its Undergraduate Studies Department, the school grants baccalaureate degrees in biology, psychology and health sciences.

### **VISION, MISSION AND GOALS**

#### **VISION STATEMENT**

The vision of the School of Health Sciences is to become one of the leading contributors to the health and well-being of the people of New York and the surrounding region. Through leadership in health programs, clinical education, research and scholarship by faculty and students, the School also endeavors to make outstanding contributions to the body of knowledge of the health professions and the community.

#### **MISSION STATEMENT**

The School of Health Sciences is an integral part of the Graduate Division of Touro College and shares the College's mission to support the Jewish community, as well as to serve the general community in keeping with the historic Judaic commitment to intellectual inquiry, social justice and service to society.

The School of Health Sciences was established to embody the universal aspect of the College's mission by offering professional and graduate programs in the medical and health sciences. The School emphasizes academic achievement within a supportive and caring learning environment.

The mission of the School of Health Sciences is to provide programs in a broad range of health professions and undergraduate studies and to produce graduates who will have a significant influence on the health of their communities. The academic mission of the School of Health Sciences is characterized by the pursuit of academic rigor and integrity, excellence in instruction, intellectual accomplishment, scholarship and service to communities.

## **GOALS OF THE SCHOOL OF HEALTH SCIENCES**

The programs offered at the School of Health Sciences reflect the stated goals of Touro College in that they:

- promote academic and clinical excellence in the health sciences
- foster ethical values and humanistic ideals of service
- foster critical thinking and analytical competencies
- foster effective communication
- foster leadership skills
- promote lifelong learning and scholarly contributions through the development of information literacy and research skills
- produce graduates who will contribute to the betterment of society through health promotion, disease prevention and the healing arts.

## **ADMINISTRATIVE AND ACADEMIC FACILITIES**

### **BAY SHORE CAMPUS**

The main campus of the School of Health Sciences is situated on a ten-acre site in Bay Shore, Long Island. The campus entrance at Fourth Avenue is just off Union Boulevard. Ample parking is available. The Bay Shore station of the Long Island Railroad is diagonally across the street from the campus. The mailing address of the campus is:

Touro College  
School of Health Sciences  
1700 Union Boulevard  
Bay Shore, NY 11706  
(631) 665-1600

The Office of the Dean is located on the first floor along with the library, dining room, student lounge and recreation center, computer laboratories, and auditorium. The Offices of Admissions, Financial Aid and the Registrar are located on the first floor. Departmental and program offices, classrooms, and the biology and chemistry laboratories are located on the second and third floors. Also located on the third floor is the Office of the Director of Student Affairs, as well as the Applied Bioscience Research laboratory and the cadaver laboratory.

The Bay Shore campus houses programs in Occupational Therapy, Physical Therapy, and Physician Assistant Studies, as well as the Undergraduate Studies Department.

The hours for the Bay Shore campus building are as follows, unless otherwise posted by the Dean.

Monday – Thursday	7:30 AM to 10:00 PM
Friday	7:30 AM to 3:00 PM
Saturday	Closed
Sunday	8:00 AM to 4:00 PM

The building is closed at 3:00 PM on Fridays and all day on Saturday. On certain Fridays in the winter, the building closes earlier. Notifications regarding specific dates and times will be posted. In addition, the School is closed on various holidays and during vacation periods. These dates, and any exceptions to the times listed above, are provided by the Office of the Dean to each program office. Schedule announcements are posted on bulletin boards throughout the School as soon as they are issued.

**Please note:** The parking lot is closed and locked shortly after the building closes.

### **Library**

The Health Sciences Library, located on the first floor, serves the teaching and research needs of the faculty, staff, and students. The library collections consist of over 14,000 volumes, and subscriptions to 48 periodicals. Access is provided to over 310,000 e-books and over 64,000 e-journals. The texts, references, and journals cover the fields of basic science in medicine, pre-clinical medicine, and related specializations, with concentrations supporting the instructional programs for Physician Assistant, Physical Therapy, and Occupational Therapy. (Further information about the libraries may be found online at <http://www.tourolib.org>.)

### **Anatomy Laboratory**

The cadaver laboratory, located on the third floor, provides adequate room and resources for the study of human anatomy. The lab has twenty dissection tables with the appropriate equipment available for dissections. There are skeletons, anatomical models, and X-ray boxes to enhance laboratory instruction. The lab is air-conditioned and equipped with air purifiers for the safety and comfort of students.

### **Biology Laboratory**

The Biology laboratory is a multipurpose facility located on the second floor. It comfortably accommodates sixteen students and utilizes state-of-the-art equipment for instruction in undergraduate biology courses. There are numerous models and skeletons that coordinate with the various animal dissections that are conducted, and also an extensive inventory of microscope slides for the examination of embryological development, human tissues and unicellular organisms. A high-speed centrifuge and thermal cycler allow for the extraction and amplification of DNA for investigations that include DNA fingerprinting and the analysis of products derived from genetically modified organisms. The lab is used to teach a multitude of course topics, including anatomy and physiology, genetics, cellular and molecular biology, and microbiology.

### **Chemistry Laboratory**

The Chemistry laboratory is the dedicated area for all chemistry and physics experiments. A full complement of glassware and common laboratory equipment (centrifuges, electronic top loading balances, mel-temp machines, and spectrophotometers) are available for students in all General Chemistry and Organic Chemistry laboratory classes. A Buchi rotary evaporator and Nicolet infrared spectrophotometer are utilized in the Organic Chemistry courses. The lab is equipped with safety equipment and cabinets dedicated to the storage of chemical reagents,

fume/exhaust hoods that provide storage for organic reagents, a refrigerator/freezer used exclusively for biological preparations, and a safety goggle sanitizer cabinet.

### **Research laboratories**

Two laboratories are currently dedicated solely to faculty and student research. The third floor laboratory is equipped for routine cell culture with an incubator, biosafety cabinet, and inverted microscope as well as for protein and nucleic acid analysis with a micro centrifuge, spectrophotometer, Western blotting apparatus, PCR thermocycler, and several DNA and protein gel electrophoresis tanks. This laboratory is also equipped for tissue specimen preparation with a cryostat. The second floor laboratory is mostly used for bacterial culture and contains a heated shaker and materials for plasmid DNA isolation. Between these two labs there is 4°, -20°, and -80° Celsius storage.

### **Computer Laboratories**

Located on the first and second floors, the School's computer laboratories provide computer support for students and allow for computer-assisted instruction. These laboratories are equipped with workstations, printers, and PCs that are connected by a Local Area Network, and provide Internet access through the Touro College Wide Area Network. Technical assistants are available to students during the laboratories' hours of operation. The student technology fee helps to keep all equipment up to date.

As part of a three-tiered eco-friendly initiative designed to encourage students to submit their work electronically, there is a nominal charge of \$.05 per page imposed for printing.

In some programs, tablet computers are distributed to incoming students and are required for educational purposes.

### **Accessibility**

In general, the School of Health Sciences building contains no architectural barriers for the physically challenged (also see "Students with Disabilities"). Handicap parking spaces are located on the east side of the building, where there is an additional building entrance. Should you need additional assistance, please contact the Director of Student Affairs at 631-665-1600 x6334.

### **Parking at the Bay Shore Campus**

Students access the parking lot by using their ID cards. All students who wish to park in the parking lot, regardless of matriculation status, must purchase a parking sticker prior to the start of the fall semester. A fee of \$35 is payable via check or money order at the security desk in the North Lobby. This permit is good for one academic year.

Students who begin classes during the summer semester are issued a temporary permit pass to display on the dashboard. During our fall vehicle registration period, students who were given temporary parking permits exchange them for parking stickers.

Disabled cars must be reported to the gatehouse attendant, who will record the driver's name and program.

Students may only park in the parking lot during hours that the building is open. Overnight parking is not permitted at the Bay Shore campus; vehicles remaining in the lot after closing may be towed at the driver's expense.

### **Lockers**

Lockers are available. To request a locker, choose an unoccupied unit in the locker rooms on the third floor or the hallways outside the cafeteria on the first floor and go to [https://docs.google.com/forms/d/1xKminV7XQ728Mzlw7MfUc0Ik0rs\\_8Gz\\_iJ93634aBl4/viewform](https://docs.google.com/forms/d/1xKminV7XQ728Mzlw7MfUc0Ik0rs_8Gz_iJ93634aBl4/viewform) to request that locker. If you experience a problem with the online request process, please email [steven.arcuri@touro.edu](mailto:steven.arcuri@touro.edu)

Students are responsible for providing their own locks. Multiple times a year, students are asked to remove all items so lockers can be sanitized. Generally, department chairpersons are responsible for informing their students that one of these times has been scheduled. Students should also watch for fliers and other forms of notification.

### **MANHATTAN CAMPUSES**

The School of Health Sciences in Manhattan, with the exception of the Physician Assistant Program and the Department of Behavioral Science, is located at Touro's Main Campus, 27-33 West 23<sup>rd</sup> Street, near the intersection of Fifth Avenue and Broadway, in the historic Flatiron District. There are abundant restaurants, shops, and transportation in the area. Stations for the subway (F, M, R, and W lines) and New Jersey PATH trains are located within a block of the College. Nearby buses run uptown, downtown and crosstown. Public parking lots are located on the north side of 23<sup>rd</sup> Street and on surrounding blocks.

The Manhattan Main Campus houses the programs in Environmental Science, Occupational Therapy, and Physical Therapy.

The Department of Behavioral Science, which includes the MS in Industrial-Organizational Psychology, MS in School Psychology, MS in Clinical Mental Health Counseling programs, and an Advanced Certificate Program in Behavior Analysis, is located in downtown Manhattan at 65 Broadway. There are ample public transportation options nearby, including the 4, 5 (Wall Street stop), R, W, 1 (Rector Street stop), and J, Z (Broad Street) subway lines, as well as several buses.

The Manhattan Physician Assistant Program is located in midtown Manhattan at 218-232 West 40th Street, near Times Square and the Theater District. The campus is within walking distance of many New York City landmarks, like the Empire State Building and Grand Central Station. There are abundant restaurants, attractions, shops and transportation options in the area. The campus is accessible from the nearby Port Authority Bus Terminal and the Times Square subway station (1, 2, 3, 7, A, C, E, N, Q, R, W, and Shuttle lines.) Public parking lots are located on the south side of 40th Street and on surrounding blocks.

The buildings are fully accessible to the handicapped. Elevator and ground-level access is available for students with mobility impairment.

The hours for the Manhattan campus locations are as follows:

**27-33 West 23rd Street**

Monday – Thursday	8:30 AM to 9:30 PM
Friday	8:30 AM to 2:00 PM
Saturday	Closed
Sunday	8:30 AM to 4:00 PM

**65 Broadway**

Monday – Thursday	9:00 AM to 9:00 PM
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**218-232 West 40<sup>th</sup> Street**

Monday – Thursday	9:00 AM to 9:00 PM
Friday	9:00 AM to 3:00 PM
Sunday	9:00 AM to 5:00 PM

The Office of the Dean is located on the 6<sup>th</sup> floor of 27 West 23<sup>rd</sup> Street.

**Library**

Touro College’s main library is located on the 5th floor of 43 West 23rd Street, just down the street from the main campus building, and is connected by interlibrary loan and computer referencing to Touro libraries at several satellite sites throughout the metropolitan area, including the Health Science Library at Bay Shore. The library serves the teaching, reference, and research needs of faculty, students, and staff of the various schools of the College. It has more than 10,000 books and media items and 31 current periodicals on pre-clinical and clinical medicine, occupational therapy, physical therapy and physician assistant studies. (Further information about the libraries may be found online at <https://www.tourolib.org> ).

**Computer Laboratories**

Computer laboratories are located in the basement and on the 3<sup>rd</sup>, 5<sup>th</sup> and 6<sup>th</sup> floors of the Manhattan campus building at 27-33 West 23rd Street. These laboratories, which are available to all registered Touro College students, are equipped with workstations, printers, and PCs that are connected by a Local Area Network, and provide Internet access through the Touro College Wide Area Network.

In addition, a computer laboratory is located on the 4th floor of the Manhattan campus building at 218-232 West 40th Street. This computer lab is available for student use, testing and class sessions. The laboratory is equipped with 35 PC workstations and printers that are connected by a Local Area Network, and provide Internet access through the Touro College Wide Area Network. Technical assistants are available to students during the laboratories’ hours of operation.

Another fully-equipped laboratory is located on the 2<sup>nd</sup> floor of 65 Broadway.

## **BROOKLYN CAMPUSES**

The School of Health Sciences in Brooklyn is located at 902 Quentin Road (corner of East 9<sup>th</sup> Street) in the Midwood section, a residential neighborhood. The subway and numerous bus routes are located a short walk from the facility. This section of Brooklyn is home to many fine restaurants, including a variety of kosher restaurants.

The Brooklyn Campus houses programs in Speech-Language Pathology and Nursing.

The facility is fully accessible to the physically challenged. Elevator and ground-level access is available for students with mobility impairments.

### **Parking**

Off-street parking and metered parking are available in the vicinity of the facility.

### **Library**

For Brooklyn programs, the main library is located at 946 Kings Highway in Midwood. This library currently houses Speech Pathology and Nursing material, including 2,200 books and multi-media items, 24 current periodical subscriptions, and videotapes specifically related to Speech Pathology and Nursing. There is a library room with computers linked to the Flatbush campus of the Lander Colleges at Avenue J and East 16th Street, which houses over 5,000 E-Journals, 50,000 E-Books, and 17,400 books in its reference, reserve and circulating collections. This enables students to access all library material available. The Kings Highway library is supervised by a librarian and is open Monday through Thursday 9 AM to 9 PM, and Sunday 9 AM to 5 PM. (Further information about the libraries may be found online at <https://www.tourolib.org>).

