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Touro University California

Policy Statements

The Student Handbook contains policies and requirements which govern academic performance and student conduct. These policies are unique to Touro University California (TUC), and are designed to promote standards for academic competency, professional discipline and personal responsibility. It represents the parameters of achievement and behavior the faculty expects of its students. It is the responsibility of all students to be knowledgeable about TUC policies. These policies will be applied to all aspects of the student’s academic progress and personal conduct for as long as the student is enrolled.

This handbook applies to all currently enrolled students in the Graduate School of Education (GSOE), and only where stipulated, do policies and requirements apply differently for individual classes or programs.

TUC reserves the right to make changes at any time in this handbook or in the requirements for admission, graduation, tuition, fees and any rules or regulations. TUC maintains the right to refuse to matriculate a student deemed by the faculty to be academically incompetent or otherwise unfit or unsuited for enrollment.

Please refer to the GSOE Course and Program Catalog in order to review program course and credit requirements and course descriptions.

Non Discrimination Policy

“Touro University California does not discriminate on the basis of race, color, national origin, religion, gender, disability, age, sexual orientation or any other characteristic protected by law in employment, or in its admission, treatment or access to its educational programs or activities. “

Vision Statement of Touro University California

Touro University California – inspirational teaching and scholarship, transformative leadership, exemplary service.

Mission of Touro University California

Touro University California provides graduate and professional educational excellence in the fields of health sciences, public health, and education. The TUC learning experience is student-centered, enriched by focused research and scholarship, and prepares professionals for rewarding lives in service to others both locally and around the globe.
Graduate School of Education

**Degrees and Credentials**
The Graduate School of Education offers preparation programs leading to the following credentials:

- **Multiple Subject Teaching Credential**: Elementary Teaching
- **Single Subject Teaching Credential**: Art, Business Education, English, Health Science, History-Social Science, Mathematics, Physical Education, Science and Languages Other than English. Single Subject competency is finalized by California Subject Exam for Teachers (CSET)
- **Education Specialist Teaching Credential (Special Education)**: Mild-Moderate Disabilities, Preliminary and Clear.
- **Education Specialist Teaching Credential (Special Education)**: Moderate-Severe Disabilities, Preliminary and Clear.
- **Dual Credential Programs for Special Education and Multiple or Single Subject**
- **Preliminary Administrative Services Credential**: Educational Leadership
- **Professional Clear Administrative Services Credential**: Educational Leadership

*Intern teaching credential programs are also available.*

The Graduate School of Education awards Master's Degrees in the following areas of expertise:

- **Master of Arts Degree in Educational Leadership**
- **Master of Arts Degree in Educational Technology**
- **Master of Arts Degree in Teaching and Learning**
- **Master of Arts Degree in Special Education**
- **Master of Arts Degree in Special Education with Emphasis in Applied Behavior Analysis**
- **Master of Arts Degree in Teaching Mathematics**
- **Master of Arts Degree in Urban Education**
- **Master of Education Degree in Innovative Learning**

These degrees are approved and certified by the Western Association of Schools and Colleges (WASC). Credential programs are approved by the California Commission on Teacher Credentialing (CCTC).
Mission of the Graduate School of Education

The mission of the Graduate School of Education is to promote social justice by serving the community and larger society through the preparation and continuous support of professional educators to meet the needs of a constantly changing, challenging, and diverse student population.

Program Design

Credential Preparation Programs

Touro University California Graduate School of Education’s program provides credential candidates with the opportunity to examine and learn the elements of effective teaching and leadership practice based on thematic, comprehensive, multi-dimensional ideas, integrated with field experiences. Effective instructional leadership requires that successful teaching and administrative candidates are able to select, synthesize, and prioritize knowledge, skills, and behaviors learned in their coursework and practiced and experienced in their fieldwork.

Touro University California Intern Credential Requirements

As of April 1, 2014, the California Commission on Teacher Credentialing (CCTC) substantially changed the standards and rules which allow a university to recommend a candidate for an intern teaching credential and detailed how a candidate is to be supported.

Per PSA 13-06 from the CCTC, the supervision and support of interns is the responsibility of both the Commission-approved teacher preparation program and the employer. This support must include a minimum of 144 hours of support/mentoring and supervision shall be provided to each intern teacher per school year including coaching, modeling, and demonstrating within the classroom, assistance with course planning and problem solving regarding students, curriculum, and development of effective teaching methodologies. The minimum support/mentoring and supervision provided to an intern teacher who assumes daily teaching responsibilities after the beginning of the school year shall be equal to four hours times the number of instructional weeks remaining in the school year. A minimum of two hours of support/mentoring and supervision shall be provided to an intern teacher every five instructional days.

If a student decides to pursue an intern credential route, these new CCTC requirements may add additional units and responsibilities to an intern student’s program.

These changes will require intern teaching credential candidates in the multiple subjects, single subject, educational specialist, and dual credential programs to follow the guidelines below.
Eligibility requirements:

- Candidates must verify subject matter knowledge by providing Touro University with official results for passing the CSET or provide a Subject Matter Equivalency Letter from a university verifying completion of a CCTC-approved subject matter program.
- Candidates must provide Touro University with official results for passing the CBEST.
- Candidates must successfully pass EDU 770, EDU 771, EDU 772 or 773 (these classes provide 120 hours of classroom instruction for teacher education)
- Candidates must verify competency in the principles of the U.S. Constitution by completing a course given by a regionally accredited college/university (grade C or higher) or pass U.S. Constitution Test offered at www.USConstitutionExam.com
- Candidates must provide Touro University with proof of current negative TB results, LiveScan, and an up-to-date Certificate of Clearance issued by California Commission on Teacher Credentialing.

The process for a student to be recommended by Touro for an intern teaching credential is as follows:

1) Inform program chair and field experience coordinator of intention to apply for an intern teaching position. Indicate which district you are applying to. NOTE: Touro must have an MOU Agreement with the school district you are applying to in order for Touro to recommend an intern teaching credential.

2) Sign the Touro University California Intern Contract. This contract details all of the responsibilities and requirements of the intern credential program.

A summary of these requirements includes:

- When Touro University California authorizes an intern teaching credential and the candidate is actively teaching, the candidate must be enrolled in an intern support class for each fall, spring (EDU 728), and summer semester (EDU 729) in which they are not enrolled in EDU 781 (Multiple Subjects, Single Subject, or Education Specialist candidates) or 761 (Dual Credential candidates).

- For the fall and spring semester, the intern support class is EDU 728: Internship in Multiple/Single Subject and Special Education Teaching (3 Units)

- If a candidate is teaching in an intern position during the summer semester, they will be required to enroll in either:
  
a) EDU 728: Internship in Multiple/Single Subject and Special Education Teaching (3 Units), if the candidate is teaching full-day summer school, or

b) EDU 729: Internship in Multiple/Single Subject and Special Education Teaching Half-Day Teaching (1 Unit), if the candidate is teaching half-day summer school.
Section II  Graduate School of Education

- The intern support classes are in addition to the teacher credential program requirements.

