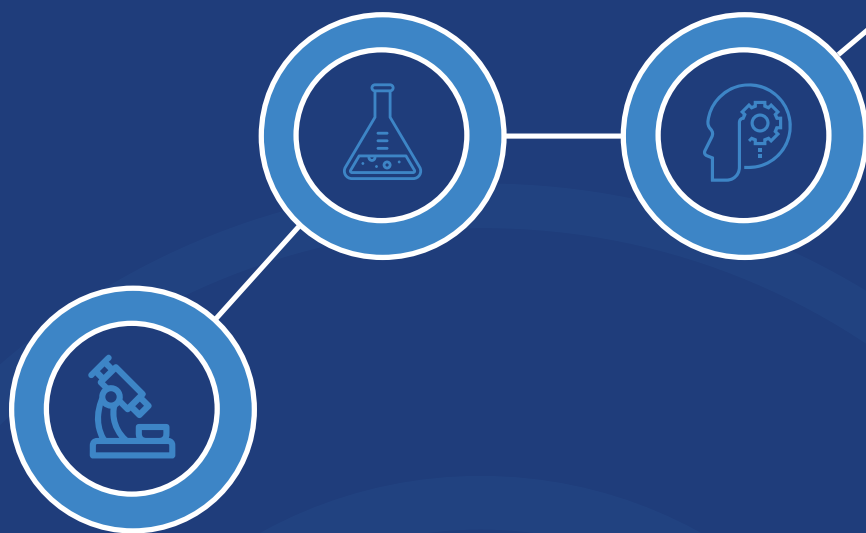


2022-2023 STUDENT HANDBOOK





**THE SCHOOL OF
HEALTH SCIENCES
OF TOURO UNIVERSITY**

Where Knowledge and Values Meet

Student Handbook

2022-2023

shs.touro.edu

IMPORTANT NOTICE

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

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

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

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

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

GENERAL DISCLAIMER

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

COVID-19 RELATED CLINICAL PROCEDURES

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

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Revised and reissued February 2023.

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 University 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 University. 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 TOURO UNIVERSITY

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.

The University was chartered by the New York State Board of Regents in 1970 and opened a year later as “Touro College.” In 2022 Touro was granted university status by the Board in recognition of the institution’s advanced academic standing.

Approximately 19,000 students are currently enrolled in its various schools and divisions. Touro College has 30 campuses and locations in New York, California, Nevada, Illinois, 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, IL, are separately accredited institutions within Touro University. For further information on Touro University, please go to: <http://www.touro.edu/news/>.

POLICY OF NON-DISCRIMINATION

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

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

ACCREDITATION

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

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

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

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

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

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), 3325 Paddocks Parkway, Suite 345, Suwanee, GA 30024; (770) 476-1224; www.arc-pa.org
- The Doctor of Physical Therapy Program at Touro College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Avenue, Alexandria, VA 22305; (703) 706-3245; accreditation@apta.org; <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), 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929; (301) 652-AOTA; www.acoteonline.org.
- The Master of Science (M.S.) program in Speech-Language Pathology at Touro College is accredited by the Council on Academic Accreditation in Audiology and Speech-Language Pathology of the American Speech-Language-Hearing Association, 2200 Research Boulevard, #310, Rockville, MD 20850, 800-498- 2071 or 301-296-5700; [the ASHA accreditation webpage](#).
- The Nursing Program is accredited by the Commission on Collegiate Nursing Education (CCNE), 655 K Street NW, Suite 750, Washington, DC 20001; www.aacnursing.org/CCNE.
- The Applied Behavior Analysis program course sequence has been verified by the Association for Behavior Analysis International (ABAI), 550 W. Centre Avenue Portage, MI 49024, (269) 492-9310, <https://www.abainternational.org/welcome.aspx>, as meeting the 5th Edition, 315-hour coursework requirement for students taking the Board Certified Behavior Analyst (BCBA) examination. Applicants will need to meet additional requirements before they can be deemed eligible to take the examination.

ABOUT THE SCHOOL OF HEALTH SCIENCES

The Touro University 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 2008. 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 Bachelor's, Master's, and doctoral-level degree programs in the health professions: BS, and RN to BS in Nursing, BS/MS in Occupational Therapy, Post-Professional Occupational Therapy Doctorate, 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 Clinical Mental Health Counseling, MS and the Advanced Certificate programs in Behavior Analysis, Doctor of Psychology in Clinical Psychology, MA degree in General Psychology and Doctor of Psychology.

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 and Professional Division of Touro University and shares the University'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 University'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 University 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

LONG ISLAND CAMPUS

The School of Health Sciences shares the Central Islip campus with the Touro University Law Center. The Long Island campus houses programs in Occupational Therapy, Physical Therapy, and Physician Assistant Studies. The mailing address and phone number of the campus are:

School of Health Sciences
of Touro University
225 Eastview Drive
Central Islip, NY 11722
(631) 665-1600

GETTING TO THE CAMPUS

By Train

LIRR trains arrive frequently at the Central Islip station, about 2½ miles from campus. The **eastbound** trip from Penn Station or Atlantic Terminal (Brooklyn) takes a little more than an hour. **Westbound** travel time to the Central Islip station depends on the departure station. For the current Central Islip schedule, please [click here](#). Students can take the free shuttle bus service to/from the Central Islip train station, the shuttle schedule can be found here: [Shuttle Bus Schedule](#)

By Bus

Students can take the [Suffolk County Transit 3C bus line](#).

By Car

Students can also drive to the campus. Please access Google maps for directions.

Parking

There are three parking lots on campus. Parking is available to students, faculty and staff free of charge.

Hours for the Long Island campus building are as follows, unless otherwise posted by the Office of the Dean:

Sunday – Thursday	8:00 a.m. to 11:30 p.m.
Friday	8:00 a.m. to 3:00 p.m.

The building is closed at 3:00 PM on Fridays and all day on Saturday. In addition, the School is closed on various holidays and during vacation periods. The building is accessible to people with disabilities.

The Office of the Dean is located on the fourth floor. Student Administrative Services (Admissions, Bursar, Financial Aid, and Registrar) are located on the third floor.

Library

The School of Health Science Library, located on the second floor of the Gould Law Library, serves the teaching and research needs of the faculty, staff, and students. 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.

Computer Laboratories

Two computer labs also are available on the third floor. The computer labs are open for use by current SHS students, faculty, and staff. Study rooms and study tables are equipped with power for laptops.