### **Computer Laboratories**

Touro College maintains several computer laboratories at the Flatbush campus, the Touro Computer Center on Kings Highway, and other Brooklyn sites. These laboratories are equipped with workstations, printers, and PCs that are connected by a Local Area Network, and provide Internet access through the Touro College Wide Area Network. Technical assistants are available to students during the laboratories' hours of operation. A computer lab for the Nursing programs, with 35 computers, is located on the 3rd floor of 902 Quentin Road. The Speech Pathology program maintains computer labs on the 4<sup>th</sup> and 5<sup>th</sup> floors of that building, with a total of 19 computers.

**Clinic**

The Quentin Road building also houses a Speech and Hearing Center on the 5<sup>th</sup> floor. This clinic provides services to children and adults with various speech, language, and hearing disorders including hearing testing and hearing aid fitting. Student interns are closely supervised by certified faculty members.

**Nursing Skills Laboratories**

Nursing skills laboratories are the focal point of the Department of Nursing. Up-to-date equipment is utilized to ensure students' success in achievement of course objectives.

**WINTHROP UNIVERSITY HOSPITAL EXTENSION CENTER**

The office of the Physician Assistant Program Winthrop Hospital Extension Center is located at:  
288 Old Country Road  
Mineola, NY 11501

Contact (631) 665-1600 ext. 6203 or 6248 at the Bay Shore campus

**Winthrop Campus Office Hours**

Monday 9AM to 5:30PM  
Tuesday 9AM to 5:30PM  
Friday 9AM to 2PM

**Bay Shore Campus Office Hours**

Wednesday 7:30 AM to 10:00 PM  
Thursday 7:30 AM to 10:00 PM

**Cafeteria**

A coffee shop is located on the first floor at the main entrance to Winthrop University Hospital and a cafeteria is located on the premises. In addition, there are many dining establishments in the surrounding area.

**Library**

A medical library is located on the grounds of Winthrop Hospital which is available to Touro College Physician Assistant students. The library has electronic and standard texts and journals as a part of its database. Additionally, Internet access provides students with enhanced medical research capabilities. Further information about the libraries may be found online at <https://www.tourolib.org> ).

**Parking**

At Winthrop, hospital-based parking is available to students. Off-street parking and meter parking is also available.

2017-2018 SHS HOLIDAY SCHEDULE			
DATE	HOLIDAY	CLASSES	BUILDING
Tuesday July 4	Independence Day	No	Closed
Tuesday July 11	Fast of Tammuz*	Until 5:00	Open
Monday July 31	Tisha B'Av Eve*	Yes	Open
Tuesday August 1	Tish B'Av	No	Open
Wednesday August 2	Day After Tish B'Av**	Yes	Open
Monday September 4	Labor Day	No	Closed
Wednesday September 20	Rosh Hashanah Eve*	Yes to 12:00	Close at 2:30
Thursday September 21	Rosh Hashanah	No	Closed
Friday September 22	Rosh Hashanah	No	Closed
Sunday September 24	Fast of Gedalia**	Yes	Open
Friday September 29	Yom Kippur Eve*	Yes to 12:00	Close at 12:30
Saturday September 30	Yom Kippur	No	Closed
Sunday October 1	Day after Yom Kippur**	Yes	Open
Wednesday October 4	Sukkot Eve*	Yes to 12:00	Close at 12:30
Thurs & Fri October 5 & 6	Sukkot	No	Closed
Sat – Tues Oct 7-10	Middle Days of Sukkot*	Yes	Open
Wednesday October 11	Hoshana Rabba*	Yes to 12:00	Close at 2:30
Thursday October 12	Shmini Atzeret	No	Closed
Friday October 13	Simchat Torah	No	Closed
Wednesday November 22	Thanksgiving Eve	Yes to 5:00	Close at 5:30
Thursday November 23	Thanksgiving	No	Closed
Friday November 24	Thanksgiving	No	Closed
Thursday December 28	10 <sup>th</sup> of Tevet*	No	Open
Monday January 1	New Year's Day	No	Closed
Monday January 15	Martin Luther King Day	No	Closed
Monday February 19	Presidents' Day	No	Closed
Wednesday February 28	Fast of Esther*	Yes to 5:00	Open
Thursday March 1	Purim	No	Open
Friday March 2	Day After Purim**	Yes	Open
Friday March 30	Passover Eve	Yes to 12:00	Close at 12:30
Sat & Sun Mar 31 & April 1	Passover, first days	No	Closed
Fri – Sun Mar 30 - April 8	Spring Break	No	Open
Thursday April 5	Eve of Last Days	No	Close at 12:30
Fri & Sat April 6 & 7	Passover, last days	No	Closed
Sunday April 8	Day after Passover	No (Part of Spring Break)	Open
Sun & Mon May 20 & 21	Shavout	No	Closed
Tuesday May 22	Day After Shavout	Yes	Open
Monday May 28	Memorial Day	No	Closed

Each program has its own calendar which you can consult for specific information regarding the dates for the start and end of each semester, examination periods, deadlines for adding or dropping courses, periods of clinical rotations, dates for winter breaks and/or specifics of Spring Breaks and perhaps other variations in the calendar for that program.

*Please note that the school buildings close at 3pm on Fridays and are closed on all Saturdays.*

**\*Preferably no tests are given**

**\*\*No tests to be given**

2018-2019 SHS HOLIDAY SCHEDULE			
DATE	HOLIDAY	CLASSES	BUILDING
Sunday July 1	Fast of Tamuz*	Yes	Open
Wednesday July 4	Independence Day	No	Closed
Sunday July 22	Tish B'Av	No	Open
Monday July 23	Day after Tish B'Av**	Yes	Open
Monday September 3	Labor Day	No	Closed
Sunday September 9	Rosh Hashana Eve	Yes to 12:00	Close at 2:30
Mon & Tue Sep 10 & 11	Rosh Hashana*	No	Closed
Wednesday September 12	Fast of Gedalia**	Yes	Open
Tuesday September 18	Yom Kippur Eve*	Yes to 12:00	Close at 12:30
Wednesday September 19	Yom Kippur	No	Closed
Thursday September 20	Day after Yom Kippur**	Yes	Open
Sunday September 23	Sukkot Eve*	Yes to 12:00	Close at 12:30
Mon & Tue September 24 & 25	Sukkot	No	Closed
Wed – Sat September 26-29	Middle Days of Sukkot*	Yes	Open
Sunday September 30	Hoshana Rabba*	Yes to 12:00	Close at 2:30
Monday October 1	Shmini Atzeret	No	Closed
Tuesday October 2	Simchat Torah	No	Closed
Wednesday October 3	Day after Simchat Torah*	Yes	Open
Wednesday November 21	Thanksgiving Eve	Yes to 5:00	Close at 5:30
Thursday November 22	Thanksgiving	No	Closed
Friday November 23	Thanksgiving	No	Closed
Tuesday December 18	10 <sup>th</sup> of Tevet*	Yes	Open
Tuesday January 1	New Year's Day	No	Closed
Monday January 21	Martin Luther King Day	No	Closed
Monday February 18	Presidents' Day	No	Closed
Wednesday March 20	Fast of Esther*	Yes to 5:00	Open
Thursday March 21	Purim	No	Open
Friday March 22	Day After Purim**	Yes	Open
Friday April 19	Eve of Passover *	Yes to 12:00	Close at 12:30
Sat & Sun Apr 20 & April 21	Passover, first days	No	Closed
Fri –Sun Apr 19-28	Spring Break	No	Open
Thursday April 25	Eve of Last Days	No	Close at 12:30
Fri & Sat April 26 & 27	Passover, last days	No	Closed
Sunday April 28	Day after Passover	No (Part of Spring Break)	Open
Monday May 27	Memorial Day	No	Closed
Sun & Mon June 9 & 10	Shavout	No	Closed
Tuesday June 11	Day After Shavout**	Yes	Open

Each program has its own calendar which you can consult for specific information regarding the dates for the start and end of each semester, examination periods, deadlines for adding or dropping courses, periods of clinical rotations, dates for winter breaks and/or specifics of Spring Breaks and perhaps other variations in the calendar for that program.

*Please note that the school buildings close at 3pm on Fridays and are closed on all Saturdays.*

**\*Preferably no tests are given**

**\*\*No tests to be given**

2019-2020 SHS HOLIDAY SCHEDULE			
DATE	HOLIDAY	CLASSES	BUILDING
Thursday July 4	Independence Day	No	Closed
Sunday July 21	Fast of Tamuz*	Yes	Open
Sunday August 11	Tish B'Av	No	Open
Monday August 12	Day After Tish B'Av**	Yes	Open
Monday September 2	Labor Day	No	Closed
Sunday September 29	Rosh Hashana Eve*	Yes to 12:00	Close at 2:30
Mon & Tue Sep 30 & Oct 1	Rosh Hashana	No	Closed
Wednesday October 2	Fast of Gedalia**	Yes	Open
Tuesday October 8	Yom Kippur Eve*	Yes to 12:00	Close at 12:30
Wednesday October 9	Yom Kippur	No	Closed
Thursday October 10	Day after Yom Kippur	Yes	Open
Sunday October 13	Sukkot Eve	Yes to 12:00	Close at 12:30
Mon & Tue October 14 & 15	Sukkot	No	Closed
Wed – Sat Oct 16-19	Middle Days of Sukkot*	Yes	Open
Sunday October 20	Hoshana Rabba*	Yes to 12:00	Close at 2:30
Monday October 21	Shmini Atzeret	No	Closed
Tuesday October 22	Simchat Torah	No	Closed
Wednesday October 23	Day after Simchat Torah**	Yes	Open
Wednesday November 27	Thanksgiving eve	Yes to 5:00	Close at 5:30
Thursday November 28	Thanksgiving	No	Closed
Friday November 29	Thanksgiving	No	Closed
Wednesday January 1	New Year's Day	No	Closed
Tuesday, January 7	Tenth of Tevet*	Yes	Open
Monday January 20	Martin Luther King Day	No	Closed
Sunday February 16	Presidents' Day Eve	No	Closed
Monday February 17	Presidents' Day	No	Closed
Monday March 9	Fast of Esther	Yes to 5:00	Open
Tuesday March 10	Purim	No	Open
Wednesday March 11	Day After Purim**	Yes	Open
Wednesday April 8	Eve of Passover,	Yes to 12:00	Close at 12:30
Thu & Fri April 9 & 10	Passover, first days	No	Closed
Thu –Thu Apr 9-16	Spring Break	No	Open
Thursday April 14	Eve of Last Days	No	Close at 2:00
Wed & Thu April 15 & 16	Passover, last days	No	Closed
Friday April 17	Day after Passover	Yes	Open
Monday May 25	Memorial Day	No	Closed
Thursday May 28	Shavout Eve	Yes	Close at 12:30
Fri & Sat May 29 & 30	Shavout	No	Closed
Sunday May 31	Day after Shavout**	Yes	Open
<p>Each program has its own calendar which you can consult for specific information regarding the dates for the start and end of each semester, examination periods, deadlines for adding or dropping courses, periods of clinical rotations, dates for winter breaks and/or specifics of Spring Breaks and perhaps other variations in the calendar for that program. <i>Please note that the school buildings close at 3pm on Fridays and are closed on all Saturdays.</i></p> <p><b>*Preferably no tests are given</b></p> <p><b>**No tests to be given</b></p>			

## **ACADEMIC LIFE**

Curricula in the School of Health Sciences are organized around the core focus of each individual program. Please refer to each program's student handbook for specific information. This section will acquaint you with general Touro College academic policies and procedures.

### **RULES AND REGULATIONS**

The following are general rules and regulations for Touro College students. Students attending programs in the School of Health Sciences must also follow the specific procedures and meet the standards of the programs in which they are enrolled. Students should also refer to specific program handbooks, if any, for individual departments' rules and regulations relating to that program's admission, matriculation, academic standards and graduation requirements.

### **ATTENDANCE**

Students are expected to attend each lecture and laboratory session on a regular basis and to complete assignments in a timely fashion. Excessive absence or failure to complete assignments may lead to a reduction of grade or failure of the course and loss of financial aid.

### **SATISFACTORY ACADEMIC PROGRESS**

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

**Please view the full policy at:**

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

## STUDENT ADMINISTRATIVE SERVICES

### REGISTRAR

#### **Registration**

Students register for courses during designated registration periods in the fall and spring, and in summer for some programs. Depending on their semester of study and/or program, students' courses are either input directly by the Registrar's Office or entered online by the student through the TouroOne portal; consult your program office to find out which method applies to you. Individual programs will have schedules and the list of course offerings as well as other pertinent registration information prior to the registration period. Students who are not officially registered are not permitted to attend classes.

#### **Adding and Dropping Courses**

Students may add (a) course(s) online through the TouroOne portal during the official add/drop period established by their program as specified in its Academic Calendar. Students who experience any problem with the online method should contact their program office or the Office of the Registrar.

Students may drop (a) course(s) online during the official add/drop period established by their program as specified in its Academic Calendar. After the end of the add/drop period, and up to the semester's midpoint, or if a student wishes to drop *all* courses at *any* point in the semester, the online method cannot be used. Instead, the student must file an add/drop form with the Office of the Registrar. An add/drop form must be filled out in its entirety and signed by both the student and his/her advisor. The effective date of withdrawal from the course(s) is the date on which a completed add/drop form with required signatures is received by the Office of the Registrar. Non-attendance, non-participation or notification to the instructor/program director does not constitute an official withdrawal. The effective date of withdrawal will determine students' financial responsibility for the course(s) they withdraw from. Based on this date, the Offices of Financial Aid and Bursar will adjust students' accounts accordingly. (Please see the Bursar section on page 19 for information regarding the refund policy.)