- Intern’s support schedule/record is to be submitted on a weekly basis.

- Intern is expected to actively communicate and interface with the Intern Support Specialist and Field Experience Coordinator.

- Register for appropriate classes and attend advising session each semester.

- If an intern credential holder fails EDU 781, 761 or EDU 728 or EDU 729: Internship in Multiple/Single Subject and Special Education Teaching, TUC will recommend to the CCTC that their credential be revoked.

- Complete all requirements of the intern support classes (EDU 728 or EDU 729).

- Follow all Graduate School of Education Handbook policies, including the student dispositions.

3) As soon as a candidate is offered a teaching contract, they must bring a copy of the contract to Touro’s credential analyst. The credential analyst will verify all CTC requirements for the intern credential and advise the student on missing requirements or recommend the intern teaching credential.

4) The intern teaching credential is valid for two years. However, if course or program guidelines are not followed, Touro University California may revoke an intern credential.

5) A one year extension is possible from the CTC. The intern must request this directly from the CTC.

Master’s Degrees in Education

The Master’s Degree programs allow students to pursue an advanced degree in Education and develop expertise in a specific concentration area. Students who successfully complete a Master’s degree program develop the skills of a practitioner/scholar and use those skills to promote the role of public education in developing, supporting, and renewing our democratic society.

Master of Education Degree. This program is designed specifically for teacher practitioners who wish to acquire the knowledge, skills and experience necessary to work in a professional field. As a professional degree, the M.Ed. is intended for candidates who desire to rise to positions of leadership in an educational setting that require greater knowledge of instructional practices (e.g., as an academic coach or as a district teacher leader). The M.Ed. is not a research degree in the sense that a
longitudinal research study will be conducted and defended via a thesis paper. The M.Ed. program employs a research-base to develop educationally relevant action research as the foundation for a capstone project or study. Candidates take a number of research-relevant courses culminating with the Capstone Seminar and portfolio (ED 792) and presentation.

**Master of Arts in Education Degree.** This degree is primarily intended for candidates interested in conducting a research study or who wish, upon graduation, to assume a position in which they will need to conduct research on a regular basis (e.g. as a district coordinator, assessment personnel, or school administrator) or proceed to doctoral level studies. Accordingly, the M.A. program is designed specifically as a research degree, with students required to carry out and complete an independent research project (Master’s Thesis/Project). Completion of a master’s thesis is viewed as a prerequisite for the pursuit of doctoral studies in most institutions. The M.A. degree requires a master’s thesis or project to be completed.

Transfers between closely related master’s programs (M.A. to M.Ed. or vice versa) are permitted with an academic justification from the Graduate Program Chair.

Transfers between master’s programs involving a change of discipline should be treated as new admissions.

Both master’s degree programs require candidates to apply methods of rigorous inquiry in their professional practice in order to improve their effectiveness while bringing the values and knowledge gained through practice to expand and guide the development of educational theory. All Master’s degree candidates participate in a series of common classes, the Research Core, to develop their ability to become informed consumers and producers of research. Candidates complete a thesis or project prior to receiving their degree.
Time Limit for Completion of a Graduate Degree and Credential Programs

All requirements for graduate degrees and credential programs must be completed within a seven-year period from the time of initial enrollment in the program.

CCTC Requirements and CSET Assessment Scores

The California Commission on Teacher Credentialing has many policies related to credentials and, if the CCTC changes credential requirements, students will be required to meet the CCTC requirements prior to the GSOE filing for a credential. CSET scores are generally only valid for 5 years.
Office of Student Affairs

The Office of Student Affairs, which is under the supervision of the Associate Dean of Student Affairs, is located at 1310 Club Drive, Vallejo, CA 94592. This office coordinates a variety of student support service functions within the University.

The Office of Student Affairs Staff:

Ms. Karen Malone
Title: Executive Assistant
Phone: (707) 638-5935
Fax: (707) 638-5255
E-Mail: karen.malone@tu.edu
Office: Wilderman Hall, Rm 205

Dr. James Binkerd
Title: Associate Dean of Students
Phone: (707) 638-5935
Fax: (707) 638-5872
E-Mail: james.binkerd@tu.edu
Office: Wilderman Hall, Rm. 207

The Office of Student Services Hours:
Monday 8:00 am - 5:00 pm
Tuesday 8:00 am – 5:00 pm
Wednesday 8:00 am – 5:00 pm
Thursday 8:00 am – 5:00 pm
Friday 8:00 am – 3:00 pm

Student Affairs interacts with students to develop and offer support programs and services which enrich students' experiences on campus. The Office of Student Affairs is available to students on a continuing basis supporting student concerns and challenges.
Office of the Registrar

The Office of the Registrar is responsible for the official documentation for student enrollment at the University. The services provided by the Office of the Registrar include course registration, transcript requests, processing requests for withdrawal or a leave of absence from the University, transfer requests, adding or dropping a course and certifying enrollment for student loans.

The Office of the Registrar is dedicated to serving past and current students with accurate and friendly service. This office is charged with the responsibility of accurately recording information and housing records while keeping the integrity and confidentiality of all student information. The Office of the Registrar verifies enrollment, graduation, issues transcripts, and all other matters having to do with official record keeping.

Registration will be completed online using TCWeb. Students need to be proactive and review their TCWeb accounts often and stay up to date on tuition payments. All deadlines as indicated in the academic calendar and through email communication must be followed. Students need to be aware of census dates and add/drop deadlines.

Services offered through the Office of the Registrar

• Registration (during online registration windows)
• Add/Drops and Withdrawal of Courses
• Change of Name and Address
• Degree Audit
• Diplomas
• Enrollment Verification
• Graduation Application Processing
• Graduation Verification
• TC Web (Online Student Information System)
• Transcripts
• Transfer Credit Evaluation
• Voter Registration

Office of the Registrar hours
Monday 8:00 am - 5:00 pm
Tuesday 8:00 am – 5:00 pm
Wednesday 8:00 am – 5:00 pm
Thursday 8:00 am – 5:00 pm
Friday 8:00 am – 3:00 pm
Office of the Registrar - Contact Information

Campus Location
Wilderman Hall
Rooms 202 & 204

Mailing Address
Touro University California
Office of the Registrar
1310 Club Drive
Vallejo, CA 94592

Tel: 707-638-5984
Fax: 707-638-5267
Email: TUCregistrar@tu.edu

When communicating and requesting information or services from the office of the Registrar, Bursar, Financial Aid, Student Services, Deans, Programs, Instructors, staff, IT, etc., students are required to use their Touro assigned email account.

If a student submits a request using a non TU email account such as G-mail, Yahoo, Hotmail, SBC, etc., Touro University services, faculty and staff will not be able to provide the information requested.

In compliance with FERPA regulations CQ 7:29, 34 C.F.R. 99.32(d) using the TU email account is considered a reasonable method to identify a student and permits all university services to release or disclose personal educational information to the student who is requesting such.

Matriculation and Registration

Students are responsible for their class registration. They will be advised by their program advisors prior to the beginning of each semester.