MANHATTAN CAMPUSES

The School of Health Sciences in Manhattan, which houses the programs in Occupational Therapy and Physical Therapy, is located at Touro’s new Cross River Campus, 3 Times Square. The campus is accessible via NJ Transit and the LIRR from nearby Penn Station, from the Times Square–42nd Street subway station (1, 2, 3, 7, N, Q, and R lines and the shuttle to/from Grand Central Terminal), and from the Port Authority–42nd Street subway station (A, C, and E lines). This location, in the heart of Times Square, “the crossroads of the world,” and the Theater District, features numerous restaurants, shops, hotels, and attractions that draw millions of visitors to New York City each year.

The Manhattan Physician Assistant Program and the Department of Behavioral Science are currently located in midtown Manhattan at 218-232 West 40th Street. The campus is within walking distance of many New York City landmarks, such as the Empire State Building and Grand Central Station, and 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. **Effective June 2023, these programs are scheduled to move to Touro’s Cross River Campus (see above), located at 3 Times Square.**

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:

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

The Office of the Dean and Student lounge are located on the 12th floor of 218-232 West 40th Street.

Library

Touro University’s main library is located on the 3rd floor of 3 Times Square, 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 Long Island. The library serves the teaching, reference, and research needs of faculty, students, and staff of the various schools of the University. (Further information about the libraries may be found online at <https://www.tourolib.org>).

Computer Laboratories

Computer laboratories are located on the 4th floor of the Manhattan campus building at 3 Times Square, and on the 4th floor of 218-232 West 40th Street. These laboratories are equipped with smart projectors, workstations, printers, and PCs that are connected by a Local Area Network and provide Internet access through the Touro University Wide Area Network. Technical assistants are available to students during the laboratories’ hours of operation.

BROOKLYN CAMPUSES

The School of Health Sciences in Brooklyn is located at 902 Quentin Road (corner of East 9th 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.

This campus building 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 the Kings Highway Campus of the Graduate School of Education at 946 Kings Highway, Brooklyn, New York, 11223. This library currently houses Speech Pathology material, including books and multi-media items, numerous current periodical subscriptions, and videotapes specifically related to Speech Pathology. At the Quentin Road facility, there are computer rooms linked to the library system, enabling students to access all library material available. (Further information about the libraries may be found online at <https://www.tourolib.org>).

Computer Laboratories

Touro University maintains several computer laboratories at the Flatbush campus, the Touro Computer Center on Kings Highway, and other Brooklyn sites, including the Quentin Road facility. These laboratories are equipped with workstations, printers, and PCs that are connected by a Local Area Network and provide Internet access through the Touro University Wide Area Network. Technical assistants are available to students during the laboratories' hours of operation.

Clinic

The Quentin Road building also houses a Speech and Hearing Center on the 5th 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 ASHA certified clinical supervisors.

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.

NASSAU UNIVERSITY MEDICAL CENTER (NUMC) EXTENSION CAMPUS

The office of the Physician Assistant Program Nassau University Medical Center Extension Campus is located at:

2201 Hempstead Turnpike
Bldg. D
East Meadow, NY 11554

Contact: 516-296-2189

Nassau University Medical Center Extension Campus office hours:

Monday, Tuesday, Thursday	8:00 AM to 4:30 PM
Wednesday (at the Central Islip campus)	9:00 AM to 5:30 PM
Friday	8:00 AM to 1:00 PM

Cafeteria

At the NUMC extension campus in East Meadow, there is a refrigerator and microwave available, two hospital cafeterias, and many places to eat that are in walking distance.

Library

A medical library is located on the grounds of Nassau University Medical Center, and Touro's Physician Assistant students are welcome to use the library facility at the Long Island campus. 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 Nassau University Medical Center, hospital-based parking is available to students free of charge.

Middletown Campus

The School of Health Sciences in Middletown, which houses the Middletown Physician Assistant Program, is located at Touro's Middletown Campus, 60 Prospect Avenue. The campus is accessible via NJ Transit and the MTA Metro North Port Jervis line. From either transit line, it is a short cab ride directly to the campus. There are numerous restaurants and shops in the area.

The hours for the Middletown campus location are as follows:

Monday – Thursday	8:30 AM to 5:30 PM
Friday	8:30 AM to 2:00 PM
Saturday	Closed
Sunday	8:30 AM to 4:00 PM

(this is an option for the program but most times we do not use it)

Library

The Touro-Middletown Library is located on the ground floor of the newly renovated, former Horton Hospital at 60 Prospect Avenue in Middletown, New York. It provides over 100,000 e-journals and e-books, numerous research databases, and comfortable study spaces. The Quiet Study Room is open 24/7 so students can relax and study at their leisure and features 32 computer stations, study spaces, and print and copy services.

2022-2023 SHS HOLIDAY SCHEDULE			
DATE	HOLIDAY	CLASSES	BUILDING
7/4/22	Independence Day	No	Closed
7/17/22	Fast of Tamuz**	Yes	Open
8/6/22	Tish B'Av	No	Open
8/7/22	Day After Tish B'Av**	Yes	Open
9/5/22	Labor Day	No	Closed
9/25/22	Rosh Hashana Eve*	Yes	Open No Testing
9/26/22 – 9/27/22	Rosh Hashanah	No	Closed
9/28/22	Fast of Gedalia**	Yes	Open No Testing
10/4/22	Eve of Yom Kippur**	Yes	Close at 12 Noon
10/5/22	Yom Kippur	No	Closed
10/9/22	Eve of Sukkot**	Yes	Close at 12 Noon
10/10/22	Sukkot	No	Closed
10/12/22 - 10/15/22	Days after Sukkot*+**	Yes	Open No Testing
10/16/22	Hoshana Rabba**	Yes	Close at 2PM
10/16/22	Shmini Atzeret	No	Closed
10/18/22	Simchat Torah	No	Closed
11/24/22	Thanksgiving	No	Closed
11/25/22	Day after Thanksgiving	No	Closed
1/2/23	New Year's Day (Observed)	No	Closed
1/3/23	Fast of Teves**	Yes	Open
1/16/23	Martin Luther King Day	No	Closed
2/20/23	Presidents' Day	No	Closed
3/6/23	Fast of Esther**	Yes to 5:00	Open
3/7/23	Purim	No	Open
3/8/23	Day After Purim**	Yes	Open
4/5/23	Eve of Passover**	Yes	Close at 12:00
4/6/23 & 4/7/23	Passover, first days	No	Closed
4/8/23 – 4/11/23	Spring Break	No	Open
4/11/23 – 4/13/23	Eve of Last Days**	No	Close at 2:00
4/13/23	Passover, last days	No	Closed
4/14/23	Day after Passover**	Yes	Open
5/25/23	Shavuot Eve**	Yes	Close at 12:00
5/26/23 – 5/27/23	Shavuot	No	Closed
5/28/23	Day after Shavuot*+**	Yes	Open
5/29/23	Memorial Day	No	Closed

Please note that the school buildings close at 2:00 p.m. on Fridays and are closed on all Saturdays.