Courses dropped during the official add/drop period for a student's program will not appear on the student's academic transcript. Courses dropped after this time will appear on the transcript with the grade of "W." "W" grades are not included in the calculation of a student's GPA. Courses with "W" grades *will* be counted in calculating "credits attempted" when determining a student's rate of progress and maximum time-frame for Satisfactory Academic Progress purposes.

*For some government programs, financial aid eligibility is dependent on full-time enrollment status.* The student is strongly urged to consult with the Office of Financial Aid before withdrawing to find out his/her status and to understand what the financial effect of the change might be. Please note that any student adding or dropping a course should also consult with the Bursar prior to submitting the form to the Registrar's office. Charges may apply to dropped courses in accordance with the tuition refund schedule.

## Leaves of Absence and Readmission

A matriculated student enrolled at Touro who chooses to interrupt his/her attendance but intends to return and continue his/her 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 currently enrolled in is completed and before the following semester starts. If extenuating circumstances arise, a student may request a leave of absence mid-semester and/or beyond one semester. These circumstances include, but are not limited to, a death in the family, medical reasons, military leave and personal well-being. Any LOA requested during the semester or for a period beyond one semester will be considered as a non-reportable LOA for purposes of administering federal financial aid. **PLEASE NOTE: This regulation may impact only students who wish to take leaves of absence during the semester or 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.

## Applying for Graduation

It is the student's responsibility to schedule a graduation conference with an academic advisor during the semester before he/she expects to complete certificate or degree requirements in order to determine whether the requirements will be met as anticipated for the selected graduation period (January, June or September) (See the SHS 2014-2016 Catalog for general information on graduation requirements and standards.)

After the graduation conference, the student officially notifies the Office of the Registrar that he/she is a candidate for graduation by completing an "Application for Graduation" form, paying the required \$200 graduation fee through TouchNet (see p. 17 for details), then submitting the form to his/her program office. The deadlines to submit an Application for Graduation to the Office of the Registrar for each graduation date are as follows:

January	November 15th
June/July	May 1st
September	July 15th

***Participation in commencement 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 degree requirements. PLEASE NOTE: Touro College's official degree conferral dates normally do not correspond to the dates on which commencement exercises take place.***

## **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/sso/login>
2. Click on the "Academic" tab and click on "View Academic Transcript (Unofficial Transcript)" under the "My Records" portlet.
3. If you wish to print, right-click using your mouse then select print.

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

## **Changes in Name or Address**

If you move or change your phone number or email address, please log into your TouroOne account to update your record, in addition to notifying the program office.

In order to change your name in Touro College records, you must complete a "Change of Name" form and submit appropriate documentation, e.g. a copy of the marriage certificate or court order, together with a copy of an updated state-issued driver's license; an updated Social Security Card with the new name must also be submitted if the student received financial aid or loans.

### **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 validating all tuition charges and fees, generating bills, reviewing student accounts, processing payments, issuing student refunds and all collection activity. These functions are accomplished while servicing the needs of our students within the framework of Touro's policies and legal guidelines.

Electronic bills will be e-mailed to the students' *Touro email account* monthly. TouchNet is Touro's means of providing our student body 24 hour accesses to E-bills and making payments online.

Graduate programs tuition is due 10 days before the published start date of class. This coincides with the Financial Aid disbursement date. Late fees will begin 30 days after the first day of class at \$100 per month until paid in full or enrolled in a payment plan. Graduate students will be allowed to register with a maximum balance of \$500.00.

Undergraduate program tuition is due at the end of the published add/drop period. This coincides with the Financial Aid disbursement date. 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. Undergraduate students will be allowed to register with a maximum balance of \$1,500.00.

Professional students will not be allowed to register with a balance. All tuition and fees must be paid in full; the student must be enrolled in an online Payment Plan or have made other arrangements satisfactory to the Office of the Bursar. Late fees will begin 30 days after the first day of class at \$100 per month until paid in full or enrolled in a payment plan.

*For more information on your individual program please check the TouroOne portal.*

Expenses associated with attending Touro College include tuition, fees, supplies, books, housing and other living expenses, transportation, medical, and liability insurance. Required clinical training expenses may involve additional expenses for individual students. Specific expense estimates can be found in individual program manuals.

Any student wishing to receive Financial Aid to help pay tuition and fees must file a FAFSA form immediately after filing tax forms for the year preceding the academic year for which the financial aid is sought (e.g., tax year 2015 for academic year 2016-2017). The Financial Aid office will contact the student to submit the necessary loan application(s) as well as the

appropriate documentation. Early filing is suggested to assure sufficient time for processing and to allow for the timely disbursement of loan proceeds.

Transcript requests, graduation applications, or requests for permission to take appropriate licensure examinations will not be processed for students who have delinquent tuition or accounts, e.g. library overdue fines.

## **Methods of Payment**

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

To make a payment log into your TouroOne account at <https://touroone.touro.edu/sso/login>. Click on the “**Financial Services**” tab and then click the **TouchNet** button. Finally, Click on “**Make a Payment**” and follow the prompts.

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)

Acceptable methods of payment include Visa, MasterCard, Discover, American Express and Echeck using your checking or savings account. We cannot process business checks or any check that is not payable to Touro College. The bank account holder must have knowledge and authorize this transaction.

## **Student Refunds**

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

If you have applied for Federal Direct Loans, you will be notified via mail 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 Bursar’s Office within 14 days.

You now have a choice of receiving your financial aid disbursement via The Touro Money Card (Debit Card), ACH or check. Learn more about these options on the web at: [www.mycampusfunds.edu/touro](http://www.mycampusfunds.edu/touro).

## **Tuition Liability for Withdrawal**

For information regarding your individual programs’ withdrawal policy please check the TouroOne portal at <https://help.touro.edu/hc/en-us/articles/218404317-Withdrawal-Policy>

## **FINANCIAL AID**

### **Financial Aid Office**

The Financial Aid Office is responsible for all financial aid matters, including the processing of loans and the packaging of state and Federal grants. It also supervises the Federal College Work Study Program. Any questions regarding financial aid should be directed to a Financial Aid office.

### **Steps for Applying for Financial Aid**

Students wishing to receive financial aid to help pay tuition, fees, living costs and other educational expenses may file a Free Application for Federal Student Aid (FAFSA) beginning in the October preceding the academic year for which the assistance is sought. Using the 2018-2019 academic year as an example, students may file the FAFSA beginning on October 1, 2017. Students will complete the 2018-2019 FAFSA using their 2016 federal income tax return and any other financial information from the 2016 calendar year. The 2018-2019 FAFSA will be available at <https://fafsa.ed.gov/> beginning on October 1.

All first-time Federal Direct Student Loan borrowers are required to complete a Master Promissory Note ("MPN") and an online Entrance Counseling. Both may be completed at [www.studentloans.gov](http://www.studentloans.gov).

### **FAFSA ID**

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

#### **Step 1: Enter Login Information on [www.fasfa.ed.gov](http://www.fasfa.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's Federal school code is 010142. In order for your FAFSA to be processed correctly, please use Touro College Manhattan Campus address 27-33 West 23rd Street, New York, NY 10010. **For your FAFSA to be processed properly, you must use Touro's Manhattan address for question 101 A.**

### **General Information**

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

Applications for financial aid must be completed once every academic year. Financial aid personnel are available to assist students in completing their applications, including the "Free Application for Federal Student Aid (FAFSA)," which determines a student's eligibility for all Federal Aid. Those students who are New York residents for one year prior to the start of classes may be eligible for TAP. Express TAP Applications are generated to the student based upon information that is transmitted to New York State from FAFSA. Students are advised to file their applications as early in the year as possible. ***All responses, Student Aid Reports, and TAP award notices should be turned in to the Financial Aid Office immediately upon receipt. Graduate students are not eligible for TAP.***

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

### **Financial Aid Tips**

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

1. 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.
2. If you receive correspondence from any outside agency regarding your financial aid, please bring it with you.
3. Please submit any additional documentation requested by the Financial Aid office in a timely fashion in order to expedite the financial aid process.

## **STUDENT LIFE**

### **OFFICE OF STUDENT AFFAIRS**

The Office of Student Affairs is located on the third floor of the Bay Shore campus building in room 338, immediately as you step out of the elevator. Hours are as follows:

Tuesday/Thursday 11:00-6:30  
Wednesday 12:00 – 4:00  
Additional hours by appointment

The Director of Student Affairs is available via email at [jill.zucker2@touro.edu](mailto:jill.zucker2@touro.edu)

The chief role of the Director of Student Affairs is student advocacy. Students are assisted with special services and information and offered a variety of activities through the office, such as medical ethics talks and cultural lunches. Students in need of similar assistance at the Manhattan or Brooklyn campuses should consult their program director for guidance to the appropriate personnel on those campuses.

### **ORIENTATION**

Individual program directors in the School of Health Sciences are responsible for holding orientation sessions for students entering their specific programs. Orientation usually takes place prior to the first day of classes and is aimed at effecting a smooth adjustment to the program.

### **STUDENT IDENTIFICATION CARDS**

Photo identification cards are issued to each entering student. Please contact your program office to make arrangements to be photographed for your card. This card has three functions:

1. It is an ID card.
2. It is a library card.
3. It is used as a swipe card to enter and leave the Bay Shore campus parking lot, including through the turnstile at the north end of the lot.

ID cards are issued free of charge on a one-time basis. There is a fee for replacing a lost card.

### **TUTORIAL SERVICES**

Tutorial (formal/informal, peer/upper classmate) services may be available to students within their own programs. Students are therefore encouraged to take the initiative in consulting with their advisors and in reviewing their own progress towards fulfilling all degree requirements.

### **ACADEMIC ADVISEMENT**

The School of Health Sciences attempts to maximize each student's professional, intellectual and personal growth. To this end, each program within the School of Health Sciences assigns its students to faculty advisors who follow the students' progress throughout their academic programs. Advisors assist students with academic problems, course registration, career planning, and graduate and professional school options. All students have the responsibility to:

- make regular appointments to see their advisors;
- become knowledgeable about College rules and procedures as well as graduation requirements;
- file the appropriate forms at the scheduled times;
- take full responsibility for planning and carrying out their program of study;
- register for appropriate courses and meeting all prerequisites in a timely fashion.

Students with psychological or serious personal problems that interfere with their academic progress may be advised to seek outside professionals for counseling.

### **STUDENT MENTAL HEALTH REFERRAL SERVICES**

Student health and wellness are important for academic success. While Touro SHS does not offer on-campus mental health services, the SHS Wellness Coordinator is available to help students at all SHS campuses find affordable community treatment for personal, emotional, or substance abuse problems so that they may benefit fully from their academic experience. The Wellness Coordinator may be reached at [WellnessSHS@touro.edu](mailto:WellnessSHS@touro.edu). When contacting the Wellness Coordinator, be sure to use your Touro e-mail address.

### **STUDENT HEALTH INSURANCE**

Students attending the professional programs of the School of Health Sciences must maintain health insurance in order to participate in their off campus rotations/affiliations. Touro School of Health Sciences does not offer Student Health Insurance. Students are encouraged to visit [www.healthcare.gov](http://www.healthcare.gov) to explore their options and stay aware of open enrollment periods which may close significantly before the beginning dates of your programs. **Failure to meet paperwork deadlines (i.e. proof of insurance, etc.) will result in students being ineligible to begin clinical rotations/affiliations in a timely manner.** Penalties for not being able to participate are up to individual programs. The Director of Student Affairs may be able to answer some of your questions.

### **NEW YORK STATE PROOF OF IMMUNIZATION REQUIREMENT**

In accordance with New York State law, students born on or after January 1, 1957 must demonstrate proof of immunization against measles, mumps, and rubella. They must also complete and submit the Meningococcal Meningitis Response Form.

Students must submit acceptable medical proof of immunization. Students who fail to provide the required proof of immunization will not be permitted to register or to attend classes until a properly completed form has been submitted to the Office of the Registrar. Immunization

forms and detailed information can be obtained in the Office of the Registrar at various campus locations, or downloaded at [www.touro.edu/registrar/immunization.asp](http://www.touro.edu/registrar/immunization.asp).

### **ANNUAL STUDENT HEALTH EXAMINATION**

The School of Health Sciences student health policy requires that prior to matriculation, and annually, all students admitted to programs that involve education in clinical settings must submit documentation of a physical examination, required laboratory tests, and a record of immunizations.

### **STUDENT ORGANIZATIONS/ACTIVITIES**

The non-academic activities in which students participate constitute an integral part of the total educational experience. Membership in clubs, professional organizations and the Student Government provides a background of valuable experience for involvement and professional enrichment. This also serves to promote a cohesive student body.

### **STUDENT GOVERNMENT**

This organization is composed of three representatives from each full-time program at the Bay Shore campus and meets monthly to discuss matters of student concern.

#### **Student Government Representatives**

Every August, each program at the Bay Shore campus shall either elect or, at the discretion of the program director, appoint three Student Government representatives from each of their classes. These representatives shall attend all scheduled meetings and bring to the Student Government any/all suggestions, requests or grievances made by their constituents. The representatives shall vote upon all issues before the Student Government. If any representative is assigned to go on affiliation or rotation as part of his/her program schedule and misses more than two meetings, he/she may select another program member as a substitute at least one (1) month prior to his/her departure.