Full tuition and fees and prior debts must be paid in full on or before registration day each academic term. Matriculation and promotion are subject to satisfactory completion of all academic requirements and payment of all outstanding debts to the University. Prior to registration, official transcripts, including a final transcript indicating conferral of baccalaureate degree, and transcripts from all colleges and universities that the student has previously attended must be on file in the Office of the Registrar. In addition, teacher credentials have specific requirements that must be met prior to being issued.

Additionally, if CCTC requirements change while a student is enrolled in the Graduate School of Education, those new requirements may have to be met by the candidate.
Section III  Office of Student Affairs

Bursar’s Office

Please see TUC general catalog for information found on page 74.
http://studentservices.tu.edu/catalog/index.html

Tuition and Fee Payment

Current tuition fees can be found on the Graduate School of Education web site http://tu.edu/gsoe under the Tuition and Fees link.

Bursar’s Office – Contact Information:

Touro University California
Office of the Bursar
1310 Club Drive
Vallejo, CA 94592

Bursar Hours:

Monday-Thursday 8:00am-5:00pm
Fridays 8:00am-3:00pm
1st & 3rd Tuesdays of the month: 8:00am-6:30pm

Main Number: (707) 638-5200
Email Address: bursar@touro.edu.
Fax: 707-638-5255

Student Financial Aid

See financial aid information in TUC general catalog, page 79.
http://studentservices.tu.edu/catalog/index.html

Office of Financial Aid-Contact Information

Campus Location
Wilderman Hall
Suites 206, 208, 210

Touro University California
Financial Aid Office
1310 Club Drive
Mare Island
Vallejo, California  94592

Main Number: (707) 638-5280
Email Address: TUCfinaid@tu.edu
**Financial Assistance Programs Administered By Federal & State Agencies**

**Federal Unsubsidized Stafford Loans**
Federal Unsubsidized Stafford Loans – The student pays the interest while in a deferment status and during the grace period.

In order to be eligible for Federal Financial Aid, all students must complete the Free Application for Federal Student Aid (FAFSA) found online at www.fafsa.gov. To complete the FAFSA, students will need to apply for a PIN number from the Department of Education. Students can apply for the PIN number at www.pin.ed.gov. The Federal school code for Touro University, which is required for completing the FAFSA, is 041426, effective March 15, 2010. Students may complete the FAFSA immediately, even before they receive an admission decision from TUCOM, however; it is required that students wait until they have filed taxes. In addition to completing the FAFSA, applicants must also complete the Touro University Financial Aid Application found at www.tu.edu/studentservices/financialaid, and complete the entrance counseling at www.studentloans.gov.

Once students have completed the financial aid process the funds will disburse to the school electronically. When the funds have arrived at the school the Bursar will deduct tuition and fees and issue refund checks if a credit exists. Financial Aid checks are issued at the start of each semester. Students must be enrolled at least half time (6 credits) and have satisfactory academic progress to qualify for financial aid. Students are granted a six-month grace period after graduation or withdrawal from the University before repayment begins and interest on the Subsidized Stafford loan begins to accrue.

**Federal Work-Study Program**
The purpose of the Federal Work-Study program is to stimulate and promote part-time employment, particularly for those with great financial need.

Part-time positions available through the Federal Work-Study Program may involve work at the University or in a public or private non-profit organization. Students may work no more than an average of 25 hours per week when classes are in session and up to 30 hours per week when classes are not in session. In accordance with federal regulations, the student’s net earnings, defined as gross earnings minus taxes and incidental expenses, must be applied against the student’s cost of education for his/her next period of regular enrollment at the University.

The minimum pay rate for Federal Work-Study positions at the TUC is $15.00 per hour and students are paid according to established payroll procedures. Eligibility for the University Work-Study Program is determined by TUC’s Financial Aid Office.

Please contact the Financial Aid office for additional information.
Veterans Benefits
Detailed information on all veterans’ benefits available to those who have served in the active military and their dependents can be obtained from offices of the Veterans Administration. The Graduate School of Education is seeking program eligibility from the Veterans Administration; please contact the Financial Aid Office for the most current information.

The standards of academic progress for students receiving educational benefits through the Veteran’s Administration are as follows:

Probation is defined as a period of time during which the student’s progress will be closely monitored by the Student Promotion Committee and the Dean of Student Affairs.

The period of probation will be a maximum of three (3) consecutive semesters.

A student who is placed on probation for more than three (3) consecutive semesters will be ineligible for certification of educational benefits through the Veterans Administration.

Other California Financial Aid Programs for Educators
Other programs specifically for California educators such as the Assumption Program of Loans for Education (APLE) and the Cal Grant Teaching Credential Program (TCP) may be available for eligible students. The availability and requirements for these financial incentives for teachers change regularly; check the website for the California Student Aid Commission for the most current information, [www.csac.ca.gov](http://www.csac.ca.gov) or contact the Financial Aid Office.

APLE Grants
The APLE is a competitive teacher incentive program designed to encourage outstanding students, district interns, and credentialed teachers to become California teachers in subject areas where a critical teacher shortage has been identified or in designated schools meeting specific criteria established by the Superintendent of Public Instruction. Students must apply in their first semester of classes.

California Graduate State Fellowship
The California Student Aid Commission awards approximately 500 Graduate State Fellowships annually to California residents. Candidates must plan to pursue recognized degrees at eligible California graduate/professional schools and must demonstrate their intent to become a college or university faculty member.

This program assists with tuition and fees. Details and application forms are available from the Financial Aid Office.

Please visit the California Student Aid Commission website for current information: [www.csac.ca.gov](http://www.csac.ca.gov)
Section III  Office of Student Affairs

Satisfactory Academic Progress Policy (SAP)

Introduction
Federal regulations require Touro University to establish standards of academic progress for students who are the recipients of federal student aid. This policy defines “Satisfactory Academic Progress” in terms of the student’s ability to continue to receive federal student aid; the policy is related only to financial aid; this policy should not be confused with other policies for academic probation and/or suspension.

To meet the qualitative standard of Satisfactory Academic Progress, students must maintain a minimum cumulative GPA as set by their program. The quantitative measure (acceptable passing rate and maximum time-frame for completion of degree) is used to monitor progress toward degree completion. To be eligible for Title IV aid, all students must also be in good academic standing under current institutional policies. The measurements for satisfactory academic progress are the same or stricter than the University’s standards for students enrolled in the same educational program who are not receiving Title IV aid.

Minimum Cumulative Grade-Point Average (GPA)
The minimum cumulative GPA is based on a student’s program of study. Transfer credits will have no effect on the GPA for the purposes of financial aid satisfactory academic progress. Minimum cumulative grade point averages associated with each college are as follows:

| Graduate School of Education: 80% |

Completion Rate
All students are required to accumulate credits towards graduation and are expected to successfully complete a minimum percentage of their attempted credits.

All students in programs other than the College of Osteopathic Medicine must successfully complete 67% of the cumulative credit hours attempted to meet the minimum requirement.