***Preferably no class**

****No tests to be given**

***+**Preferably no class and no test to be given**

2023-2024 SHS HOLIDAY SCHEDULE			
DATE	HOLIDAY	CLASSES	BUILDING
6/19/23	Juneteenth	Yes	Open
7/4/23	Independence Day	No	Closed
7/6/23	Fast of Tammuz*	Yes	Open
7/26/23	Day before Tish B'Av**	Yes until 5:00	Open
7/27/23	Tish B'Av	No	Open
7/28/23	Day after Tish B'Av	Yes	Open
9/4/23	Labor Day	No	Closed
9/15/23	Rosh Hashanah Eve*	Yes to 12:00	Close at 2:00
9/16/23 – 9/17/23	Rosh Hashanah	No	Closed
9/18/23	Fast of Gedalia**	Yes	Open
9/24/23	Yom Kippur Eve*	Yes to 12:00	Close at 12:00
9/25/23	Yom Kippur	No	Closed
9/26/23	Day after Yom Kippur**	Yes	Open
9/29/23	Sukkot Eve**	Yes to 12:00	Close at 12:00
9/30/23 – 10/1/23	Sukkot	No	Closed
10/2/23 – 10/5/23	Intermediate Days*+**	Yes	Open
10/6/23	Hoshana Rabba*+**	Yes to 12:00	Close at 2:00
10/7/23	Shmini Atzeret	No	Closed
10/8/23	Simchat Torah	No	Closed
10/9/23	Day after Simchat Torah**	Yes	Open
11/23/23	Thanksgiving	No	Closed
11/24/23	Day after Thanksgiving	No	Closed
1/1/24	New Year's Day	No	Closed
1/16/24	Martin Luther King Day	No	Closed
2/20/24	Presidents' Day	No	Closed
3/21/24	Fast of Esther**	Yes to 5:00	Open
3/24/24	Purim	No	Open
3/25/24	Day After Purim**	Yes	Open
4/22/24	Eve of Passover*+**	Yes to 12:00	Close at 12:00
4/23/24 – 4/24/24	Passover, first days	No	Closed
4/25/24 – 4/28/24	Spring Break	No	Open
4/28/24	Eve of Last Days	No	Close at 12:00
4/29/24 – 4/30/24	Passover, last days	No	Closed
5/1/24	Day after Passover**	Yes	Open
5/29/24	Memorial Day	No	Closed
6/11/24	Shavuot Eve	Yes to 12:00	Close at 12:00
6/12/24 – 6/13/24	Shavuot	No	Closed
6/14/24	Day after Shavuot*+**	Yes	Open

Please note that the school buildings close at 2:00 p.m. on Fridays and are closed on all Saturdays.

***Preferably no class**

****No tests to be given**

***+** Preferably no class and no tests to be given**

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 University academic policies and procedures.

RULES AND REGULATIONS

The following are general rules and regulations for Touro University 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

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

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

Touro University is required to evaluate three components of a student's academic record: qualitative measure - cumulative grade point average; quantitative measure - pace of completion; and maximum timeframe, to determine if a student has achieved good academic standing and is making satisfactory progress toward graduation. Please see the complete Satisfactory Academic Policy found on the Touro website.

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. During the established official add/drop period, this can be done online through the TouroOne portal. After those points, 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 signed and dated by his/her advisor with the Office of the Registrar. In those cases, the effective date of the program change is the day on which this form is received by the Office of the Registrar. Any form submitted to the Registrar by a student more than two weeks after the date of the advisor's signature will have to be re-signed. Forms submitted directly to the Registrar's Office by an advisor or other University official will be processed effective the date they are received. Forms lacking a written date will also be processed effective the day they are received by the Registrar. Based on this date, the Offices of Financial Aid and Bursar will adjust students' accounts accordingly. (Please see the Bursar section, pp. 19-20, 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.

GRADES

Credit Courses

The following grade values are assigned for each credit-bearing hour:

Excellent	A+ = 4.000	A = 4	A- = 3.667
Good	B+ = 3.333	B = 3	B- = 2.667
Average	C+ = 2.333	C = 2	C- = 1.667
Poor	D+ = 1.333	D = 1	D- = 0.667
Failing	F = 0		

Other Grade Definitions

P = Passing.

F = Student attended/participated 60% or greater of scheduled classes per semester, but did not achieve passing grades on examinations and assignments, or stopped attending/participating after 60% or greater of scheduled classes in the given semester.

INC = Students may be granted a grade of “Incomplete” if they did not complete all course assignments and received the instructor’s permission to complete course requirements at a later date (see details below).

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

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

WNA = Student never attended class. Not included in calculating the student’s grade-point average (GPA).

Non-Credit Courses

Non-credit courses are graded on a pass-fail basis: P or F.

Grade Point Average (GPA)

The Grade Point Average (GPA), also called the index, is obtained by dividing the total number of quality points earned in graduate Education courses at Touro University by the total number of graduate Education course credits attempted and not otherwise excluded from the GPA computation.

Example: A student receives the following grades during a semester of study:

GRADE IN ONE 3-CREDIT COURSE	GRADE VALUE	QUALITY POINTS (GRADE VALUE X 3)
A	4.000	12.000
B+	3.333	9.999
B	3.000	9.000
		TOTAL 30.999

$$\text{GPA} = 30.999 \text{ quality points} \div 9 \text{ credits} = 3.444$$

GRADE OF "INCOMPLETE"

For courses in the Nursing programs:

A grade of Incomplete (INC) may be given to students who have acceptable levels of performance for a given course, but have not completed all course requirements, such as an examination, a paper, or a field work project. Grades of Incomplete should not be used for students who are doing substandard work in order to give them the opportunity to redo their projects/exams so that they can achieve an acceptable grade.

The procedure for granting an Incomplete generally begins with the student requesting this grade from the faculty member (which the faculty member may deny). Students who wish to appeal an instructor's denial should follow procedures concerning Grade appeals outlined in the Catalog and Student Handbook. A student who otherwise satisfies course requirements but misses a final examination for last-minute emergency reasons may be given an INC grade by the faculty member, at his or her discretion.