### **STUDENT CLUBS**

Clubs offer students the opportunity to organize activities related to both curricular and extracurricular interests.

The formation of new clubs and organizations is encouraged according to collegiate protocol. Consult the Director of Student Affairs for details.

### **STUDENT PROFESSIONAL ORGANIZATIONS**

Students are encouraged to join and participate in student professional organizations in order to keep abreast of happenings in their field. Applications for student membership are available through individual programs.

Students play an important role in keeping the allied health professions current and helping them move forward. Likewise, the organizations promote students' professional growth through publications and activities made available at reduced rates to members.

**Please refer to your program handbook for pre-professional and industry specific extracurricular activities.**

## COLLEGE CODES AND POLICIES

*Policies and procedures of the School of Health Sciences are applicable at all locations (Bay Shore, Manhattan, Brooklyn, and Winthrop Hospital Extension Center). Facilities and some services may be different and it is best to inquire at your program office at each specific location for appropriate information.*

**PLEASE NOTE:** *The Catalog of the School of Health Sciences contains additional SHS policies and procedures, and the Touro website and TouroOne portal contain complete versions of certain policies that appear below in condensed form. All of these policies and procedures are subject to review and modification from time to time. If modifications are made, the most up-to-date revised policies and procedures are available either by clicking on the “Students” tab on the Touro College home page, [www.touro.edu](http://www.touro.edu), or via the portal, or through links that appear in individual policies below. STUDENTS ARE EXPECTED TO FAMILIARIZE THEMSELVES WITH THIS VITAL INFORMATION. The current Catalog may be viewed online by logging onto: [http://www.touro.edu/media/touro-college/pdf/bulletins/2014-2016\\_SHS\\_Catalog\\_final2.pdf](http://www.touro.edu/media/touro-college/pdf/bulletins/2014-2016_SHS_Catalog_final2.pdf)*

### **THE 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, offices, premises, identification cards, and equipment such as telephones, fax machines, computers and peripherals, copying devices, and laboratory equipment;
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 or other individuals on college premises;
5. Threatening bodily injury, assault, sexual harassment or assault, or emotional trauma against students, faculty or staff of the college;
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, except in connection with institution-sponsored events and meetings;
12. Distribution, purchase or possession of barbiturates, amphetamines, marijuana, hallucinogens, opiates, or any other addictive or illegal drugs or paraphernalia on college and affiliated 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 the Touro 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.

**ADJUDICATION OF 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 section below entitled “Procedures in Response to Violations of the Academic Integrity.”)**

Any member of the college community may notify the Dean of the School of Health Sciences or his designated representatives of a Code of Conduct infraction by submitting a written statement describing the alleged violation 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 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.

**[Further details about the steps in this process are available in the SHS Catalog and in the individual Program Handbooks.]**

## **TOURO COLLEGE AND UNIVERSITY SYSTEM ACADEMIC INTEGRITY POLICY**

The complete Touro College and University System Academic Integrity Policy can be found online at [www.touro.edu/students/policies/academic-integrity/](http://www.touro.edu/students/policies/academic-integrity/) .

### **STATEMENT ON ACADEMIC INTEGRITY**

Touro College and University System is a community of scholars and learners committed to maintaining the highest standards of personal integrity in all aspects of our professional and academic lives. Because intellectual integrity is a hallmark of scholarly and scientific inquiry as well as a core value of the Jewish tradition, students and faculty are expected to share a mutual respect for teaching, learning and the development of knowledge. They are expected to adhere to the highest standards of honesty, fairness, professional conduct of academic work and respect for all community members.

Academic dishonesty undermines our shared intellectual culture and our ability to trust one another. Faculty and administration bear a major responsibility for promoting a climate of integrity, both in the clarity with which they state their expectations and in the vigilance with which they monitor students. Students must avoid all acts of dishonesty, including, but not limited to, cheating on examinations, fabricating, tampering, lying and plagiarizing, as well as facilitating or tolerating the dishonesty of others. Academic dishonesty lowers scholastic quality and defrauds those who will eventually depend on the knowledge and integrity of our graduates.

The Touro College and University System views violations of academic integrity with the utmost gravity. Such violations will lead to appropriate sanctions, up to and including expulsion from the college community. We commit ourselves to the shared vision of academic excellence that can only flourish in a climate of integrity.

The Touro College and University System's policy on academic integrity, which is outlined in this document, is designed to guide students as they prepare assignments, take exams, and perform the work necessary to complete their degree requirements, and to provide a framework for faculty in fostering an intellectual environment based on the principles of academic integrity. It is presented here in order to educate the faculty on the enforcement of the policy.

The International Center for Academic Integrity (ICAI), of which the Touro College and University System is a member, identifies five fundamental values of academic integrity that must be present if the academic life of an institution is to flourish: Honesty, Trust, Fairness, Respect, and Responsibility. To sustain these values, the TCUS Academic Integrity Policy,<sup>1</sup> requires that a student or researcher:

- Properly acknowledge and cite all ideas, results, or words originally produced by others;
- Properly acknowledge all contributors to any piece of work;
- Obtain all data or results using ethical means;

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<sup>1</sup> This policy is modeled after that of Rutgers University.

- Report researched data without concealing any results inconsistent with student's conclusions;
- Treat fellow students in an ethical manner, respecting the integrity of others and the right to pursue educational goals without interference. Students may neither facilitate another student's academic dishonesty, nor obstruct another student's academic progress;
- Uphold ethical principles and the code of the profession for which the student is preparing.

Adherence to these principles is necessary to ensure that:

- Proper credit is given for ideas, words, results, and other scholarly accomplishment;
- No student has an inappropriate advantage over others;
- The academic and ethical development of students is fostered;
- The Touro College and University System is able to maintain its reputation for integrity in teaching, research, and scholarship.

Failure to uphold the principles of academic integrity threatens not only the reputation of Touro, but also the value of each and every degree awarded by the institution. All members of the Touro community bear a shared responsibility for ensuring that the highest standards of academic integrity are upheld.

The Touro College and University System administration is responsible for working with faculty and students to promote an institutional culture of academic integrity, for providing effective educational programs that create a commitment to academic integrity and for establishing fair procedures to deal with allegations of violations of academic integrity.

## **VIOLATIONS OF ACADEMIC INTEGRITY**

The following are considered to be violations of academic integrity and are prohibited by the Touro College and University System. Students, faculty, and other members of the Touro College and University System community who commit one of the offenses listed below, or similar such offenses, or those who assist in the commission of such offenses, may be subject to sanctions (i.e. classed as A, B, or C, as described below in the section "Procedures in Response to Violations of Academic Integrity").

### ***PLAGIARISM***

Plagiarism is defined as the unauthorized use of the writings, ideas and/or computer-generated material of others without appropriate acknowledgement and the representation of them as one's own original work. Plagiarism encompasses acts of inadvertent failure to acknowledge sources, as well as improper attribution due to poor citation.

When using ideas/words from other sources, the student must clearly define the sources using standard methods of citation. Plagiarism can occur even when one does not use the exact

words of another author. Paraphrasing written material by changing or rearranging words without the proper attribution is still considered plagiarism (even if it eludes identification by plagiarism detection software). It is therefore critically important that students understand how to cite. If students have any questions about the proper use and citation of material from other sources, they should seek help from their professors.

### **Intentional Plagiarism**

Plagiarism takes many forms. **Flagrant forms**, or **intentional plagiarism**, include, but are not limited to: purchasing a paper; commissioning another to draft a paper on one's behalf; intentionally copying a paper regardless of the source and whether or not that paper has been published; copying or cutting and pasting portions of others' work (whether a unique phrase, sentence, paragraph, chart, picture, figure, method or approach, experimental results, statistics, etc.) without attribution; and in the case of clinical documentation, copying clinical notes/materials without personally performing the patient examination. Plagiarized sources may include, but are not limited to, print material, computer programs, CD-ROM video/audio sources, emails and material from social media sites and blogs, as well as assignments completed by other students at Touro College and University System and elsewhere. A more subtle, but equally flagrant, form is paraphrasing or attempting to put in one's own words the theories, opinions or ideas of another without proper citation.

Additionally, students may not reuse their own previous work without appropriate citation. This is a form of plagiarism called self-plagiarism, and may mislead the reader or grader into the erroneous belief that the current submission is new work to satisfy an assignment.

If students are unsure as to whether a fact or idea is common knowledge, they should consult their instructor or librarian, or else provide appropriate citations.

### **Unintentional Plagiarism**

Plagiarism is not only the failure to cite, but the failure to cite sources properly. If a source is cited but in an inadequate way, the student may still be guilty of unintentional plagiarism. It is therefore crucial that students understand the correct way to cite. The rules are relatively simple:

- For exact words, use quotation marks or a block indentation, with the citation.
- For a summary or paraphrase, indicate exactly where the source begins and exactly where it ends.

In its policies and disciplinary procedures, the Touro College and University System will seek to recognize and differentiate between intentional plagiarism, as defined above, and failure to cite sources properly (unintentional plagiarism). While both forms are violations of the Academic Integrity Policy, a student's first instance of unintentional plagiarism may only be penalized with a Class C sanction (see sanctions below).

## ***CHEATING ON EXAMINATIONS AND OTHER CLASS/FIELDWORK ASSIGNMENTS***

Cheating is defined as improperly obtaining and/or using unauthorized information or materials to gain an advantage on work submitted for evaluation. Providing or receiving assistance unauthorized by the instructor is also considered cheating.

Examples of cheating include, but are not limited to:

- Giving or receiving unauthorized assistance to or from another person on quizzes, examinations, or assignments;
- Using materials or devices not specifically authorized during any form of a test or examination;
- Exceeding the restrictions put in place for “take home” examinations, such as unauthorized use of library sources, intranet or Internet sources, or unauthorized collaboration on answers;
- Sitting in for someone else or permitting someone to sit in for a student on any form of test or examination;
- Working on any form of test or examination beyond the allotted time;
- Hiding, stealing or destroying materials needed by other students;
- Altering and resubmitting for re-grading any assignment, test or examination without the express written consent of the instructor;
- Copying from another individual’s examination or providing information to another student during an examination;
- Soliciting, obtaining, possessing or providing to another person an examination prior to the administration of the examination.

Examples of unauthorized assistance include:

- Giving or receiving assistance or information in any manner, including person-to-person, notes, text messages, or e-mails, during an examination or in the preparation of other assignments without the authorization of the instructor;
- Using crib sheets or unauthorized notes (unless the instructor provides explicit permission);
- Copying from another individual’s exam.

Failure to comply with any and all Touro College and University System test procedures will be considered a violation of the Academic Integrity Policy.

## ***RESEARCH MISCONDUCT AND OTHER UNETHICAL CONDUCT***

The integrity of the scientific enterprise requires adherence to the highest ethical standards in the conduct of research and research training. Therefore, students and other trainees conducting research are bound by the same ethical guidelines that apply to faculty investigators, based on the Public Health Service regulations dated May 17, 2005.

Research misconduct is defined in the USPHS Policy as “fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results.”

These terms are defined as follows:

- (a) *fabrication* - making up data or results and recording or reporting them;
- (b) *falsification* - manipulating research materials, equipment or processes, or changing or omitting data or results such that the research is not accurately represented in the research record;
- (c) *plagiarism* - the appropriation of another person's ideas, processes, results, or words without giving appropriate credit. Research misconduct does not include honest error or honest differences of opinion.

### **Misleading or Fraudulent Behavior**

Misleading or fraudulent behavior, put simply, is lying, and includes acts contributing to or associated with lying. It takes on any form of fabrication, falsification or misrepresentation.

Examples include, but are not limited to:

- Reporting false information to gain an advantage;
- Omitting information or data resulting in misrepresenting or distorting findings or conclusions;
- Providing false information to explain lateness or to be excused from an assignment, class or clerkship function;
- Falsely accusing another of misbehavior, or otherwise misrepresenting information about another;
- Providing false information about oneself, such as on an application or as part of some competition;
- Taking credit for accomplishments achieved by another;
- Omitting relevant information about oneself.

### **Tampering**

Tampering is the unauthorized removal or alteration of College documents (e.g., library books, reference materials, official institutional forms, correspondence), software, equipment, or other academic-related materials, including other students' work. It should be noted that tampering as a form of cheating may also be classified as criminal activity and may be subject to criminal prosecution.

Examples include, but are not limited to:

- Tearing out the pages of an article from a library journal;
- Intentionally sabotaging another student's work;
- Altering a student's academic transcript, letter of recommendation, or some other official college document;
- Electronically changing another student or colleague's files, data, assignments, or reports.

## Copyright Violations

Academic integrity prohibits the making of unauthorized copies of copyrighted material, including software and any other non-print media. Individuals, under the legal doctrine of “fair use,” may make a copy of an article or copy small sections of a book for personal use, or may use an image to help teach a concept. Examples of copyright violations include:

- Making or distributing copies of a copyrighted article for a group (on paper or electronically)
- Disseminating an image or video of an artist’s work without permission (such as a Netter® or Adam® anatomical drawing)
- Copying large sections of a book

The “fair use doctrine” regarding use of copyrighted materials can be found at the following link: <http://www.copyright.gov/fls/fl102.html>.

## SANCTIONS

The following sanctions may be imposed for violation of this Policy. Sanctions of one class may be accompanied by sanctions of a lesser or greater class. Except in the case of a student’s expulsion or dismissal, any student found to have violated this Policy is required to take additional ethics tutorials intended to assist student to avoid future misconduct.