Example chart for making Satisfactory Academic Progress

<table>
<thead>
<tr>
<th>Units of attempted enrollment</th>
<th>Minimum Units you must complete for SAP (67%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>14-15 units</td>
<td>10 units</td>
</tr>
<tr>
<td>13 units</td>
<td>9 units</td>
</tr>
<tr>
<td>12 units</td>
<td>8.5 units</td>
</tr>
</tbody>
</table>
Successfully completed credit hours do not include those credits for which a grade of U-Unsatisfactory/Failure, NC-No credit, IP-Course in Progress, INC-Incomplete, W-Withdrawal or Dropped is awarded. AU-Audited courses will not be computed as attempted or successfully completed credit hours.

**Repeat Courses and Remediation**

Students will be allowed to repeat a failed course one time in order to obtain a passing grade. Failed courses include course grades that fall below 70%, U-Unsatisfactory/Failure, W-Withdrawal or dropped course, or W/U Withdrawal/Unsatisfactory. Students who fail the repeated course may only attempt the course a third time with permission of the Student Promotion Committee, however, Title IV aid will not be awarded for any additional attempts at that course. Except for College of Osteopathic Medicine pre-clinical courses, as addressed below, students will not be awarded financial aid for repeated courses with an original grade of 70% or higher.

If a student repeats a course, both the original attempt and the repeated attempt will be counted for purposes of the maximum time frame and completion rate calculations of this Satisfactory Academic Progress Policy.

At the discretion of course faculty, as an alternative to repeating an entire course, students may be allowed to remediate a course grade of U-Unsatisfactory. Remediation of a course may include submitting additional work for evaluation or revising prior assignments. If a U-Unsatisfactory grade has been successfully remediated a U/number will replace the U on the transcript (i.e. U/70). The “U” denotes the initial grade of unsatisfactory and the “number” represents the final recorded grade for the remediated course. A remediated grade will not exceed 70%. Only the “number” will be factored into calculation of a student’s cumulative GPA.

**Maximum Hours/Time-Frame Allowed**

All students in programs other than the College of Osteopathic Medicine are expected to complete degree requirements after having attempted not more than 150 percent of the number of credit hours of course work required for the degree program, rounded down to the nearest credit. Students in the
Section III    Office of Student Affairs

College of Osteopathic Medicine are expected to complete degree requirements within 150 percent of the typical 4 full-time equivalent program academic years.

If it is determined at any time within a student’s course of study that they will be unable to graduate within the 150% time-frame, the student will become immediately ineligible for financial aid.

**Change of Program**
If a student changes his or her program of study, all attempted credits that apply to the new program of study will be used to calculate the student’s progress under the standards of satisfactory academic progress.

**Other Institutions**
When the program grants a student transfer credit toward degree completion requirements, no grade will be calculated for those courses, nor will they count toward the 67% progress requirement. Cumulative grade point average and courses completed, for the purposes of financial aid, will be calculated only on the curricular requirements remaining after transfer or experiential credit is awarded. The maximum time frame calculation will include any transfer credits applied to the degree requirements.

**Probation or Suspension of Title IV Eligibility**
Grade point average will be monitored at the end of each semester. Minimum completion rate and maximum timeframe will be monitored annually at the conclusion of each academic year ending with the spring semester. Any student failing to meet either the minimum cumulative GPA standard at the end of any semester or the minimum completion rate standard at the end of any academic year will be placed on warning for up to two consecutive semesters of warnings. The financial aid office will send a written notice to students who are placed on financial aid warning with a copy of the written notice to the Academic Dean. A student is eligible for financial aid during the warning period. If a student has not regained satisfactory academic progress at the end of the warning period, financial aid will be suspended until they have resolved the credit hour deficiency from the last evaluation period and/or brought their GPA up to the minimum requirement. Students suspended from financial aid eligibility but continuing coursework at Touro may contact the Student Financial Aid Office for a SAP re-evaluation after the completion of any semester. If a student meets the maximum time-frame and CGPA requirements at that time, they will regain federal student aid eligibility for the next semester.

**Appeals Procedures**
Appeals must be submitted in writing to the Student Financial Aid Office within 30 days of notification of financial aid probation. The student’s letter of appeal must include all documentation relating to the extenuating circumstances surrounding the failure to meet the standards of satisfactory academic progress. Examples of extenuating circumstances may be personal illness or injury to self or immediate family member, death of an immediate family member, and other serious, unusual hardships causing the student lack of success. The appeal must also include evidence that the matter that impaired progress has been resolved and will not impede future progress. Submitting
an appeal letter does not guarantee that financial aid will be reinstated. The appeal letter and accompanying documentation will be reviewed by the appeals committee. Students will be notified in writing, sent certified mail, of the committee’s decision within 14 days of receipt of the appeal letter. All decisions made by the committee are final.

**Student Counseling**

For information about counseling services, please see the student services web page: [http://studentservices.tu.edu/counseling](http://studentservices.tu.edu/counseling). In the case of an emergency, call 911.

For after-hours counseling services, Touro University students may contact our Employee Assistance Program (EAP) at (800) 999-7222, 24 hours, 7 days a week or visit their website at [www.bluecrossca.com/youreap](http://www.bluecrossca.com/youreap). Students may obtain a free, anonymous consultation with the EAP; this program will cover 4 sessions. Anyone interested in long term therapy will be referred out at their own expense.

To schedule an appointment, contact Student Services at 707-628-5220.

Dr. Drew Walther, in the Student Services Department, is the Director of Counseling.
Wilderman Hall, Room 209
Phone: (707) 638-5822
E-Mail: William.walther@tu.edu

**Academic Support Services**

Tutoring services are available to students desiring to improve their academic performance. Note-taking services are also available to students who need a special note-taking accommodation. There is no charge for these services and requests for these services can be downloaded from this web page or obtained by visiting the Academic Services Office in Wilderman Hall #205.

Here are some examples of the services provided:

* Time Management
* Assessments of Study Process & Learning Styles
* Test Taking Strategies
* Stress Management/Burnout Prevention
* Academic Writing Assistance
* Formulation of Study Plan
* Study Strategies
* Concentration
* Memory Aids

For more information about services available to students, contact the department of Academic Support Services: Jill Alban, Director of Academic Support Service: 707-638-596 or Jill.Alban@tu.edu.
Library Resources

Students will need to have a student ID and be enrolled in courses to obtain a library card.

Contact Information:
Phone: 707-638-5300

Mailing Address:
The Library
Touro University California
1310 Club Drive
Mare Island, Vallejo, CA 94592

Location: Building 1322

Available Graduate School of Education resources:

Research Databases:
Access various research databases containing citations and full text to numerous scholarly, peer-reviewed publications in various academic fields.

Classroom Resources:
Access to a wide range of resources covering current news, general reference, educational-related information and tools for classroom teachers and educators. These databases do not focus on academic and scholarly literature.

APA Guide to Electronic References:
Expanded and updated from the Electronic Resources section of the Fifth Edition of the Publication Manual, this comprehensive yet succinct style guide in PDF format offers up-to-date information on formatting electronic references in APA Style. With more than 40 example references, the APA Style Guide to Electronic References outlines for students and writers the key elements to include in references to electronic sources, with numerous examples.