The time allowed for the completion of any single project may vary at the instructor's discretion. However, a grade of Incomplete should be converted to a letter grade not later than six (6) weeks after the scheduled final examination of the course. Individual units of the Undergraduate Division may schedule a make-up day on which students who had an excused absence for the final would be expected to take the final examination, or units may adopt other policies concerning make-up finals. If the course is a prerequisite for other courses, students will not be allowed to use the course as a prerequisite or continue in a further course unless the incomplete grade is resolved. The INC grade for such a course must be converted to a letter grade no later than the end of the add/drop period or three (3) weeks after the final exam.

If the student has not met the requirements or a Change of Grade form has not been submitted

by the instructor, the incomplete grade will automatically be converted to a grade of “F” six (6) weeks after final exam of the semester. If a student subsequently seeks to complete the missing work, he/she will need to complete an Extension Contract, which must be approved by the Dean of the School and the faculty member. A copy of this contract can be obtained from the Office of the Registrar or downloaded from the TouroOne portal. The approved Extension Contract must be filed with the Registrar’s Office.

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

For courses in programs of the Department of Behavioral Science, Post-Professional DPT, Speech-Language Pathology, Occupational Therapy, Physician Assistant, and Physical Therapy:

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

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

If the student is permitted to apply for an Incomplete, he or she will fill out a contract for Grade of Incomplete at <https://touro.app.box.com/s/qqok3jnbad32n0885zhoyy74em503w3s>.

The Contract is considered a request until it is approved and signed by the student, faculty member, and department/program chair. Signed copies of the Contract are given to the student, the faculty member, the departmental/program chair, and a copy is forwarded to the Registrar’s Office. The faculty member is asked to record the grade of “Incomplete.”

Although the time allowed for the completion of any single project may vary depending on the magnitude of the project, a grade of Incomplete should not be allowed to stand longer than one

semester from the end of the semester in which the course was given. The faculty member will specify the amount of time allowed to finish an incomplete project in the contract. The amount of time should be appropriate to the project. For instance, a faculty member may only want to allow a relatively short amount of time to complete a missing exam. Under special circumstances, the Dean may extend the deadline beyond one semester. In such a case, the contract should be revised to reflect the change. Once the student completes the required project, the faculty member determines the final grade for the course and notifies the Registrar by using the standard Change of Grade form.

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

For students who are accessing Title IV programs to assist in paying their educational expenses, a grade of “Incomplete” may result in the inability of the Financial Aid office to confirm that students are in satisfactory academic standing.

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.

Withdrawal from the University

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

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 2021-2023 Catalog for general information on graduation requirements and standards.) In addition, the student has the ability to track their degree completion progress via the Degree Works tool located on the TouroOne portal, at any point during their course of study at the University.

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

For January Graduation - November 15

For June and July Graduation - May 1

For September Graduation - July 15

To apply for graduation online, click the “Apply to Graduate” button under the “Academic” tab located on the TouroOne portal and follow the prompts. Students will also be required to pay the \$200 graduation fee through TouchNet (see p. 20 for details).

Students who complete their certificate or degree requirements in January, June, or September of a given year participate in the School of Health Sciences commencement exercises.

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 all certificate or degree requirements. PLEASE NOTE: Touro University’s official degree conferral dates normally do not correspond to the dates on which commencement exercises take place.

Degree Works

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

The benefits of Degree Works include:

- Helping you easily monitor your academic progress online 24/7.
- Presenting exactly what the degree/program requirements are up front with consistency and accuracy.
- Displaying the fastest and best path to graduation that exists for your degree and your interests.
- Complementing your relationship with the advisor by removing some administrative burdens and leaving more time for true advising and career counseling.

- If you are a transferring student, the Degree Works tool will allow you to see where your transferring credits can be applied earlier in the enrollment cycle.
- Allowing you to estimate the number of semesters it will take to graduate.
- Viewing your grades and GPA.

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

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

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

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

Transcripts

Ordering official transcripts

1. To order an official transcript via TouroOne, click “Academic” from the left side navigation menu. In the Official Transcript portlet, click “Order Official Transcript.” Alternatively, you can go directly to www.touro.edu/getmytranscript.
2. Students will be automatically prompted to register an account or to log into an existing account.
3. Students will need to enter either an electronic destination or physical shipping address.
4. For electronic transcripts student will need to select the program that they graduated from or attended. If you graduated from or attended multiple programs, you will need to place a separate electronic transcript order for each program.
5. For students waiting for a degree or grade(s) to be posted, there will be hold options to select at checkout. The order will not be processed until degree is awarded or grade(s) are posted.
6. Once an order is placed students will receive a confirmation email and order number. Students will also receive email once the order is processed and/or shipped.

Processing

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

Transcript Fees

- Electronic transcript free of charge
- Official paper transcript \$10 per copy

Shipping Fees

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

Viewing and Printing Unofficial Transcripts

1. Log into your TouroOne account at <https://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 University 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 University records, you must complete a "Change of Name" form and submit appropriate documentation, e.g., a copy of a 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 you 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 University's receivables. This includes reviewing charges and payments, issuing refunds, collection activities and providing support and guidance to create a seamless experience for our students. These functions are accomplished while servicing the needs of our students within the framework of Touro's policies and legal guidelines.

Paying Your Tuition

Graduate programs tuition is due 10 days before the published start date of class. 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.

Undergraduate program tuition is due at the end of the published add/drop period. 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.

Professional students will not be allowed to register with a balance. All tuition and fees must be paid in full. 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 University 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. 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

You will not be sent a bill. *TouchNet* is Touro's means of providing our student body 24-hour access to account activity, making payments and setting up payment plans online. To access *TouchNet*, login to TouroOne at www.touroone.touro.edu following the user and password guidelines, and then select "TouchNet" from the menu. For questions or issues with access, please contact the TouroOne Helpdesk at help@touro.edu

Payment methods accepted through *TouchNet* include all major credit cards or by E-Check using a checking account. Please be advised that payments on student accounts made online by credit or debit card will be charged a 2.85% non-refundable convenience fee by our third party provider, TouchNet® Pay Path.*Students can **avoid this fee** by simply choosing to pay with our electronic check (**E-check**) option. To pay by E-check, log into your online student account, select electronic check for your method of payment and provide your bank routing number and account number. The Office of the Bursar is committed to guarding our students from unlawful acts of identity theft. The University takes very seriously the privacy rights of students, including the protection of personal credit card and bank account information.

Student Refunds

Any student in overpayment of tuition will receive a refund. All refunds are issued within 14 days of the credit balance posted to their student account (check your TouchNet account activity to confirm the posting). Refunds may be processed via paper check or E-check directly to the student's bank account of choice. We **strongly recommend** that students opt into the Direct Deposit option, which allows you to receive your refund faster via electronic deposit to the bank account of your choice. To sign up, access student account via TouchNet. Select Refund and follow the instructions.