### Class A Sanctions:

- Expulsion/dismissal
- Revocation of awarded degree in the event that the violation is identified after graduation

### Class B Sanctions:

- Suspension (up to twenty-four months)
- Indication of the violation in a letter of reprimand, in reference letters, licensure and regulatory forms, etc.
- Notification of the violation to the other schools within the Touro College and University System
- Indication of ‘disciplinary action for academic integrity violation’ on the permanent transcript

### Class C Sanctions:

- Placement on Academic Probation
- Failure in the course, with consequences as determined by the individual program’s rules and regulations
- Reduction of the grade for a particular submitted piece of work, segment of work required for a course/clerkship, or the entire course/clerkship with or without the option of redoing the work or the course/clerkship
- Requiring the student to redo the assignment

Repeat offenders may be subject to more stringent sanctions.

## **PROCEDURES IN RESPONSE TO VIOLATIONS OF ACADEMIC INTEGRITY**

This Touro College and University System Academic Integrity Policy applies to all Touro students. Any act in violation of this Policy or any allegation of misconduct related to this Policy involving a student must be reported and addressed in accordance with the adjudication procedures outlined below or those of the student's school, which may not be less stringent than the requirements and standards set forth in this Policy Statement.

The Dean of each school shall designate a member of the administration as Chief Academic Integrity Officer (herein referred to as the "CAI Officer") to oversee the adjudication of violations and to maintain appropriate documentation. The CAI Officer must be an assistant dean or higher, or another appropriate responsible individual approved by the Provost or Vice President. The Provost shall designate a Dean responsible for hearing formal resolution appeals (herein referred to as the "Appeals Dean"). The CAI Officer and the Appeals Dean cannot be the same individual.

### ***REPORTING A CASE OF SUSPECTED PLAGIARISM OR CHEATING***

Faculty members, students, or other members of the Touro community who encounter suspected academic integrity violations should contact the Chair of the relevant department. The Chair will consult with the faculty member, and if a violation is identified the faculty member will inform the student. The Chair will also report all violations in writing (using the *Academic Integrity Violation Reporting Form*) to the CAI Officer. No permanent grade may be entered onto the student's record for the course in question before the issue is resolved.

If an instructor strongly suspects cheating during an exam, the instructor should stop the student's exam and collect all evidence of cheating. The incident should be immediately reported to the Chair, who will investigate and report in writing to the CAI officer.

### ***RESOLUTION OF ACADEMIC INTEGRITY VIOLATIONS***

Incidents of academic integrity violations are reported to the department Chairperson, and a report by the Chair is submitted to the CAI Officer. The method of resolution of the violation may be either informal or formal. Students who are found to have violated the Touro College and University System's Standards of Academic Integrity are subject to the sanctions listed above.

Should a student action be of such a serious nature that it is felt that he/she may be considered a danger in a clinical setting, the CAI Officer or the department Chair may remove such a student from a clinical assignment, not to exceed fourteen (14) days pending the outcome of a formal resolution. A student shall not be removed from a didactic course while an allegation of an academic integrity violation is ongoing.

## **Informal Resolution**

After consulting with the department Chair (as per “Reporting a Case of Suspected Plagiarism or Cheating”), the faculty member may attempt to resolve the issue informally with the student. Once an informal resolution is agreed to between the faculty member and the student, the faculty member must present such resolution and the sanctions imposed to the department Chair for approval. The faculty member, in consultation with the department Chair, may impose any range of Class C sanctions, but must include requiring the student to take additional ethics tutorials intended to assist that student avoid future misconduct. Once accepted by the student, the informal resolution is binding on both the student and faculty member, and cannot be appealed by the student.

The outcome of the informal resolution should be reported in writing by the department Chair to the CAI Officer, who will maintain the record for the duration of the student’s academic career.

The informal resolution process is not available to individuals who have been previously reported.

## **Formal Resolution**

In the event that (1) the student denies the charge, (2) the student and faculty member do not agree to informal resolution, (3) the student has been accused and found guilty before, or (4) for any other reason for which informal resolution is not appropriate as determined by the department Chair or the CAI Officer, then the matter shall be submitted for formal resolution.

The Touro College and University System has developed the following formal method of resolution to deal with academic integrity allegations and complaints.

To institute formal resolution, the following procedures shall be followed:

- The Chief Academic Integrity Officer receives a written statement from the instructor or any other complainant, as the case may be.
- The written statement must include the name of the involved student, the name and status of the reporting person, and the nature of the alleged act.
- The CAI Officer shall arrange a hearing which, generally speaking, should take place no earlier than five (5) calendar days and no later than twenty (20) calendar days after receipt of the complaint.
- The hearing shall take place before the Standing Committee on Academic Integrity of the School.
- All persons involved in a hearing shall be given adequate notice of all hearing dates, times and places. Such notice, which will be sent both by e-mail and mail, will be given at least two business days prior to any hearing, unless waived by the parties involved.
- Postponements of Committee hearings may be made by the interested parties or the administration. The student may be granted a postponement if pertinent information or interested parties cannot, for good cause, be present at the appointed time. Any postponement may not extend beyond a three-month period.

- The reported student and the person who reported the student will be afforded the following opportunities:
  - To review, but not copy, all pertinent information to be presented to the Committee. The length of time for review shall be reasonable, as determined by the Committee Chair.
  - To present fully all aspects of the issue before the Committee.

Committee Hearings will proceed under the following guidelines:

- All Committee hearings and meetings are closed to the public.
- The Committee may hear the student, the faculty member, and any other individual who may be knowledgeable or may have information to share with the Committee regarding the suspected offense. Each person will meet with the Committee on an individual basis.
- The Committee may consider relevant written reports, discussions with involved parties, examinations, papers, or other related documents.
- The Committee must be comprised of a minimum of three people, who must be present either in person or via video-conference.
- All decisions shall be made by majority vote.
- The student has the right to appear in person before the Committee in order to present his/her case, but, after proper notice of a hearing, the Committee may proceed, notwithstanding the student's absence.
- The hearing is academic in nature and non-adversarial. Student representation by an attorney or other counsel is not permitted.
- Audio recordings of the Hearing are not permitted.
- The chair of the committee shall prepare an executive summary that includes a written record of the charges that were reviewed, evidence that was considered, the decision that was made, and any instructions for follow-up.
- All information supporting the charges made against a student shall be presented first. Following this presentation, the student who has been accused of a violation will present his/her side of this issue, submitting to the Committee information that he/she chooses to submit to support the student's stance or position. The CAI Officer, his or her designee, or other members of the Administration may also meaningfully participate in this information exchange. Pursuant to the Touro College and University System Code of Conduct, the student is expected not to obstruct the investigation or proceedings.
- The student, his/her accuser, the Committee, and/or Touro College and University System's representatives may raise questions about the information under review so that all aspects of the case are clarified.

*The Committee shall reach a decision using the following guidelines:*

- The Committee will meet in closed session to reach a decision, including recommended sanctions, if applicable. Such meeting will generally be held within one school day following the hearing.
- If the Committee seeks additional information following commencement of its deliberations, it will notify the parties within two school days, and reconvene the hearing within five school days of the conclusion of the original hearing. The Committee's final decision must then be made.
- The Committee may impose a range of Class A, B, or C sanctions.
- The Committee's decision must be based solely on the evidence presented at the hearing and will be the final disposition of the issues involved, including sanctions. The decision of the Committee will be presented in writing to the CAI Officer, the student, and the department Chair. The Committee's letter will contain the following elements: Charge; Hearing Date; Findings; List of Sanctions; and the Right to Appeal and to whom.

**APPEAL PROCESS**

- Following a Formal Resolution Hearing and notification of the Committee decision, a student may appeal the decision. An appeal may only be granted on the basis of: 1) evidence of bias of one or more of the members of the Committee; 2) new material documenting information that was not available at the time of the decision; 3) procedural error.
- The student has three (3) business days within which to submit a formal written appeal of the decision to the Appeals Dean for the School. The appeal should be accompanied by the Hearing Committee's letter and by a narrative explaining the basis for the appeal. The narrative should fully explain the student's situation and substantiate the reason(s) for advocating a reversal or modification of the decision by the Committee.
- The Appeals Dean may request to meet with the student.
- After consideration of the Appeal, the Appeals Dean may accept, reject or modify the Committee's decision, and will notify the student in writing of the decision.
- The Appeals Dean, when notifying the student of the decision, shall inform the student of his/her right to appeal an adverse decision to the Chief Academic Officer.

A copy of the Appeals Dean's final decision will be transmitted to the CAI Officer and the department Chair.

A student has three (3) business days from receipt of written notification to submit a formal written appeal of the decision to the respective Chief Academic Officer (CAO) (e.g., the Provost or Senior Provost) or his/her designee. The CAO may grant an appeal only on the basis of one of the following:

- Evidence of bias of one or more of the members of the Committee or of the Appeals Dean.
- New material documenting information that was not available to the Committee or the Appeals Dean at the time of the initial decision.
- Procedural error.

The CAO may conduct interviews and review materials, as appropriate. The CAO will notify the student, the CAI Officer, and the Appeals Dean in writing of the appeal decision. The decision of the CAO shall be final.

### **Status of Student Pending Action**

Pending resolution on charges, the status of the student will not be altered except in cases where the student may be considered a danger in a clinical setting. Such a student may be suspended only from the clinical aspect of their program pending the outcome of a formal resolution. If a student is suspended for any reason, all as-yet-undisbursed financial aid may be withheld unless or until the action is fully resolved and the student is reinstated. If reinstated, the financial aid funds can be released to the student. If the student is dismissed, the funds will be returned to the proper agency or lender.

### **RECORDKEEPING**

The CAI Officer of each school will maintain records of all violations and resolutions, both informal and formal. On an annual basis, the CAI Officer will submit data on academic integrity violations to the TCUS Academic Integrity Council.

Such records shall be kept in accordance with the Record Retention Policy as it relates to student records.

A student may see his/her file in accordance with Touro College and University System regulations concerning inspection of records as spelled out in *Guidelines for Access to and Disclosure of Educational Records Maintained by the Touro College and University System*.

## **PROFESSIONAL CONDUCT**

School of Health Sciences students are expected to conduct themselves in a manner consistent with the function of an institution of higher learning and with their role as future health care professionals. Students are required to abide by the highest standards of academic honesty, ethical fitness, and professional conduct. Characteristics key to the development of a health care provider include, but are not limited to:

1. ethical conduct and honesty;
2. integrity;
3. ability to recognize one's limitations and accept constructive criticism;
4. concern for oneself, others, and the rights of privacy;
5. appropriate value judgment with respect to interpersonal relationships with peers, superiors, patients, and their families;
6. responsibility to duty;
7. an appearance consistent with a clinical professional;
8. punctual attendance at all program scheduled activities and adherence to deadlines set by the faculty and preceptors.

Each program within the School of Health Sciences has established standards of ethical and professional behavior. The standards are set forth in greater detail in the programs' student handbook. Students of the School of Health Sciences are expected to act in a mature fashion, consistent with the principles of professional ethics and general professional conduct. Honesty and scrupulous concern for the person and property of others is essential.

Conduct that tends to bring discredit upon the School, the student, or the profession, whether committed in class, at a clinical site, or off-campus, shall constitute a violation of this policy for which a student may be subject to disciplinary action. The most serious violations may result in immediate suspension or dismissal. However, whenever it is appropriate, the student who demonstrates unacceptable performance or misconduct will initially be notified by the Program Director and given a warning regarding the persistence of such behavior or misconduct as soon as it becomes evident. The student shall be notified that continued misconduct or professional misbehavior will result in the student being placed on professional probation. The duration and condition of the probationary period will be determined on an individual basis and may require remedial study and/or repetition of a unit of study. This may result in extending the length of the program beyond its normal term.

It is the policy of the School of Health Sciences that procedures in disciplinary matters, which result in placing the student on professional probation, implementing disciplinary measures, or are serious enough to warrant dismissal from the program, be handled expeditiously and meet certain requirements to assure fairness to all parties concerned, and to ensure against arbitrary and capricious decisions. The student has a right to contest the Program Director's decision by utilizing the program's internal appeal process, as described in the program's Student Handbook. Finally, the student has a right to appeal the program's decision, utilizing the Hearing and Appeal Procedures outlined below.

## **ACADEMIC PERFORMANCE**

In addition to the standards for student conduct outlined above, each program in the School of Health Sciences has established standards for academic performance. These standards are set forth in greater detail in the SHS 2014-2016 Catalog and/or in each program's student handbook. A student whose academic performance falls below the minimum acceptable standards may be placed on academic probation or dismissed from the program. If placed on probation, the duration and conditions of the probationary period will be determined by program committees on an individual basis and may require remedial study and/or repetition of a unit of study. This may result in extending the length of the student's education in the program.

The student has a right to appeal the program's decisions by utilizing the Hearing and Appeal Procedures as outlined below.

## **SUSPENSION**

A student may be removed immediately from participation in school activities (i.e., didactic or clinical affiliations) and recommended for suspension if the student's continued participation appears to be detrimental to the best interests of patients, peers, or the School of Health Sciences.

The Program Director may suspend a student on the Program Director's own accord or on the recommendations of the program faculty, the student's peers, or satellite clinical site professionals who supervise the student, at any time where there is (i) serious academic deficiencies, (ii) a serious error in professional judgment on the part of the student, or (iii) a breach of professional ethics or general rules of conduct.

In such cases, the Program Director will provide the student with a written statement of the grounds for the suspension, and the action to determine the student's status will be taken expeditiously. The suspension will remain in effect until the administrative process, as outlined below, has taken place and the student has been reinstated.