Faculty Advisors

The faculty advisor program plays an important role at TUC. Students and faculty work very closely together in the academic arena. This kind of educational interaction permits students to get to know their teachers and vice-versa. Students are encouraged to use the advice, expertise and help of the faculty through the faculty advisor program. At a minimum, the faculty advisor is an advocate who takes a personal interest in his/her assigned students. Faculty advisors are assigned to each student by the Program Chair. In smaller programs, the program chair serves as the faculty advisor. Students should feel free to contact their faculty advisor as frequently as necessary for advice, encouragement
and support. Faculty advisors do assume a pro-active role and become involved with their students when performance levels fail to meet minimum academic standards.

**Student Government Associations**

**Student Government Association**
(SGA) is the official voice for all students. The organization is open to all students in the University and welcomes proposals and participation from the entire student body. The responsibilities of SGA include: collecting and expressing student opinion, dispensing funds for student activities, acting as a liaison for the student body, promoting professional education, supporting club and class activities and working to improve the quality of life for all students at TUC.

**Recognition of Student Organizations**
To ensure that organizations seeking recognition meet the high standards of TUC and its student population, the appropriate SGA shall have the power to recognize all student organizations.

**Student:**
1. The students and faculty advisor seeking group recognition must complete a petition for recognition.
2. The petition must include the organization’s name and goals, proposed charter, name of faculty advisor, and list of charter members.
3. A complete copy of a proposed charter or constitution and by-laws must be attached to the recognition petition.

**Student Government Association:**
1. The SGA will review the petition.
2. The SGA has the authority to approve, approve for a one-year probationary period or disapprove the organization.
3. A majority vote of those SGA members voting shall determine the status of the applicant group. Appeal of the SGA decision may be made to the Dean of Student Affairs.
4. The SGA has the right to annually review the status of any organization. The SGA may require every approved organization to submit an annual report.
5. The SGA will have the discretion to hear objections related to the recognized organization.
6. The SGA shall ensure that no action shall be taken concerning the student organization’s status unless the organization in question has an opportunity to hear the charges made against it and present its side of the issue.
Section III  Office of Student Affairs

7. The SGA shall ensure that a group submitting an unapproved application may resubmit its application at any time after having satisfied the objections of the SGA.

Office or Director of Student Affairs:
1. Review the petition for a new university organization to ensure proper documentation
2. Recommends approval or denial;
3. Forwards the recommendation to the appropriate Dean or Program Director.

Dean’s Office of Student Affairs:
Reviews the petition for a new university organization and approves or disapproves it.

Renewal of Recognition
The SGA conducts an annual review of all approved student organizations to determine whether the organizations are indeed providing activities and services that are consistent with their charter enabling them to accomplish their organization’s goals. Based on the results of its annual review, the SGA, by vote of its members, makes a recommendation to the Dean of Student Affairs regarding the renewal of an organization’s approved status. Following administrative review by the Dean of Student Affairs, a recommendation is submitted to the Dean of the Graduate School of Education or Program Director.

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

Student Representation
Student representation is provided on appropriate college/university committees. Any full-time student in good academic standing (i.e., not on any form of probation) is qualified to seek appointment or election to serve in a representative capacity on these college/university committees. Interested students must apply by the posted deadlines to the SGA for consideration. Students who have committee assignments and are placed on Academic probation will be required to resign their position and another student will be elected to serve on the committee.

Official Representation
To ensure that a positive image of TUC is maintained, TUC students may not officially represent the University and/or its colleges or any institutional committees on any local, state or national student-oriented organization that is not recognized by TUC.

Student Organization Stationery Usage Policy
To use the stationery bearing the University logo, seal or facsimile thereof in any correspondence, a student organization must have approved or probationary status and have received approval from
the Dean of Student Affairs. Requests to use stationery bearing the college/institutional logo or seal should be submitted in writing to the Dean of Student Affairs.

**Extra-Curricular Activities**
Students or student organizations wishing to host events involving extracurricular academic activities, i.e., speakers, mini-courses, or non-credit courses, must have the approval of the Dean of Student Affairs. Written requests to approve the sponsored extracurricular activities by a student or student organization should be submitted to the Dean of Student Affairs. Request forms are available in the Office of Student Affairs.

**Publications**
Yearbooks and other sanctioned student publications are published under the auspices of the University. Traditionally, the University contracts with its students to develop, edit, and prepare these works for publication.

**On-Campus Student Events**
To provide a mechanism for student groups (organizations, classes, etc.) to have on-campus student events, all student groups (organizations, classes, etc.) seeking to have an on-campus student events must have prior approval of the Dean of Student Affairs who will advise the student organizer of the necessary steps to follow in order to schedule the event. Student groups (organizations, classes, etc.) can obtain a Student Activity Approval/Room Reservation Request form from the Office of Student Affairs. The Student Activity Approval/Room Reservation Request form needs to be completed and submitted to the Dean of Student Affairs at least two weeks before the on-campus student event is to be held.

Once the approval of the Dean of Student Affairs has been obtained for the on-campus student event, the Student Activities office will coordinate the scheduling of the event by contacting campus administration to arrange for security and housekeeping, if applicable. If the student event is to be held at a location that is controlled by the Campus Facilities Office, the student will be notified by the Office of Student Affairs of the procedure to be followed. Any event sponsored by student groups (organizations, classes, etc.), which violates any of the provisions of the policy on “On-Campus Student Events” will be subject to cancellation or termination.

**Catering Process**
Students are required to use the University’s catering service for University sponsored events (whether held on/off campus). The following process is required:

- Obtain a Catering Request Form from the Office of Vice President for Administration, complete, and return the form at least two weeks in advance. The campus Food Service provider will then make contact to discuss the menu and determine the cost of the service requested. It is important that the type and number of meals requested is as accurate as possible since this cost will be binding.
Section III  Office of Student Affairs

- Student sponsored events must present a check for 50% of the cost of the food before the event takes place. The balance must be paid on the day of the event.

**Alcohol Policy for Student Events**

All members of the campus community have a stake in ensuring that alcohol is used only in a responsible manner. This policy focuses on alcohol use in moderation by persons twenty-one (21) and over and addresses legal liabilities. Alcohol abuse, including but not limited to binge drinking or drunk driving, by anyone will not be tolerated. The goal of this policy is to ensure that alcohol use at Touro University approved events meets the following guidelines:

- Alcohol use is not the primary focus of the activity and the success of the event is not dependent upon the serving of alcohol.
- Members of the campus community and our guests are expected to make informed decisions and to act responsibly regarding the use of alcoholic beverages.
- Individuals using alcohol in campus facilities are subject to campus policy, federal, state, and city laws.
- Choosing not to drink alcohol is as socially acceptable as choosing to drink alcohol.
- Excessive drinking or drunkenness is not acceptable.
- Intoxication is no excuse for misconduct or infringing upon the rights and safety of others.