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

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

Tuition Liability for Withdrawal

For information regarding your individual programs' withdrawal policy please check the TouroOne portal at <https://tcus.service-now.com/sp>.

Section 103 Provisions for Veteran Students: Pending Payment Compliance for Eligible Students

In accordance with Title 38 US Code 3679 subsection (e), Touro University adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the University is pending from the VA, Touro University will not:

- prevent nor delay the student’s enrollment;
- assess a late penalty fee to the student;
- require the student to secure alternative or additional funding;
- deny the student access to any resources available to other students who have satisfied their tuition and fee bills to Touro University, including, but not limited to, access to classes, libraries, or other institutional facilities.

However, to qualify for this provision, such students may be required to:

- produce the Certificate of Eligibility by the first day of class;
- provide a written request to be certified;
- provide additional information needed to properly certify the enrollment as described in other University policies.

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 via Help Desk (help@touro.edu).

General Information

Touro University 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),” <https://studentaid.gov/h/apply-for-aid/fafsa> which determines a student’s eligibility for all Federal Aid.

The New York State Tuition Assistance Program (TAP) helps eligible New York residents pay tuition at approved schools in New York State <https://www.hesc.ny.gov/> . Depending on the academic year in which you begin study, an annual TAP award can be up to \$5,665. Express TAP Applications are generated to the student based upon information that is transmitted to New York State from FAFSA. You can also complete your TAP application by following this link <https://www.tap.hesc.ny.gov/totw/>. Students are advised to file their applications as early in the year as possible.

Graduate students are not eligible for TAP.

Using the information on your FAFSA form and your EFC, the financial aid office will determine the amount of aid you will receive. We will use your EFC to prepare a financial aid package to help you meet your financial need. Financial need is the difference between the cost of attendance (which can include living expenses), as determined by TU, and your EFC.

Steps for Applying for Financial Aid

Students wishing to receive financial aid to help pay tuition, fees, living costs and other educational expenses are recommended to complete and submit their FAFSA form as soon as possible on or after October 1, 2021. The easiest way to complete or correct your FAFSA form with accurate tax information is by using the IRS Data Retrieval Tool either through <https://studentaid.gov/> or the myStudentAid mobile app. In a few simple steps, most students and parents who filed a 2020 tax return can transfer their tax return information directly into their FAFSA form in the October preceding the academic year for which the assistance is sought. Using the 2022- 2023 academic year as an example, students may file the FAFSA beginning on October 1, 2021. Students will complete the 2022-2023 FAFSA using their 2020 federal income tax return and any other financial information from the 2020 calendar year. The 2022-2023 FAFSA is available at <https://studentaid.gov/> beginning on October 1, 2021.

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.

FAFSA ID

Create a New FSA ID

An FSA ID is a username and password that gives you access to Federal Student Aid’s online systems and can serve as your legal signature.

To create your FSA ID please visit: <https://studentaid.gov/>

Touro University’s’s Federal School code is 010142.

Financial Aid Tips

- We strongly encourage students to check their Touro email and TouroOne portal accounts.
- All important communication regarding the status of your financial aid will be through Touro email and the TouroOne portal.
- In the TouroOne portal you can see all pending documentation or any other steps that are missing in order for your financial aid to be finalized.
- Please submit all requirements ASAP to avoid delay in your disbursements.

If you have any questions, please contact the Help Desk (help@touro.edu) for assistance.

STUDENT LIFE

OFFICE OF STUDENT AFFAIRS

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.

The Office of Student Affairs is located on the Long Island campus:

Monday/Wednesday/Friday by appointment, or via e-mail
Tuesday/Thursday 10:15-6:30 or later by appointment, or via e-mail

The Director of Student Affairs is available via e-mail at jill.zucker2@touro.edu.

ORIENTATION

All new students are expected to attend orientation; Orientation 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 Long Island 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 University 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. 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 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: [Immunization forms and information](#).

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 Long Island campus and meets monthly to discuss matters of student concern.

Student Government Representatives

Every August, each program at the Long Island 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.

UNIVERSITY CODES AND POLICIES

Policies and procedures of the School of Health Sciences are applicable at all locations (Long Island, Manhattan, Brooklyn, and Nassau University Medical Center Extension Campus). 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 University home page, 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:

https://www.touro.edu/media/schools-and-colleges/shs/documents/SHS_Catalog.pdf.

THE TOURO UNIVERSITY CODE OF CONDUCT

Students are expected to behave in a manner that is harmonious with and supportive of the activities and functions of an educational institution. The following types of actions are considered violations of the Touro University Code of Conduct and will result in disciplinary sanction:

1. Theft of, or damage to, University records and property, caused by intentional, negligent or irresponsible conduct;
2. Unauthorized use of any University property, including, but not limited to, its name, property, offices, premises, equipment (computer equipment, telephones, fax machines, copying equipment, laboratories and misuse of student ID cards);
3. Conduct which interferes with or obstructs any University functions or which physically obstructs or threatens to obstruct or restrain members of the University community;
4. The physical or sexual abuse or harassment of any member of the University community (such incidents must also be reported to the Title IX coordinator);
5. Threatening or actual infliction of bodily injury, assault, emotional trauma against students, faculty or staff of the University (such incidents must also be reported to the Chief Security Officer);
6. Disorderly, disruptive or abusive conduct in the classroom or on University premises;
7. Refusal to follow the directives of University officials acting in performance of their duties;
8. Impersonating University faculty, University officials, or University staff;
9. Forging signatures or other information on registration forms, financial aid forms, or any other University documents;
10. Computer abuse, including possession of unauthorized passwords, plagiarism of programs, unauthorized destruction of files, misuse of computer accounts, and disruptive or annoying behavior on the University’s computer system;
11. Unauthorized sale, distribution, or consumption of alcoholic beverages on University premises;
12. Distribution, purchase, or possession of barbiturates, amphetamines, marijuana, hallucinogens, opiates, or any other addictive or illegal drugs or paraphernalia on University premises;
13. Gambling in any form on University premises;
14. Possession, distribution, or sale of weapons, incendiary devices, or explosives on University premises;

15. Tampering with or misusing fire-fighting equipment and/or safety equipment (such as alarm-boxes and extinguishers);
16. Participation in or furtherance of any illegal activity on Touro's premises;
17. Offensive or derogatory written or verbal statements intended to inflict harm on members of the University community, including, without limitation, racist, ethnic, or sexist remarks or references regarding any member or group of the University community;
18. Any abusive conduct or harassment directed at an individual or group of individuals in the University community on the basis of the actual or perceived race, gender, color, national origin, ethnicity, religion, age, disability, sexual orientation, marital or parental status, or citizenship status of such person(s);
19. Refusal to identify oneself to an official or security officer of the University or to present proper identification upon entering the University premises;
20. Actions that are not harmonious with and supportive of the activities and functions of an educational institution; actions that harm the reputation of the University;
21. Aiding or abetting any conduct prohibited by this University Code;
22. Conviction of a felony crime while enrolled at the University;
23. Intentionally filing a false complaint under this University Code of Conduct;
24. Academic dishonesty and lack of academic integrity.