## **HEARING AND APPEALS PROCEDURE**

The student has the right to appeal a decision made for misconduct or unacceptable academic performance if there is good reason for the appeal. It is the policy of the School of Health Sciences that appeals be handled expeditiously. It should be noted that an appeal at any level will be granted only if there is reason to believe that the student may have been treated unfairly, the decision was capricious, the procedure was not followed, or there were extenuating circumstances that were not given adequate consideration.

The student who is appealing a decision made for misconduct or unacceptable academic performance must first complete the appeals procedure within the student's program within ten (10) school days of receiving notification of misconduct or unacceptable academic

performance. If the appeal concerns a grade, the student should speak to the instructor first. All departments have a procedure and a committee to whom the appeal should be sent. Some departments indicate that appeals denied by the appeals committee should be appealed to the Chair of that Department.

Following completion of the appeals process within the program, the Chair of the Department will inform the student in writing of her/his decision within ten (10) school days of the department decision. The student will be notified of the right to appeal the Department's decision.

To appeal a department decision, the student must send a written request to the Chair of the Committee on Academic Standing of the School of Health Sciences within ten (10) school days of receiving the program decision. The Chair of the Committee on Academic Standing will present the appeal request to the Committee and set up a date for a hearing of the appeal. Only members of the Committee who have had no involvement in the decision will attend the hearing. The Chair of the Committee of Academic Standing will notify the student and the Chair in writing of: (1) the date, time, and place of the hearing, (2) the members of the Faculty Committee, and (3) a brief description of the basis for the appeal.

The School of Health Science Committee on Academic Standing will rely primarily on the Department Chair or the Department Chair's designee or designees and the student to present the case for and against the charges. Each party may be assisted by an advisor from within or outside the program, provided that the advisor is not an attorney nor represents the office of an attorney. The advisors may not actively participate in the hearing unless asked to do so by the Chair of the Committee or members of the Committee on Academic Standing. Each party may produce evidence and call one or more witnesses in support of the charges, and each party may examine any evidence and cross-examine any witness. The Committee may call and examine witnesses and invite the submission of additional evidence. The hearing will be closed and there will be no transcript or recording of the proceedings.

Within ten (10) school days following the conclusion of the hearing, the Committee on Academic Standing will produce a written decision, with a brief explanation of the reasons for the decision. The Chair of the Committee will notify both the student and the Department Chair of the Committee's decision in writing. The decision will be limited to those issues on appeal.

Either party may file a written appeal of the committee decision with the Dean of the School of Health Sciences. This appeal must include a statement of the reasons for the appeal, and it must be made within ten (10) school days of receiving notice of the decision of the Committee on Academic Standing. The Dean may conduct a further investigation after which he/she will notify the Committee on Academic Standing, Program Director, and the student of the decision to support or reject the appeal. The Dean's decision is final.

## **ARBITRATION OF DISPUTES**

Touro College students, faculty and staff are expected to abide by all Touro College policies and regulations, including those set forth on the Touro College website, and including the policies and procedures set forth in the School of Health Sciences 2014-2016 Catalog.

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

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

All arbitrations of Disputes shall be exclusively conducted and heard by the American Arbitration Association ("AAA"), or its successor, before a single arbitrator who shall be an attorney. "Dispute" means all legal and equitable claims, demands, and controversies, of whatever nature or kind, whether in contract, tort, under statute or regulation, or some other law or theory; the application, potential enrollment, enrollment, matriculation, continued enrollment and matriculation, and graduation, suspension, dismissal, expulsion, separation or any other academic, disciplinary or other action or termination of such student with Touro College; any other matter related to or concerning the relationship between the student and Touro College including, by way of example and without limitation, allegations of: discrimination based on race, religion, national origin, age, veteran status or disability, sex (including sexual harassment), gender, sexual orientation, retaliation, defamation, infliction of emotional distress, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments Act, The Americans With Disabilities Act of 1990, Campus Sex Crimes Prevention Act, as amended, Sections 1981 through 1988 of Title 42 of the United States Code, if applicable, Family Educational Rights and Privacy Act of 1974 (FERPA), if applicable, The Immigration Reform and Control Act of 1986, New York State Human Rights Law, New York City Human Rights Law, or any other federal, state or local civil law, as well as any other law related to students, not-for-profits and higher educational institutions. Disputes

do not include collections actions of tuition or other fees payable by the student and owed to Touro College.

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

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

#### **FAILURE TO EDUCATE AND LIABILITY DISCLAIMER**

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

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

#### **TOURO POLICY ON BIAS-RELATED CRIMES**

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

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

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

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

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

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

## **POLICY ON SEXUAL OFFENSES, BIAS, HARASSMENT AND DISCRIMINATION**

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

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

### **Title IX**

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

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

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

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

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

All divisions of Touro seek to foster a collegial atmosphere in which students are nurtured and educated through close faculty-student relationships, student camaraderie, and individualized attention. Discrimination or harassment of any kind is anathema to Touro's

mission, history, and identity. Touro will resolve any identified discrimination in a timely and effective manner, and will ensure that it does not recur. Compliance with Touro's policies and procedures is a necessary step in achieving a safe environment in our educational community. The policies set forth were developed to promote a safe educational environment in compliance with the Violence Against Women Act (VAWA) and a high-quality campus life.

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

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

### **Title IX Coordinator**

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

Complaints may be filed by contacting the Title IX Coordinator:

Elan Baram  
Title IX Coordinator  
Touro College  
500 7<sup>th</sup> Avenue, 4th floor  
New York, NY 10018  
646-565-6000, ext. 55636  
[elan.baram@touro.edu](mailto:elan.baram@touro.edu)

or alternatively the Chief Compliance officer at [compliance@touro.edu](mailto:compliance@touro.edu)

### **For Further Information**

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

Students are also urged to read the Annual Security and Fire Report at [https://www.touro.edu/departments/campus-security-department/clery-reports/51227\\_TouroASRRReport.pdf](https://www.touro.edu/departments/campus-security-department/clery-reports/51227_TouroASRRReport.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, New York 10005  
Phone (646) 428-3800  
Fax (646) 428-3843  
email: [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov)

### **STUDENT COMPLAINTS**

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

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

If any student believes that his or her rights have been violated or infringed upon, or that Touro's policies and procedures have not been followed, that student may file a formal complaint with the Dean of the school or division in which he/she is enrolled. When a complaint concerns an administrative function of the College, including, but not limited to, tuition refund and student financial assistance, a student may file a formal complaint with the College-wide director or supervisor of the administrative unit in question, or their designee. Prior to filing the formal complaint, the student should attempt to remedy the situation via an informal mediation (described in Phase One below). If the informal mediation is unsuccessful, or if the student is uncomfortable attempting an informal resolution, then a formal complaint may be filed. The complaint should state, with particularity: the person(s) involved, the nature of the claim, the date, witnesses (if any), documents (if any), and the circumstances under which the alleged claim may have been committed.

#### **Limitation Period**

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

## **Exception to Policy**

This Policy is not applicable to situations that are governed by other policies. For example, complaints of sexual harassment are governed by Title IX; the College 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, race discrimination, Code of Conduct violations, and ADA Reasonable Accommodations requests and complaints.

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

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

## **TOURO COLLEGE CAMPUS SECURITY POLICIES**

Safety and security are concerns commonly shared by the students, faculty and staff employees of Touro College. The College is committed to keeping its campus locations, centers and sites secure.

### **Access to the Campus**

Students must show a valid identification card to enter Touro College Facilities. Visitors must receive a temporary pass from guards on duty to enter Touro facilities.

### **Security Services**

Touro College has contracted with professional security guard services to maintain and monitor security at its campuses and sites. Selected locations have armed Security Officers. Security Personnel are carefully screened before being assigned to Touro College, and supervised to ensure quality assurance. Security staff are supervised by means of their agency supervisor, and as well as the Campus Security Director.

Security personnel respond to emergency calls for service, enforce regulations, and assist in security building inspections and fire prevention. Electronic means, such as closed circuit television, are also used to monitor activities at many College centers.

The Security Officers may detain individuals who engage in illegal and criminal actions until New York City Police Officers arrive and/or your local Law Enforcement agency arrives. They are empowered to enforce Touro's regulations, to investigate incidents, and to apprehend those who violate Touro regulations or commit crimes on campus. Criminal violators that are apprehended are turned over to the police. Our Security Officers are not Peace Officers or Police Officers and have no power of arrest.

Our Security Director meets regularly with Police Commanders to help ensure the safest environment for our campus community.

### **Reporting Criminal Incidents & Other Emergencies**

All students, employees, and guests should promptly report criminal incidents, accidents, and other emergencies to the Department of Campus Security by dialing 1-88-Touro911 (1-888-687-6911). This service allows you to speak to a live operator, twenty four hours a day, seven days a week, to report any incidents or occurrences. The service refers all calls to the appropriate agencies (i.e. fire, police, etc.) for assistance, as well as to the appropriate College authorities. Additionally you may report any incidents to any Security Officer at your site, the Campus Security Director, and/or Operations. If you are located in a Student Residence Hall you can also report any incident to your Resident Director, Assistant Resident Director, or R/A at your facility. The Campus Security Administrative office is located at 500 7<sup>th</sup> Avenue, 5th Floor and can be reached at 646-565-6000 ext. 55134 or via email at [security@touro.edu](mailto:security@touro.edu).

If assistance is required in completing or reporting an incident/occurrence to local Law Enforcement agencies we at Touro Campus Security will be glad to render any assistance needed.

Annual statistics on the incidence of crime at Touro College campuses and sites are published in the *Touro College Campus Security Handbook*.

*Students are urged to read the Annual Security and Fire Report at [http://www.touro.edu/departments/campus-security-department/clery-reports/51227\\_TouroASRReport.pdf](http://www.touro.edu/departments/campus-security-department/clery-reports/51227_TouroASRReport.pdf)*

### **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.

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

Students are urged to view pages 36-39 in the Annual Security and Fire Report at [https://www.touro.edu/departments/campus-security-department/clery-reports/51227\\_TouroASRRReport.pdf](https://www.touro.edu/departments/campus-security-department/clery-reports/51227_TouroASRRReport.pdf)

## **STUDENT RESPONSIBILITIES AND RIGHTS**

### **STUDENTS WITH DISABILITIES**

#### **Reasonable Accommodations**

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. School of Health Sciences students with disabilities seeking reasonable accommodations should do so through the Office of Student Disability Services (OSDS) Coordinator for SHS, the Associate Dean of Students and Innovation.

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 Disability Services Coordinator for SHS, the Associate Dean of Students and Innovation at [Rivka.Molinsky@touro.edu](mailto:Rivka.Molinsky@touro.edu).

## **Student Rights and Responsibilities**

### ***Student Rights***

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

### ***Student Responsibilities***

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

### **Grievance Policy**

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

### **CAMPUS CITIZENSHIP**

Students of Touro College are expected to be considerate of all individuals at the College – fellow students, faculty, staff and administrators – and to help maintain a harmonious and supportive environment conducive to learning and the furtherance of academic pursuits. While specific regulations are listed on the following pages, it is expected that all members of the college

community demonstrate respect for their colleagues, sensitivity to their needs, and tolerance for their ideas and views. Please cooperate with college officials by observing the rules and regulations of the college, and by exercising respect for college values and property.

### **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 instructor to leave the class for the remainder of the class period. Behaviors defined as disruptive include persistently speaking without being recognized, using a cell phone in the class, eating in the classroom, interfering with the class by entering and leaving the room without authorization, carrying on private conversations, and refusing to follow the directions of the course instructor.

To ensure a clean and healthy environment for all students at the college, eating drinking and smoking are not permitted in any classroom, laboratory, or auditorium.

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.

Additionally, please see Touro's Policy on Weapons in the *2016 Annual Security and Fire Safety Report*, <https://www.Touro.edu/departments/campus-security-department/clery-reports/>.

### **ACCEPTABLE USE POLICY FOR INFORMATION TECHNOLOGY**

In the interests of learning and research, and to support its academic, research, and administrative functions, Touro provides students, faculty, staff, and guests (hereafter referred to as "the Touro Community") with access to computer and network resources. Touro seeks to promote and facilitate the proper use of Information Technology (IT). However, while the tradition of academic freedom will be respected fully, so, too, will the requirement of responsible and legal use of the technologies and IT facilities that are made available to the Touro Community. This Acceptable Use Policy is intended to provide a framework for the use of Touro's IT resources and should be interpreted to have the widest application. This Acceptable Use Policy addresses the entire Touro Community. Institutional technology resources, facilities, and/or equipment include all technology-based resources, facilities, and/or equipment that are owned and/or operated by Touro as part of its mission. The basic rules for use of the institutional technology resources, facilities, and/or equipment are to act responsibly, to abide by Touro's policies as specified in the Touro Handbooks, 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. Touro technology resources, facilities, and/or equipment may only be used by current members of the Touro Community (hereafter referred to as "users") unless otherwise authorized by the Dean of Faculties, Dean of Students, the Senior Vice President for Administration, or the Senior Vice President and Chief Financial Officer, or their designated alternates. Users may not allow other person(s) to utilize Touro's technology resources, facilities, and/or equipment. All users of Touro technology resource users must sign, upon commencement of their relationship with Touro, or at another appropriate time, the Acceptable Use Policy (AUP), and submit the signed

AUP form to the Chief Information Security Officer (CISO). A copy of the form is also available online. In submitting the AUP Acknowledgement Form, each individual will be certifying that he/she has read and will comply with the AUP. This Policy contains elements that intersect with other policies at Touro. Should there be questions as to which policy applies; requests for clarifications should be addressed, in writing, to the CISO at [CISO@touro.edu](mailto:CISO@touro.edu).