In every instance where alcohol use is permitted, the individual user and organization sponsoring the event assume responsibility for compliance with applicable local, state and federal laws, this policy and other Touro University regulations. The organization sponsoring an event where alcohol is served may be held liable when a person consuming alcohol at that event is involved in an accident resulting in any loss, including but not limited to property damage or personal injury.

The Office of Student Affairs maintains an approval process for alcohol at events.

**Dress Code**

See TUC general catalog, page 112.
http://studentservices.tu.edu/catalog/index.html

**Practicum Substitute Teaching while Student Teaching Policy**

A student teacher will not be used as a substitute teacher for a Master Teacher or any other teacher.

**Crime Awareness**

As required by federal law, Touro University makes information available to students about policies and procedures to report criminal actions on campus, current policies concerning security and access
to facilities on campus, and information on campus law enforcement and statistics concerning incidents of campus crime. Students interested in this information should contact the Facilities Office.

**If you witness a crime or suspicious person or activity:**
- If you witness a crime or become a victim of a crime, whether it is in the campus parking lots or in a building call 911 (or 9-911 from a campus phone) to report the incident to the police.
- If you observe a suspicious person or activity contact our Campus Security to report the person or activity. Campus Security can be reached by calling 707-638-5804.

**Personal Safety Tips:**
- Do not let people into a locked building or office unless you work with them or they have been properly identified. If the person gives you any problems, call campus security at 707-638-5804.
- In the event a suspicious person is seen roaming around contact campus security immediately.
- Always keep the door to your room locked when you are working alone.
- Don’t investigate a suspicious person.
- Keep a list of emergency numbers with you.
- Never walk alone at night. Walk in an alert and confident manner and actively pay attention to your surroundings.
- Choose the best lit, most traveled paths when walking.
Section IV   General Academic Policies

General Academic Policies

Transfer of Coursework

Waiver of Coursework (Credential Programs only)

Coursework may be transferred into a Touro University Graduate School of Education credential program using the following guidelines:

- A minimum of 2/3 of the units for each program must be completed at Touro University California in order to be recommended for a credential.
- A “Course Waiver Form” must be completed for each requested course transfer and be signed by the student’s advisor, the student and the director.
- Coursework is not automatically transferable from another institution of higher learning to Touro University. Units to be transferred must have been completed within seven years of admission to the Touro University GSOE. A grade of B or higher must have been earned (or a “P” for institutions not giving letter grades). The transferred course must be equivalent in content and semester units to the Touro course being waived. The course work must be from an appropriately accredited institution of higher learning.
- Official transcripts must be provided to evaluate transferred courses. A course syllabus may be requested if the course description does not provide enough information to determine course equivalency.
- Each program may have waiver requirements unique to that program.

Substitution of Coursework (Master’s Programs only)

Substitution: Students may request to substitute coursework taken at another university. Course substitutions do not result in a reduction of the number of units required to complete a program. The process for requesting a course substitution is outlined below:

1. A “Course Substitution Form” must be completed for each requested course transfer and be signed by the student’s advisor, the student, and the director of the Graduate School of Education.
2. Coursework is not automatically substitutable from another institution of higher learning to Touro University California. Units to be substituted must have been completed within seven years of admission to the Touro University GSOE degree program. A grade of B or higher must have been earned (or a “P” for institutions not giving letter grades). The course for substitution must be equivalent in content and semester units to the Touro course being substituted. The course work must be from an appropriately accredited institution of higher learning.
3. Official transcripts and the course catalog descriptions must be provided to evaluate substituted courses. A course syllabus may be requested if the course description does not provide enough information to determine course equivalency.
4. Each program may have waiver requirements unique to that program.

**Permanent Address**

The Office of the Registrar maintains the official permanent address for all enrolled students of TUC. Each student has the responsibility to provide the Office of the Registrar with a permanent address, email address and phone number. Students also are expected to furnish the Registrar with their local address and telephone number, if different from the permanent address. Any change of address, email address and/or telephone number must be reported to the Registrar and to the Graduate School of Education. The Graduate School of Education uses email and other forms of electronic communication to communicate with students. A university network account is opened for new students upon matriculation into the Graduate School of Education. Students are expected to check their email on a regular basis for university initiated communication.

**Visiting Student Status**

This is a non-degree seeking enrollment status which allows a student to take up to 12 units. An application for admission and an application fee are required, but letters of recommendations and official transcripts from all attended institutions are not required. However an official transcript showing a BA degree is required. A student is allowed to take up to 12 units in this status. At the end of twelve (12) units, the student must apply for and be admitted into a credential or master’s degree program. A student in non-degree/visiting student status is not eligible for financial aid.

**Name Change**

The university adjusts its records appropriately if a student legally changes his/her name. A student who has a legal change of name must submit, to the Registrar, the legal documents (court order, marriage license, etc.) related to the change. All permanent records are changed to conform to the student's legal name.

**Transcripts**

See TUC general catalog, page 56.

[http://studentservices.tu.edu/catalog/index.html](http://studentservices.tu.edu/catalog/index.html)

**Student Identifications**

The Office of Student Affairs issues photo-identification (ID) badges to new students during orientation or the first week of class. This badge identifies the student by first and last name, and as a student in the Graduate School of Education. This badge must be worn while a student is participating in a field placement at another facility. This ID badge must be displayed in such a manner that it is readily visible. Students may also be asked to produce their student identification badge while on campus, so it should be available at all times. Failure to produce the student identification badge may result in a member of the security staff requesting the student to leave the campus.
building, denying the student admission to the building or referring the student to the Dean of Students. If a student identification badge is lost or stolen the student is required to inform the Office of Student Affairs and arrange for a replacement badge. A fee of $15.00 will be charged to replace a lost or stolen ID badge.

**TaskStream**

All Touro University California students enrolled in credential and Master’s degree programs are required to purchase a student account on taskstream.com in order to fulfill requirements for courses and practicum requirements. This online software program allows you to create your own webpage for an e-portfolio. Information will be shared in class about Taskstream requirements. Students are required to post all credential and Master’s related work in Taskstream.

**Communication with the Graduate School of Education**

It is the responsibility of a professional graduate student to actively communicate with instructors, advisors, and the GSOE office. Students must check, review and respond to emails at least every other day. Students must communicate with instructors, advisors and program chairs any change in student status or issues that arise.

**Grade Appeal**

It is the responsibility of the faculty to evaluate student performance and assign grades. The university has established a course grade appeal policy that may be used when a student believes the syllabus was not followed in the grade calculation or if it is thought that grading was done in a capricious and arbitrary manner. The appeal policy does not include student dissatisfaction with a grade based on the faculty member’s professional judgment. Appeals should be made in this order:

- The Course Instructor
- The Program Chair
- The Director of the CEHS

The initial appeal needs to be submitted in writing or email within 2 weeks. Students may consult the Associate Dean for Student Services to assist them in the preparation of their appeal. Subsequent appeals need to be made within 2 weeks or the initial appeal.