Touro University Social Media Policy

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

Individuals who violate any of the provisions of the Code of Conduct are subject to disciplinary action at the discretion of Touro University. Student organizations violating the above regulations may be penalized by having their charter revoked. Furthermore, disciplinary sanctions may also be imposed against the officers and members of student organizations at the discretion of Touro University.

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 University 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 2021-2023 Catalog and in individual program handbooks.]

TOURO UNIVERSITY ACADEMIC INTEGRITY POLICY

The complete Touro University Academic Integrity Policy can be found online at [Academic Integrity Policies](#).

Touro University 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.

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

Touro University'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 Touro University 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 TU Academic Integrity Policy 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;
- 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;
- Touro University 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.

Touro University 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 Touro University. Students, faculty, and other members of the Touro University 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 University 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, Touro University 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 University 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 University 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 University 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: <https://www.law.cornell.edu/uscode/text/17/107>

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 Touro University
- 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 University 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 University'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.

Touro University 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 University Code of Conduct, the student is expected not to obstruct the investigation or proceedings.
- The student, his/her accuser, the Committee, and/or Touro University'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 Chair of the SHS Committee on Academic Standing, Dr. Frank Gardner frank.gardner@touro.edu, 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 TU 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 University regulations concerning inspection of records (see "Confidentiality of Student Education Records," pp. 56-57).

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 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 and/or Chair may suspend a student on the Program Director's and/or Chair'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 and/or Chair 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 procedures 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 Sciences 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, Department Chair and the student of the decision to support or reject the appeal. The Dean's decision is final.

ALTERNATIVE DISPUTE RESOLUTION

For purposes of this policy, "Dispute" means all legal and equitable claims, demands, and controversies, of whatever nature or kind, whether in contract, tort, under statute or regulation, or some other law or theory; the application, potential enrollment, enrollment, matriculation, continued enrollment and matriculation, and graduation (or denial thereof), suspension, dismissal, expulsion, separation or any other academic, disciplinary or other action or termination of such student by Touro; any other matter related to or concerning the relationship between the student and Touro including, by way of example and without limitation, allegations of: discrimination or harassment based on race, religion, national origin, age, veteran status or disability, sex, gender, sexual orientation, retaliation, defamation, infliction of emotional distress, violation of The Americans With Disabilities Act of 1990, Sections 1981 through 1988 of Title 42 of the United States Code, The Immigration Reform and Control Act of 1986, New York State Human Rights Law, New York City Human Rights Law, or any other federal, state or local civil, Family Educational Rights and Privacy Act of 1974 (FERPA), Campus Sex Crimes Prevention Act, Title VI or Title IX of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, as amended, as well as any other law related to students, not-for-profits and higher educational institutions. Disputes do not include collections actions of tuition or other fees payable by the student and owed to Touro University.

Touro's Alternative Dispute Resolution ("ADR") policy was created with the intention of providing a program for the quick, fair and accessible resolution of Disputes between Touro, and Touro's current and former students (as well as applicants) related to or arising out of a current, former or potential academic relationship with Touro. The policy provides the exclusive mechanism for the final and binding resolution of all Disputes that cannot otherwise be resolved internally through the academic and disciplinary methods described elsewhere in this Handbook.

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

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

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

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

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

If any provision of this ADR policy is determined by any arbitrator or court of competent jurisdiction to be invalid or unenforceable, said provision shall be modified to the minimum extent necessary to render it valid and enforceable, or if modification is not possible, the provision shall be severed from the policy, and the remaining provisions shall remain in full force and effect, and shall be liberally construed so as to effectuate the purpose and intent of the policy.

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

ADR Procedures

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

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

FAILURE-TO-EDUCATE AND LIABILITY DISCLAIMER

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

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



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 the Campus Security Director, Lydia Perez, at 50 West 47th Street, 14th Floor, New York, NY 10036; 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 TITLE IX AND SEXUAL MISCONDUCT

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

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

Title IX Grievance Policy

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

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

Title IX Coordinator

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

Contact Information for the Title IX Coordinator:

Matthew Lieberman
50 W. 47th St., 14th Floor
New York, NY 10036
Phone: 646-565-6000 x55667
Email: Matthew.Lieberman@touro.edu

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

When Title IX Applies

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

1. The conduct is alleged to have occurred on or after August 14, 2020;
2. The conduct is alleged to have occurred in the United States;
3. The conduct is alleged to have occurred in Touro’s education program or activity; and
4. The alleged conduct, if true, would constitute covered sexual harassment, as defined under Title IX, as:
 1. an employee conditioning educational benefits on participation in unwelcome sexual conduct (i.e., *quid pro quo*);
 2. unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the educational institution’s education program or activity; or
 3. sexual assault (as defined in the Clery Act); or dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act (VAWA)).

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

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

For more details surrounding the Title IX Grievance Policy please see:

<https://www.touro.edu/title-ix-policy/>

Sexual Misconduct

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

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

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

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

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

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

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

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

Phone: 646-565-6000, ext. 55330

Email: compliance@touro.edu

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

Students are also urged to read the Annual Security and Fire Report at https://www.touro.edu/departments/campus-security/clery-reports/TOURO_U-2022_ASFSR.pdf

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

U.S. Department of Education
Office for Civil Rights
32 Old Slip, 26th floor
New York, NY 10005
Phone 646-428-3800
Fax 646-428-3843
Email: OCR.NewYork@ed.gov



STUDENT COMPLAINTS

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

This student complaint procedure is available to any Touro University student who seeks to resolve a legitimate grievance directly affecting that student, provided that such circumstance is not governed by another complaint mechanism (see Exception to Policy below). The procedure only applies to complaints that are the result of actions by another member of the University community while acting in an official capacity (e.g. faculty member, administrator, or staff) in contravention of the written policies of the University 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 University, including, but not limited to, tuition refund and student financial assistance, a student may file a formal complaint with the University-wide director or supervisor of the administrative unit in question, or their designee. Prior to filing the formal complaint, the student should attempt to remedy the situation via an informal mediation (described in Phase One, found at <https://touro.app.box.com/v/studentgrievancepolicy>). 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 University 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 University or program-specific grade appeals policies. Therefore, this Policy may not be used for appealing grades, dismissals, or academic decisions by any Touro University programs. Such appeals are governed by the Student Handbook or Catalog for the program in which the student is enrolled.