Touro-provided email is considered the primary official communication mechanism recognized by Touro for communication with the Touro Community.

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

### **INTERNET SERVICES AND USER-GENERATED CONTENT POLICY**

Touro recognizes that emerging Internet-based services offer both potential organizational opportunity and risk and, as such, requires use of these services in ways that improve the commitment to our community of students, faculty and staff. These Internet services encompass a broad spectrum of online activity. For the purposes of this document, "Internet-based services" is defined as those that allow for user-generated content. These would include, but would not be limited to: "wikis," "blogs" (for which you write entries or comments); "live"-blogging tools such as "Twitter"; social networks such as "Facebook" and "MySpace"; professional networks such as "LinkedIn"; streaming media such as "YouTube"; discussion forums such as "listservs"; instant messaging; and social bookmarking tools such as "Digg." Internet-based services extend to services that are not owned, operated, or controlled by Touro, as well as those that we do control, such as our websites and our Web portal and any networking sites paid to host a presence on Touro's behalf. 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. Recognizing the benefits and risks associated with using these services, we have developed a policy to provide guidance to students, faculty and staff of Touro. This policy does not replace other policies or guidelines of Touro; it is in addition to specific policies such as the Information Security Policy, Code of Conduct, or the Acceptable Use Policy. This Policy will be reviewed periodically and will be updated, as necessary. You are responsible for keeping current on any changes to this or any other Touro policy and acting accordingly.

Student are urged to read the entire policy at <https://touro.app.box.com/v/InternetService-UserGenContent>

### **ANTI-HAZING REGULATIONS**

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

### **NO-SMOKING POLICY**

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.

## CONFIDENTIALITY OF STUDENT EDUCATION RECORDS

### **The Family Educational Rights and Privacy Act of 1974 (FERPA)**

The Family Educational Rights and Privacy Act of 1974, as amended, grants all eligible students the right of access to their own educational records as defined in the law. The law prohibits access to or release of personally identifiable information without the prior written consent of the student except under certain limited circumstances. Touro College policy does not permit access to or release of student records to any party except as authorized by this law. It should be noted, however, that this legislation concerning privacy is affected by Section 510 of the Veterans Education and Employment Act of 1976, which provides that, P.L. 93-568 notwithstanding, records and accounts pertaining to veterans, as well as those of other students, shall be available for examination by government representatives. It is also affected by Sections 507 and 508 of the Patriot Act of 2001, which provides that officials designated by the U.S. Attorney General may petition the court to examine records deemed relevant to certain authorized investigations or prosecutions. If a student wishes to inspect or review his or her records, he or she may contact the Office of the Registrar. Complete information concerning this policy is available in the Office of the Registrar.

**The Family Educational Rights and Privacy Act of 1974 as amended (FERPA), was designed to protect the privacy of education records. Education records include records, files, documents, or other materials in hard copy or in electronic format, maintained by Touro College or a party acting on behalf of Touro College, which contain information directly related to a student. FERPA specifies some limited exceptions including certain personal memory aids and certain employment records.**

FERPA affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within a reasonable period of time, but not more than 45 days after the College receives a request for access. Students should submit to the Office of the Registrar written requests that identify the record(s) they wish to inspect. The Office of the Registrar will make arrangements for access and notify the student of the time and place the records may be inspected.
2. The right to request an amendment to the student's education records that the student believes contains information that is inaccurate, misleading, or in violation of the student's rights of privacy. Students may ask the College to amend a record that they believe is inaccurate. They should write to the Office of the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide signed and dated written consent before the College discloses personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
  - a. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
  - b. A second exception that permits disclosure without consent is disclosure of Directory Information. Directory Information is information that is generally not considered harmful or an invasion of privacy if released.

The following is considered "Directory Information" at Touro College and may be made available to the general public unless the student notifies the Office of the Registrar in writing before the last day to add classes in a semester:

- Name
  - Address
  - E-mail address
  - Telephone listing
  - Date and place of birth
  - Photograph
  - Major field of study
  - Dates of enrollment
  - Enrollment status
  - Classification (freshman, etc.)
  - Honors and awards
  - Degrees and dates of conferral
  - Most recent prior educational agency or institution attended
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Touro College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

#### **Authorization for Non-Disclosure of Directory Information**

Enrolled students may refuse to permit disclosure of Directory Information. To do so, they must submit a completed "Authorization for Non-Disclosure of Directory Information" form to the Registrar before the last day to add classes in a semester. This request is valid only for the academic year in which it is made. A new form requesting non-disclosure must be submitted each academic year.

## EMERGENCY PROCEDURE INFORMATION

### **EMERGENCY CLOSING**

In case of severe weather conditions or other emergencies, information about the closing of the School will be transmitted via TC alert. It is the student's responsibility to make sure their contact information is correct and updated on the portal. The announcement will be specific to TOURO COLLEGE – BAY SHORE AND MANHATTAN CAMPUSES. For all campuses, students can check Touro outgoing phone messages and the Touro website. Closings of the Bay Shore campus may also be found on Cablevision's News 12 channel

### **MEDICAL EMERGENCIES**

The following instructions are designed to help you prepare for and deal with emergency medical situations that you may encounter during your work or study at Touro College. It is therefore important that you familiarize yourself with the material in this section.

#### **First Responder:**

- Assess the situation for safety. Take no action that may endanger yourself or others.
- Do not move a seriously injured person unless it is a life threatening situation.
- Call the **Touro Emergency Hotline Number 1-88-TOURO-911** or **911**.
- Notify Security and shout for help.
- Inform Security of exact location, number of people involved, type of injury, cause, action taken and any other information you can provide (e.g. chemical, victim unconscious, heart attack).
- Render assistance if able. Keep other people away from the scene until help arrives.
- If the victim is conscious, obtain information about his/her injury or medical history.
- Avoid physical contact with blood or other bodily fluids.
- If exposed to bodily fluids wash the affected area with soap and water as soon as possible and report your exposure to the emergency responders when they arrive.
- Wait for emergency responders, keeping victim as calm and comfortable as possible. Do not transport someone in a private vehicle to a hospital unless absolutely necessary.

As soon as you are able, notify the Dean's office of the Incident. The Dean will notify the Program Director and the Director of Emergency Preparedness (EMP). The victim's family will be notified by the Director of EMP.

#### **Minor Emergency (requires no more than first aid)**

- Rinse chemical from skin or eyes with running water; rinse burns in cool water for 15 minutes; wash laceration or puncture wounds with soap and water; stop bleeding by applying pressure or tying a cloth tightly around the wound.
- Complete an Incident Report documenting the Incident, circumstances and cause if known and submit to your supervisor.

## **BLOOD AND BODILY FLUID PRECAUTIONS**

**Provide medical treatment or first aid only if you are trained to do so.**

Exercise Universal Precautions when exposure to blood and bodily fluids is possible. Universal Precautions assume all blood and bodily fluids are potentially infectious. Therefore it is very important to follow these instructions:

- Avoid contact as much as possible with blood and bodily fluid. Use latex gloves or gloves of other approved material whenever coming into contact with blood and bodily fluids.
- Avoid splashing of blood and bodily fluids. If splashing is inevitable, use eye protection and a face shield, if possible.
- Avoid puncture by sharp objects that may be contaminated with blood or bodily fluids.
- Dispose contaminated materials as bio-hazardous waste. Contact the Department of Facilities at 646-565-6000 ext. 55271 for more information.
- Wash hands immediately after coming into contact with blood and bodily fluids.

If you were exposed to blood or bodily fluids and were not adequately protected with the use of gloves, eye protection, or a face shield do the following:

- Wash contaminated area thoroughly with soap and water for a minimum of 15 seconds.
- If eyes face or mucous membranes were splashed, flush these areas with water or saline solution for a minimum of 15 seconds.
- Wet eyes with saline to avoid them drying out.
- Report exposure to Emergency Personnel immediately.
- Record the source of the contamination.

### **The Heimlich Maneuver**

Choking because of an obstructed airway is a leading cause of accidental death. If a choking person is not coughing or is unable to speak, that's your cue to perform the Heimlich maneuver immediately. If you are unable to, or are not comfortable performing the Heimlich maneuver call **911** or the Touro emergency hotline at **1-88-TOURO-911**. Here are a few steps to help save a choking victim:

1. Ask the choking person to stand if he/she is sitting.
2. Place yourself slightly behind the standing victim
3. Reassure the victim that you are about to perform the Heimlich maneuver to help.
4. Place your arms around the victim's waist.
5. Make a fist with one hand and place your thumb toward the victim, just above his/her belly button.
6. Grab your fist with your other hand.
7. Deliver five upward squeeze-thrusts into the abdomen.
8. Make each squeeze-thrust strong enough to dislodge a foreign body.
9. Understand that your thrusts make the diaphragm move air out of the victim's lungs, creating a kind of artificial cough.

10. Keep a firm grip on the victim, since he/she can lose consciousness and fall to the ground if the Heimlich maneuver is not effective.
11. Repeat the Heimlich maneuver until the foreign body is expelled.

**Supervisors and Instructors:**

- Submit Incident Report to Department of Emergency Preparedness
- Contact Human Resources (for employees) or the Dean of Students (for students)

**Contact Numbers – 9:00AM – 5:30PM**

<b>Security Central Office</b>	646-565-6000 ext. 55134
<b>Emergency Preparedness</b>	646-565-6000 ext. 55668
<b>Human Resources</b>	646-565-6000 ext. 55163
<b>Dean of the School of Health Sciences</b>	631-665-1600 ext. 6257 or Cell: 516-662-3454
<b>Dean of Students</b>	646-565-6000 ext. 55419; 718-252-7800 ext. 234

**AFTER 5:30 PM, FOR ALL EMERGENCIES CALL THE TOURO EMERGENCY HOTLINE NUMBER 188-TOURO-911**

**FIRE SAFETY POLICY**

The purpose of Touro’s fire safety policy is to promote the safety of the College community, prevent damage to College property, and to comply with federal, state and city regulations. Every member of the College community is responsible for preventing common fire hazards, and for familiarity with proper emergency procedures.

**FIRE DRILLS**

Federal, state, and city education laws, and Fire Department policy mandate fire drills in all educational facilities and residence halls. Drills are conducted unannounced and all building occupants are required to participate. **Failure to evacuate is a serious violation of Touro’s Code of Conduct and will subject the employee or student to disciplinary action including, but not limited to, suspension, expulsion or termination.**

**UNLESS YOU HAVE BEEN SPECIFICALLY NOTIFIED OTHERWISE BY YOUR FIRE WARDEN, THE FIRE ALARM SHOULD NEVER BE TREATED AS A FALSE ALARM.**

**FIRE INCIDENT PROTOCOL**

The following procedures are intended to guide you in the event of a fire or other emergency which requires evacuation. However, there could be times when you will need to make a decision on the safest course to take, such as in the event a primary exit is blocked. In that case, it is important to remember the acronym RED – React, Evaluate and Decide. Employees and students must take the time to “react” to their new situation (i.e. the blocked exit);

“evaluate” their options (i.e. locating an alternate route); then “decide” on the best action to take (i.e. take the new route or shelter in place). One of the most important lessons in fire safety is to make sure you know two exits from your classroom or office. Never assume your usual exit route is the closest or safest one to use in an emergency.

### **If You Smell Smoke**

If you smell smoke contact your floor fire warden, advise them of your location and the location you smell the smoke. Your fire warden will investigate the situation and advise you of the next steps to take.

### **If You See Smoke or Fire**

The sighting of smoke is indicative of a hazardous condition. If you see smoke or fire pull the fire alarm, dial 911 and report the fire, then evacuate immediately.

### **Evacuating in an Emergency**

When an alarm sounds, follow these fire evacuation procedures:

1. Leave the building immediately upon activation of the fire alarm. Under normal conditions, you are expected to evacuate from any facility in less than 3 minutes.
2. If possible, bring your keys and ID card and dress for the weather (i.e. shoes and a coat). If you cannot access these items easily, LEAVE WITHOUT THEM!
3. When you leave your classroom/office, close the door.
4. If smoke is present, crawl low to the floor or stay in your room (if you cannot leave your room, see number nine below).
5. Only use stairways; NEVER USE AN ELEVATOR.
6. On your way to the safest exit, if possible, warn fellow neighbors by knocking on doors. Follow the instructions of your fire warden and evacuate. Once outside, stay at least 500 feet from the building. Continue to follow your fire warden’s instructions until he/she advises you it is safe to re-enter the building.
7. If you are a student/employee with a disability, report to the nearest stairwell. Remain in the stairwell until fire responders arrive and safely complete the evacuation.
8. Do not re-enter the building until instructed to do so by your fire warden, who will be in communication with the emergency manager on the scene.
9. If you cannot leave your classroom/office due to a disability or any other reason:
  - block all openings (underneath the door, HVAC vents) with wet or dry towels (this includes paper towels), clothing or any other fabric;
  - call 911 or the Touro Emergency Hotline at 1-88-TOURO911 and advise the dispatcher of your location;
  - stay close to a window holding a wet towel to your face if possible;
  - do not open the windows except to alert rescue personnel by hanging a white sheet or cloth out in the wind.

### **What You Can Do**

Fire safety and prevention is everyone’s responsibility. There are steps you can take to make yourself safer, thereby creating a safer Touro community.

1. Familiarize yourself with the location of your nearest exit and the fire wardens and searchers on your floor.
2. Locate all of the fire exit signs in the corridors on your floor.
3. Learn the emergency evacuation procedures described above.
4. Ensure your Fire Warden is made aware of any people with disabilities who may require assistance during an evacuation.