**Class Attendance and Punctuality**

Attendance and punctuality in class are of utmost importance. There is a relationship between attendance and course grades. Attendance will be taken in every class, and attendance policies are stated in the course syllabus.
Federal policy related to financial aid dispersal requires that instructors keep meticulous attendance records. Students, who have excessive absences, will have their course grades reduced which could also jeopardize continuing in the Graduate School of Education.

The structure of the courses is based on the belief that each student has something of importance to contribute, that learning is greatly enhanced by interaction with other students, and that classes provide students with a valuable structured experience and knowledge base.

It is expected that students will be on time for class, prepared for each class, have done their reading assignments, and are active participants in discussions, group work and other classroom activities.

It is expected that students will attend all instructional sessions, required activities, and field assignments. Departments and/or individual courses may establish more specific attendance requirements. Candidates who arrive late to class or leave early or who are absent from a session should notify the instructor as soon as possible prior to the session to allow for any necessary accommodations. Candidates who present documentation of required attendance at a school activity (open house, back-to-school night) will not be penalized for their absence, if the activity could not be scheduled at another time. The instructor retains the discretion to make individual exceptions to this policy based on extenuating circumstances. Individual course instructors may establish more specific attendance requirements.

Medical reasons for absences must be articulated at the time of the absence and not after the course ends.

Absences from any instructional session for any reason do not relieve the student from responsibility for covered material. Chronic absences, as determined by the course instructor or program advisor, may result in course failure and may be viewed as violations of the Code of Responsibilities and Rights of the Students

**Program Limits**

A student must complete all of the requirements of one program before starting another program, or get current Program Chair’s approval.

**Student Records**

**Disclosure and Access to Records**
See TUC general catalog, page 70. [http://studentservices.tu.edu/catalog/index.html](http://studentservices.tu.edu/catalog/index.html)

**Disclosure of Student Directory Information**
The University designates the following personally identifiable items as Student Directory Information: Student name, address, telephone number, e-mail address, date and place of birth, major field of study, dates of attendance, degrees and awards received, most recent previous school attended and photograph. The University may disclose any of those items listed above as public information without prior written consent, unless notified in writing to the contrary by December 31 of each academic year. Other confidential personal information not listed above as Student Directory
Section IV  General Academic Policies

Information may not be disclosed to third parties without the prior written consent of the student, except under certain circumstances. These exceptions include, but are not limited to, disclosure to institutional officials performing assigned duties related to the educational or accreditation interests of the University, agencies verifying the financial aid status of the student, parties involved in health or safety emergencies related to the student or others, and certain law enforcement, legal or judicial authorities.

Disciplinary Records
Disciplinary files are maintained by the Office of Student Affairs in a confidential, secured area. Contact the Dean of Student Affairs for record inspection.

Academic Records
Student academic records are maintained by the Office of the Registrar and include a summary of all required and elective courses and grades, and record of audited courses. Students may access and inspect their records by making an appointment with the Registrar’s Office.

Audited Courses
An audited course is defined as the registration and participation of a student in a course for which the student receives no credit or grade. Students interested in registering to audit a course should first contact the instructor who must approve enrollment. Procedures for registering for audited courses can be obtained from the Office of the Registrar. Registration for audits must be completed during the normal registration period. Students registered for an audited course cannot change back to credit for the course after the first day of class.

Use of Cell Phones and Laptops
Students and instructors should NOT be using cell phones, I-pods, or Blackberry-like devices during class. These electronic devices tend to be disruptive to the learning environment, and distracting to the student, as well as those around him/her. Students and instructors should never have cell phones going off in class. Students turn off cell phones at the beginning of each class.

Instructors may permit the use of laptops for note-taking for classroom instruction. Students should not be answering e-mails, text-messaging, or surfing the internet during class time.

Recording of Lectures
Taping of lectures is not mandated by the administration and permission to tape a lecture is solely at the discretion of the instructor. In all instances, prior approval of the instructor must be obtained, and it is to be understood that the instructor’s approval is on a voluntary basis and that such a privilege may be withdrawn at any time.
Section IV  General Academic Policies

Visitors on Campus

Only registered students are permitted in the TUC buildings. Non-students are not allowed to attend any instructional sessions without the special permission of the Dean of the CEHS or Program Chair and the course instructor. These regulations are strictly observed.

Students wishing to bring a visitor to any campus building must arrange in advance for a special visitor’s pass, which may be obtained from the Office of Student Affairs.

Program Expectations

Each credential or MA program may have specific and unique program policies that apply to class structure, grading, student policies and matriculation. Students will be advised of those policies and must meet the expectations of each program.

Leave of Absence

A leave of absence is defined as a pre-approved leave from the University that suspends a student's course of academic and/or clinical study for a defined period of time. The amount of leave time granted depends largely on the personal needs of the student and the timing of the withdrawal within the academic program. Leaves of absence usually do not exceed 9 months. Circumstances necessitating a leave of absence may include, but are not limited to, short or long-term personal illness, military training or obligations, jury duty, maternity and infant care, and critical illness or death of an immediate family member. A student requesting a leave of absence for any reason during or at the end of an academic year must adhere to the following general procedure:

1. The student must meet personally with the appropriate Program Chair to discuss the reason for the leave and the effects on his or her academic progress. A mutual decision is reached after careful consideration is given to personal and professional circumstances.

2. The student must then complete a Leave of Absence Request and obtain all required signatures of institutional officials, including the Director of the Graduate School of Education

3. The Dean of Student Affairs will send an official letter to the student and to the program indicating if the leave of absence has been approved or denied by the respective College Dean.

Provided that the leave is approved, the official start date of the leave of absence will be the original date of receipt of the student's completed Leave of Absence Petition. Any tuition charged or refunded will be in accordance with the College's withdrawal policy. Any changes in the terms of the petition during the leave period should be relayed to the appropriate College Dean as soon as possible. Students must contact the Dean or Program Director at least 6 weeks prior to the expiration of the leave of absence to plan their re-entry into the program. Failure to do so may result in administrative withdrawal of the student from the university. Reentry of the student into the academic program following a leave of absence will occur in coordination with the Dean of Student Affairs.

The following details some aspects of the policy related to specific types of Leave of Absence:
Section IV  General Academic Policies

Maternity Leave
Enrolled students who become pregnant can request a maternity leave. The amount of leave time granted depends largely on the personal needs of the student and the timing of the birth within the academic program. Prior to officially requesting a leave, pregnant students should contact their Program Chair or faculty advisor to discuss how a leave will affect their progress in the academic program and to review options open to them. A mutual decision is reached after careful consideration is given to personal and professional circumstances.

Military Leave
TUC is committed to supporting students called to active military duty. Students called to such duty will be considered on military leave. Students called to active duty should immediately notify the Dean of Student Affairs and provide all their pertinent call-up papers. Students returning to Touro University from active duty will be eligible for reinstatement as full-time Touro University students once they have notified the Dean of Student Affairs and have supplied any pertinent military papers requested. Tuition charges for students restarting classes or for subsequent academic semesters will be set at the tuition rates in effect at the time the student returns from military duty. The Dean of the College will provide leadership to facilitate the re-entry of students into their programs as close as possible to the point at which they were called to active military duty.