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

TOURO UNIVERSITY CAMPUS SECURITY POLICIES

Safety and security are concerns commonly shared by the students, faculty and staff employees of Touro University. The University 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 University facilities. Visitors must receive a temporary pass from guards on duty to enter Touro facilities.

Security Services

Touro University has contracted with professional security guard services to maintain and monitor security at its campuses and sites. Security Personnel are carefully screened before being assigned to Touro University, and supervised to ensure quality assurance. Security staff are supervised by means of their agency supervisor, 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 University 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. This service refers all calls to the appropriate agencies (i.e. fire, police, etc.) for assistance, as well as to the appropriate University authorities. Additionally, you may report any incidents to any Security Officer at your site, the Campus Security Director and/or Campus Security, or online at [Touro Incident Report](#). 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 50 West 47th Street, 14th Floor and can be reached at 646-565-6000 ext. 55134 or via email at 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 University campuses and sites are published in the *Touro University Campus Security Handbook*. Students are urged to read the Annual Security and Fire Report https://www.touro.edu/departments/campus-security/clery-reports/TOURO_U-2022_ASFSR.pdf

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

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

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

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

Students are urged to view pages 26-28 of the Annual Security and Fire Report at https://www.touro.edu/departments/campus-security/clery-reports/TOURO_U-2022_ASFSR.pdf

STUDENT RESPONSIBILITIES AND RIGHTS

STUDENTS WITH DISABILITIES

Reasonable Accommodations

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

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

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

Students seeking reasonable accommodations must:

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

The process, as described above, will result in the issuance of a *Receipt of Accommodations* form, which will either approve or deny the request. This form is signed by the coordinator, the Dean or Program Director, and the student.

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

A copy of the *Application for Accommodations & Services* may be available by contacting the Office of Student Disability Services Coordinator for SHS, the Associate Dean of Students and Innovation at 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 University.
- Reasonable and appropriate accommodations, and/or academic adjustments determined by the coordinators of OSDS.
- Access to all services and support available to all Touro students with reasonable accommodations where necessary and appropriate.

Student Responsibilities

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

Complaint Procedure

If a student feels that 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 applicable Catalog or Student Handbook. A similar procedure can be followed by a student to appeal the University's response to a request for reasonable accommodations.

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

CAMPUS CITIZENSHIP

Students of Touro University are expected to be considerate of all individuals at the University – 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 University community demonstrate respect for their colleagues, sensitivity to their needs, and tolerance for their ideas and views. Please cooperate with University officials by observing the rules and regulations of the University, and by exercising respect for University 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 University, 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 University, 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 2022 Annual Security and Fire Safety Report, https://www.touro.edu/departments/campus-security/clery-reports/TOURO_U-2022_ASFSR.pdf

ACCEPTABLE USE POLICY FOR INFORMATION TECHNOLOGY

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

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

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

INTERNET SERVICES AND USER-GENERATED CONTENT POLICY

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

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

DRESS CODE

While individual variations regarding dress code and personal grooming are accepted, appropriate professional appearance is expected.

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 (including the use of electronic cigarettes or vapor devices)

Touro University 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 University 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 University vehicles. Violators are subject to disciplinary action. In addition, smoking materials shall not be sold or in any way distributed under the auspices of Touro University.

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 University 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, which can also provide complete information concerning this policy.

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 University or a party acting on behalf of Touro University, 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 University 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 University 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 University decides not to amend the record as requested by the student, the University 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 University 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 University 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 University 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 University 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 University 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 UNIVERSITY – LONG ISLAND AND MANHATTAN CAMPUSES. For all campuses, students can check Touro outgoing phone messages and the Touro website. Closings of the Long Island 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 University. 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 of 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

Security Central Office	646-565-6000 ext. 55134
Emergency Preparedness	646-565-6000 ext. 55668
Human Resources	646-565-6000 ext. 55163
Dean of the School of Health Sciences	631-665-1600 ext. 6257 or Cell: 516-662-3454
Dean of Students	646-565-6000 ext. 55419; 718-252-7800 ext. 59234

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 University community, prevent damage to University property, and to comply with federal, state and city regulations. Every member of the University 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 University 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 University Academic Integrity Policy and will be subject to disciplinary action as described in the Policy.

ADMINISTRATIVE DIRECTORY

LONG ISLAND CAMPUS

225 Eastview Dr, Central Islip, NY 11722

631-665-1600

OFFICE OF THE DEAN

	<u>Room</u>	<u>Ext.</u>
Dr. Steven Lorenzet, Dean	405	66257
Dr. Frank L. Gardner, Associate Dean (when in Long Island) (Also see Manhattan listing)	405	66318
Dr. Rivka, Molinsky, Associate Dean of Students and Innovation (Also see Brooklyn and Manhattan listings)	405	66318
Susan V. Powers, Executive Director, Administration	405	66221
Marissa F. Esposito, Director of Alumni Affairs & Continuing Education	405	66281
Caelen Siow, Instructional Designer	405	66318

OCCUPATIONAL THERAPY

Dr. Stephanie Dapice Wong, Chair/Director	305	66231
Dr. Michelle Buccinna, Director of Long Island Campus	310	66272
Meira Orentlicher, Professor & Associate Chairperson of Research & Scholarship	311	66256
Beatrice Fucci, Admin. Asst.	308	66351
Yvonne Pescitelli Admin. Asst. Fieldwork	307	66242
Tara Collins, Fieldwork Coordinator	306	66241

PHYSICAL THERAPY

Dr. Jill Horbacewicz, Chair/Director	223	66245
Dr. Robert Troiano, Associate Director	223	66236
Janine Barrese, Admin Asst.	223	66286
Nicole Tolino, Admin Asst.	223	66211
Elizabeth Jonny, Clinical Education Admin. Asst.	223	66215

ORTHOPEDIC PHYSICAL THERAPY RESIDENCY & POST-PROFESSIONAL DPT

Dr. Frances Corio, Director	327	66277
Dr. Melinda Stoski, Director of Clinical Education	327	66243
Susan Jacobson, Associate Director	327	66276
Jeanne Fasano, Assistant Director	327	66227