### **Policy for Exam Security during an Evacuation**

When the fire alarm sounds, it is imperative for the safety and security of Touro College faculty, staff, and students that everyone evacuate the building in an orderly manner as quickly as possible and as per the instructions of the fire wardens. If a class is taking an exam when the fire alarm sounds, the procedure to be followed is delineated below.

Upon hearing the alarm, the faculty member or proctor will ask students to hand in their exams and answer sheets and line up at the assigned stairwell. The instructor/proctor will make note of the exam time already elapsed. From that point forward, students will be on an honor system. They will not talk about the exam with fellow students, nor will they use electronic devices to look up exam-related information. Upon exiting the building, students must find the instructor/proctor and wait together until it is safe to re-enter the building.

Depending on the amount of time remaining for the exam, and on the amount of time of evacuation of the building, and on the subsequent availability of the classroom, the instructor will determine:

1. If the exam will resume immediately upon re-entry, to be completed in the time remaining from the originally allocated time;
2. If the interrupted exam will be disqualified, and a new exam will be given at a later date;
3. If the interrupted exam can be scored as is, but on a pro-rated basis.

The instructor will expeditiously notify the students of the decision. At that point, the students will be released from the honor system.

Any student found exchanging information or procuring information about the exam during the period of evacuation will be considered to be in violation of the Touro College and University System Academic Integrity Policy and will be subject to disciplinary action as described in the Policy.

## ADMINISTRATIVE DIRECTORY

### **BAY SHORE CAMPUS 631-665-1600**

#### **OFFICE OF THE DEAN**

	<b><u>Room</u></b>	<b><u>Ext.</u></b>
Dr. Louis H. Primavera, Dean	103	6257
Dr. Frank L. Gardner, Associate Dean (when in Bay Shore) (Also see Manhattan listing)	129	6318
Dr. Rivka, Molinsky, Associate Dean of Students and Innovation (Also see Brooklyn and Manhattan listings)	113	6318
Susan V. Powers, Executive Director, Administration	102	6221
Robin Lynn Morrell, Associate Director of Fiscal Affairs	104	6249
Marissa F. Esposito, Director of Alumni & Continuing Education	106	6281

#### **SECURITY**

6297

#### **PROGRAM OFFICES:**

#### **OCCUPATIONAL THERAPY**

Dr. Stephanie Dapice Wong, Chair/ Director	324A	6231
Dr. Tara Casimano, Associate Director	324C	6247
Administrative Assistant	324B	6253

#### **PHYSICAL THERAPY**

Dr. Jill Horbacewicz, Chair/Director	331	6245
Dr. Robert Troiano, Associate Director	326C	6236
Christine Joines, Admin Asst.	326B	6211
Elizabeth Holzer, Clinical Education Admin. Asst.	326E	6215
Jeanne Fasano, Admin. Asst.	326	6227

#### **ORTHOPEDIC PHYSICAL THERAPY RESIDENCY & POST-PROFESSIONAL DPT**

Dr. Frances Corio, Director	332A	6277
Susan Jacobson, Associate Director	332B	6276
Jeanne Fasano, Admin. Asst.	326	6227

#### **PHYSICIAN ASSISTANT STUDIES**

Dr. Joseph Tommasino, Chair	252C	6271
John Rongo PA-S, MS Director	252D	6223
Alexis Feliciano, Admin. Asst.	252I	6254
Adeline Bruno, Clinical Admin. Asst.	252B	6203
Susana Morales, Academic Admin Asst.	252	6248
Karen Magee, Academic Admin. Asst., Winthrop Ext. Ctr. (Winthrop Number)	252H 516-663-3194	6355

	<u>Room</u>	<u>Ext.</u>
<b><u>UNDERGRADUATE STUDIES</u></b>		
Arthur Sullivan,, Director	241B	6279
Justin Dolce, Assistant Director	241D	6314
Dr. Joseph Indelicato, Director of Psychology	335B	6219
Dee Dee Collins, Admissions Coordinator/Sr. Admin Asst.	241C	6269
<b><u>OFFICE OF STUDENT AFFAIRS</u></b>		
Jill Zucker, Director	338	6334
<b><u>LIBRARY</u></b>		
Joan Wagner, Chief Librarian	147	6296
Laurel Scheinfeld, Librarian	147	6224
Rachel Oleaga, Librarian	147	6224
Theresa Zahor, Asst. Librarian	147	6224
Katie Flood, Library Assistant	147	6295
<b><u>COMPUTER LAB</u></b>		
Sean Powers, Lab Technician	144	6273
Rabindra Shrestha, Lab Technician	144	6273
<b><u>MANHATTAN MAIN CAMPUS (212) 463-0400</u></b>		
<b><u>27 West 23<sup>rd</sup> Street, New York NY 10010</u></b>		
<b><u>OFFICE OF THE DEAN</u></b>		
Dr. Louis H. Primavera, Dean (at Bay Shore campus:)	103	631 – 665 -1600
Dr. Frank L. Gardner, Associate Dean	601	5788
Dr. Rivka Molinsky, Associate Dean of Students and Innovation	601	5518
Lisa M. Thompson, Administrative Director	601	5279
<b><u>PROGRAM OFFICES:</u></b>		
<b><u>OCCUPATIONAL THERAPY</u></b>		
Dr. Stephanie Dapice-Wong, Chair/Director	601	5545
Dr. Elizabeth Chiariello, Associate Director	600A	5662
Lydia Borges, Admin. Asst.	600	5671
<b><u>PHYSICAL THERAPY</u></b>		
Dr. Jill Horbacewicz, Chair/Director	600	5678
Dr. Laura Hagan, Associate Director	600	5255
Tamara Velasquez, Admin. Asst.	600	5606
Elizabeth Reid, Admin. Asst.	600	5254
Janel Dowling, Clin. Ed. Admin. Asst.	600	5611

**ENVIRONMENTAL SCIENCE**

43 W. 23<sup>rd</sup> Street 4<sup>th</sup> Fl., New York, NY 10010  
 Howard R. Feldman, Chair  
 Paul Freedman, Coordinator of Development  
 Esther Ingber, Program Asst.

<u>Room</u>	<u>Ext.</u>
4 <sup>th</sup> Fl	5516
4 <sup>th</sup> Fl	5132
4 <sup>th</sup> Fl	5785

**PHYSICIAN ASSISTANT STUDIES (646) 795-4510*****218-232 West 40th Street, 3rd Floor, New York, NY 10018***

Dr. Joseph Tommasino, Chair	310	47108
Paula Pashkoff, Director	310	47107
Sondra Middleton, Associate Director	311	47116
Samantha Himbele, Admin. Asst.	310	47106
Marien Fabal, Admin. Asst.	302	47100
Amanda Cricchio, Admin. Asst.	308	47109

**DEPARTMENT OF BEHAVIORAL SCIENCE (212) 742-8770*****65 Broadway, LL, New York, NY 10006***

Dr. Faye Walkenfeld, Chair & Director, Clinical Mental Health Counseling Program	113	2486
Dr. Arthur Freeman, Director, School Psychology Program	116	2450
Dr. Benjamin Elman, Director, I-O Psychology Program	118	2426
Ekaterina Davarashvili, Administrative Director	104	2452
Roza Tolsen, Admin. Asst. School Psychology & I-O Psychology	107	2457
Jenny Ilina, Admin. Assist. Clinical Mental Health Counseling & Behavior Analysis	112	2455

**MIDTOWN LIBRARY (43 West 23<sup>rd</sup> St.) (212) 463 0400 ext. 5321**

Salvatore Russo, Asst. Director of Libraries	5 <sup>th</sup> Floor	5222
Marina Zilberman, Chief Midtown Librarian	5 <sup>th</sup> Floor	5221
Carol Schapiro, Librarian	5 <sup>th</sup> Floor	5321
Sara Tabaei, Library Information Literacy Director	5 <sup>th</sup> Floor	5322
Toby Krausz Judaica Librarian	5 <sup>th</sup> Floor	5321
Mark H. Balto, Asst. Librarian	5 <sup>th</sup> Floor	5243
Boris Kocherga, Library Asst.	5 <sup>th</sup> Floor	5243
Edward Schabes, Library Asst.	5 <sup>th</sup> Floor	5477
Valerie Shrager, Library Asst.	5 <sup>th</sup> Floor	5321

**COMPUTER LABS (212-463-0400)**

27 West 23 <sup>rd</sup> St.	Basement	5347
27 West 23 <sup>rd</sup> St.	3 <sup>rd</sup> Floor	5240
27 West 23 <sup>rd</sup> St.	5 <sup>th</sup> Floor	5334
218-232 West 40 <sup>th</sup> St. (646) 795-4510	4 <sup>th</sup> Floor	47118
65 Broadway (212) 742-8770	2 <sup>nd</sup> Floor	2416

**BROOKLYN CAMPUS**

**902 Quentin Road, Brooklyn, NY 11223**

Dr. Rivka Molinsky, Associate Dean of Students and Innovation

<b><u>Room</u></b>	<b><u>Ext.</u></b>
218	36306

**PROGRAM OFFICES**

**NURSING (718-236-2661)**

***3rd Floor***

Sandra Russo, Chair/Director	312	36306
Danielle DePalo-Luczun, Sr. Admin. Asst.	310	36306
Christie Gilliam, Admin Asst.	300	36311
Joan Kissel, Admin. Asst.	314	36311

**SPEECH-LANGUAGE PATHOLOGY (347-532-6300)**

***5th Floor***

Hindy Lubinsky, Chair/Director	514	36370
Dr. Rosalie Unterman, Clinical Director	517	36380
Rochelle Kirshenbaum, Associate Academic Director	515	36371
Sarah Shain, Associate Clinical Director	514	36370
Mia Dumlao, Admin. Asst.	543	36376

**KINGS HIGHWAY LIBRARY (718-301-2032)**

**946 Kings Highway, 2nd Floor, Brooklyn NY 11223**

Rita Stravets, Librarian	718-301-2054
Marjorie Charlot, Assistant Librarian	718-301-2032
Pablo Zamoszczyk, Library Assistant	718-301-2032

**STUDENT ADMINISTRATIVE SERVICES** Please call helpline: (212)-463-0400 x5736

Email: [studentservices@touro.edu](mailto:studentservices@touro.edu) Web: [studentservices.touro.edu](http://studentservices.touro.edu)

**STUDENT SERVICES SOLUTION SPECIALISTS**

	<b><u>Campus</u></b>	<b><u>Room</u></b>
Brian Diele, Director of Student Services	Bay Shore	111
Muriel Tenety, Student Services Solution Specialist Senior Associate Registrar	Bay Shore	111
Janet Panora, Financial Aid Counselor	Bay Shore	111
Jennifer Christie, Student Services Solution Specialist	Bay Shore	111
Adam Fiocca, Student Services Solution Specialist	Bay Shore	111
Donna Gardner, Student Services Solution Specialist	Bay Shore	111

**ADMISSIONS**

Brian Diele, Director of Student Services	Bay Shore	111
Chana Zomberg, Admissions Associate/Health Science Advisor	Manhattan	401

**BURSAR**

**Main Office**

**646-565-6556**

**FINANCIAL AID**

	<b><u>Campus</u></b>	<b><u>Room</u></b>
Miguel Torres Financial Aid Administration and Financial Aid Counselor for the School of Health Sciences	Manhattan	225
Richard Lashley, Associate Director of Financial Aid (Speech and Language Pathology)	Quentin Road	241
Yaffa Levinson, Administrator (Nursing)	Avenue J	215
Raquel Lipschitz, Financial Aid Counselor (Nursing Associate Program)	Avenue J	215

**REGISTRAR**

Regina Tekmyster, Senior Associate Registrar	Avenue J	217
Michelle Berkowitz, Assistant Registrar	Manhattan	206C

**SCHOOL OF HEALTH SCIENCES  
DIRECTORY OF LOCATIONS**

**BAY SHORE CAMPUS**

1700 Union Boulevard  
Bay Shore NY 11706  
631-665-1600

**WINTHROP EXTENSION**

Winthrop Hospital  
288 Old Country Road  
Mineola, NY 11501  
516-663-3194

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**Manhattan Occupational Therapy Program**

**Manhattan Physical Therapy Program**

27 West 23<sup>rd</sup> Street  
New York, NY 10010  
212-463-0400

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**Manhattan Physician Assistant Program**

218-232 West 40<sup>th</sup> Street, 3<sup>rd</sup> Floor  
New York, NY 10018  
646-795-4510

**MS in Environmental Science**

43 West 23<sup>rd</sup> St, 4<sup>th</sup> Floor  
New York, NY 10010  
212-463-0400

**Department of Behavioral Science**

65 Broadway, 104  
New York, NY 10006  
212-742-8770

**Midtown Library**

43 West 23<sup>rd</sup> Street  
5<sup>th</sup> Floor  
New York, NY 1001  
212- 463-0400 ext. 5321

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**BROOKLYN CAMPUSES**

**MS in Speech-Language Pathology**

902 Quentin Road  
5<sup>th</sup> Floor  
Brooklyn, NY 11223  
718-236-2661

**Department of Nursing**

902 Quentin Road  
3<sup>rd</sup> Floor  
Brooklyn, NY 11233  
718-236-2661

**Library**

946 Kings Highway  
2nd Floor  
Brooklyn NY, 11223  
718-301-2032

**Student Administrative Services**

1602 Avenue J  
Brooklyn, NY 11230  
718-252-7800

## NOTES