PHYSICIAN ASSISTANT STUDIES

	Room	Ext.
Dr. Joseph Tommasino, Chair & VP of PA Operations	208	66271
Mary G. Flanagan-Kundle, PA-C, MS, Co-Chair	210	66350
Matthew Tommasino, PA-C, MS, Program Director	209B	66337
Nicole Cimino, PA-C, MS, Associate Program Director	209B	66240
John Rongo PA-C, MS, ACTT Director	203	66229
Michael Weber, Director of Academics & Remediation	207	66250
Joseph Daleo, Director of Clinical Operations	201	66348
Victor Politi, Sr. Medical Director	206	66203
Zhanna Roit, Medical Director	206	66203
Alexis Feliciano, Administrative Assistant	209	66264
Marlana Villanueva, Administrative Assistant	209	66229
Adeline Bruno, Clinical Administrative Assistant	209	66203
Susana Morales, Academic Administrative Assistant	209	66248
Josene Heuer, Clinical Administrative Assistant	209	66203
Karen Magee, Academic Admin. Asst., NUMC Ext. Ctr.	205B	66355
Deidre Magee, Admin. Asst. NUMC Ext. Ctr.	205B	66355
Cristina Pacheco, Admissions Coordinator	301B	66225

NUMC Number: (516-296-2189)

PHYSICIAN ASSISTANT MASTER'S COMPLETION PROGRAM

Shazad Zeb, Director, PA-C, MPAS	204	66254
Christin Paglen, JD, Co-Director	221	66254
Jennifer Christie, Senior Admissions Coordinator	301B	66206

OFFICE OF STUDENT AFFAIRS

Jill Zucker, Director	302	66334
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LIBRARY

Annette Carr, MLS, MBA, Librarian	L201	66224
Heather Hilton	L201	66224
Theresa Zahor, Asst. Librarian	L201	66224
Kelly Tenny, Library Assistant	L201	66295

COMPUTER LAB

Sean Powers, Lab Technician	207	66273
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OFFICE OF THE DEAN***218-232 West 40th Street, 12th Floor, New York, NY 10018******212-742-8770***

Dr. Steven Lorenzet, Dean	1202	66257
Dr. Frank L. Gardner, Associate Dean	1212	42453
Dr. Rivka, Molinsky, Associate Dean of Students and Innovation	----	55518
Lisa M. Thompson, Administrative Director, Chairperson of Diversity and Inclusion Taskforce	1213	42279

MANHATTAN CROSS RIVER CAMPUS
3 Times Square, New York, NY 10036

212-463-0400

PROGRAM OFFICES

OCCUPATIONAL THERAPY

	<u>Room</u>	<u>Ext.</u>
Dr. Stephanie Dapice Wong, Chair/Director	528	55545
Dr. Elizabeth Chiariello, Director of Manhattan Campus	534	55662
Lydia Borges, Admin. Asst.	527	55671
Asma Saleh, Admin. Asst. FW	527	55743
Anny Pascual, Student Support Manager	527	55466

PHYSICAL THERAPY

Dr. Jill Horbacewicz, Chair/Director	531	55678
Dr. Laura Hagan, Associate Director	529	55255
Tiffany Farrar, Admin. Asst.	527	55606
Allenia Marcelle, Clin. Ed. Admin. Asst.	527	55611

PHYSICIAN ASSISTANT STUDIES

218-232 West 40th Street, 3rd Floor, New York, NY 10018

646-795-4510

Dr. Joseph Tommasino, Chair & VP of PA Operations	310	47108
Mary G. Flanagan-Kundle, PA-C, MS, Co-Chair	310	47108
Paula Pashkoff, MS, PA-C, Program Director	310	47107
Danielle Varney, MHS, PA-C, Associate Program Director	311	47116
Anya Nieves, Executive Administrative Assistant	310	47106
Shaquana Benjamin, Academic Administrative Assistant	302	47100

DEPARTMENT OF BEHAVIORAL SCIENCE

218-232 West 40th Street, 12th Floor, New York, NY 10018

212-742-8770

Dr. Faye Walkenfeld, Chair	1222	42486
Dr. Amy Schmucker, Director, I-O Psychology Program	1203	42426
Dr. Karrie Lindeman, Director, Behavior Analysis Programs	1202	42484
Dr. Kimberly Johnson, Director, Clinical Mental Health Counseling Program	1203	42473
Roza Tolsen, Admin. Asst.	1214	42457
Yevgeniya (Jenny) D'Alessandro, Admin. Asst.	1214	42488

**DOCTOR OF PSYCHOLOGY (PsyD) IN CLINICAL PSYCHOLOGY
WITH HEALTH EMPHASIS**

**218-232 West 40th Street, 12th Floor, New York, NY 10018
(UNTIL END OF MAY 2023. Effective June 2023, programs housed at
this location are scheduled to move to 3 Times Square.)**

212-742-8770

	Room	Ext.
Dr. Frank L. Gardner, ABPP, Director Professor	1212	42453
Dr. Daniel J. Moran, BCBA-D, Director of Clinical Training Associate Professor	1213	42463
Raven Clinton, Program Coordinator	1214	47135

MIDTOWN/CROSS RIVER LIBRARY

3 Times Square, New York, NY 10036

212-463-0400 EXT. 55321

Natasha Hollander, Asst. Director of Libraries	306	55222
Marina Zilberman, Chief Midtown Librarian	307	55221
Carol Schapiro, Reference and Resource Sharing Librarian	307	55249
Sara Tabaei, Library Information Literacy Director	305	55233
David Druelinger, Scholarly Communications Librarian	305	55244
Kirk Snyder, OER and Instruction Librarian	305	55397
Toby Krausz Judaica Librarian	307	55249
Mark H. Balto, Asst. Librarian	307	55243
Boris Kocherga, Library Asst.	307	55243
Edward Schabes, Library Asst.	301	55477
Genesis Nieves, Library Asst.	307	55321

ACADEMIC COMPUTING

3 Times Square, New York, NY 10036

**212-463-0400
EXT. 5-HELP, 55240**

Computer labs	420, 421, 423, 428
Computer labs	564, 565, 566, 567
Tech support	419, 568

**218-232 West 40th Street, New York, NY 10018
(UNTIL END OF MAY 2023. Effective June 2023, programs housed at
this location are scheduled to move to 3 Times Square.)**

Computer lab	410	--
Tech support	409	47118

BROOKLYN CAMPUS**902 Quentin Road, Brooklyn, NY 11223****718-236-2661**

Dr. Rivka Molinsky, Associate Dean of Students and Innovation

Room	Ext.
218	36356

PROGRAM OFFICES**NURSING (3rd Floor)****718-236-2661**

Dr. Sandra Russo, Chair/Director

312 36306

Danielle DePalo-Luczun, Administrative Director

310 36306

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