Withdrawal Policies

Withdrawal from the University
The decision to withdraw from the University is a serious matter. Any student who withdraws from a college or a program is dropped from the rolls of the University. As such, if he/she decides at some later date to reenter the program, he/she must reapply for admission and, if accepted, assume the status of a new student.

Students contemplating withdrawal are advised to discuss this issue with their faculty advisor. Students considering withdrawal are subject to the policies governing withdrawal from the University. Students should be aware that withdrawal from a course may result in a significant extension of the student’s professional program. Before withdrawing, students should discuss the issue with their program advisor.

Withdrawal Procedures
A student wishing to withdraw from Touro University is required to meet with their respective Program Chair or faculty advisor. The student must request approval from their Program Chair, in writing, of the decision to voluntarily withdraw and voluntarily relinquish his/her position in the program. If the request is approved, an official withdrawal form is obtained from the Registrar. The student must complete the official withdrawal form and deliver this form to the Office of the Registrar. The withdrawal process includes the clearing of all financial obligations to Touro University, completion of all administrative procedures, and completion of an exit interview with their Program Chair.

Withdrawal Tuition Refund Schedule
A student wishing to withdraw from classes must notify the Office of the Registrar by filling out an Add/Drop form. On approved applications, the following refund schedule will apply:
Section IV  General Academic Policies

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Before the opening of class</td>
<td>100% of tuition and Fees</td>
</tr>
<tr>
<td></td>
<td>(excluding tuition deposit)</td>
</tr>
<tr>
<td>During the first week of classes</td>
<td>90% of tuition and fees</td>
</tr>
<tr>
<td>During the second week of classes</td>
<td>75% of tuition and fees</td>
</tr>
<tr>
<td>During the third week of classes</td>
<td>50% of tuition and fees</td>
</tr>
<tr>
<td>During the fourth week of classes</td>
<td>25% of tuition and fees</td>
</tr>
<tr>
<td>After the fourth week of classes</td>
<td>No refund</td>
</tr>
</tbody>
</table>

*Please note that as of the summer 2000 semester, new Federal Regulations are in effect when a Title IV funds recipient withdraws from school. You may obtain a copy of these regulations from the Financial Aid office. These Federal Regulations will supersede the policy for refunds established by TUC. If the student has not paid full tuition and fees for the term in which the withdrawal takes place, he or she must pay the proportionate amount noted above before leaving the University. The withdrawal date is the date that the Dean of Student Affairs receives written notice of withdrawal, i.e., a completed Official Withdrawal Form. In cases of academic dismissal, tuition paid in advance for the term immediately following the dismissal date will be 100% refundable.*
General Academic Standards

**Grading and Credit Hours**

Touro University’s Graduate School of Education reports course grades in percentage scores and uses the following grading system:

<table>
<thead>
<tr>
<th>Percentage Grade/Letter Grade</th>
<th>GPA Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>97-100% A+</td>
<td>3.85-4.00</td>
</tr>
<tr>
<td>93-96% A</td>
<td>3.65-3.80</td>
</tr>
<tr>
<td>90-92% A-</td>
<td>3.50-3.60</td>
</tr>
<tr>
<td>87-89% B+</td>
<td>3.35-3.45</td>
</tr>
<tr>
<td>83-86% B</td>
<td>3.15-3.30</td>
</tr>
<tr>
<td>80-82% B-</td>
<td>3.00-3.10</td>
</tr>
<tr>
<td>77-79% C+</td>
<td>2.70-2.90</td>
</tr>
<tr>
<td>73-76% C</td>
<td>2.30-2.60</td>
</tr>
<tr>
<td>70-72% C-</td>
<td>2.00-2.20</td>
</tr>
<tr>
<td>69% or below</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Courses are rated at one credit hour for each 15 hours of lecture or 30 hours of laboratory and/or practice sessions. A cumulative weighted grade point average will be calculated and posted on the transcripts. Class ranking is available upon request in the Registrar’s Office.

**Definition of Grades**

In addition to numerical grades, the program also uses the following:

- **Incomplete (I)**
- **Withdrawal (W)**
- **Withdrawal Unsatisfactory (WU)**
- **Satisfactory**
  A 70% or above in each course is considered a satisfactory grade.
- **Pass (P)**
  Satisfactory completion of a clinical rotation or course will be entered as a P on the transcript.
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- **Unsatisfactory (U)**
  Any grade for a course or rotation that is less than 70%.

- **Unsatisfactory with successful remediation (U/70 or U/P)**
  If an unsatisfactory performance has been successfully remediated a U/number will replace the U on the transcript (i.e. U/70). The “U” denotes the initial grade of unsatisfactory and the “number” represents the final recorded grade for the course in which a student has been re-examined.

**Incomplete (I)**
An incomplete grade (“I”) indicates that a student was unable to finish all required work for issuance of a letter grade. It is a temporary grade which may be given at the instructor’s discretion only when illness, unavoidable absence, or other reasons beyond the control of the student prevented completion of a small portion of course requirements by the end of the academic term.

**Instructor Responsibilities**
- Incompletes may only be given if the student has regularly attended class and submitted passing class work. An incomplete does not change any point deductions for late assignments, for being late to class, or for missing classes.
- An incomplete may not be assigned in order to give a student a chance to do more work to improve a grade or because a student did not complete assignments by the last course session.
- Students who are unable to complete a course and who do not meet these circumstances should be advised to withdraw from the course.
- When completing the incomplete form: a) the deadline for completion of missing work must be specified at the time of original submission of the incomplete grade form, and b) a comprehensive list of remaining work to be completed must be listed on the incomplete form.
- Replacement of an incomplete will be under the direction of the instructor.

**Student Responsibilities**
- After course instructor consultation and approval, it is the student’s responsibility to complete an “Incomplete Grade Form” request before the last class session of the course and turn this form into staff at the Graduate School of Education.
- Students who elect to take an Incomplete grade in their Master's Thesis/Project course must register for the zero-credit Master's Thesis/Project Continuation course (EDU 795-X, Y, Z) in each subsequent academic session until the Thesis/Project is completed (up to a maximum of three (3) academic sessions following initial registration in EDU 795). By enrolling in this non-credit course, students will maintain ‘active COE student status’ while completing their thesis/project. Students will receive an “IP” for each academic session until successful completion EDU 795. Registration for the course will require the consent of the student’s adviser and completion of a registration form. A registration fee will be charged for each academic session of enrollment.
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- It is the student’s responsibility to meet all timelines for completing course requirements as stated on the “Incomplete Grade Form.” No extension will be granted for more than a full calendar year from the date of the incomplete.
- Students who do not contact the course instructor regarding completion of course requirements are subject to a “U” grade. If the required work is not completed within the specified time, the (I) will be automatically converted to an unsatisfactory grade (“U” which is a grade equivalent of an “F”)
- Students who are unable to complete a course and who do not meet these circumstances should consider withdrawing from the course.

Withdrawal (W)
A withdrawal indicates that a student has withdrawn from the University in good academic standing.

Withdrawal/Unsatisfactory (W/U)
If a student withdraws from the University and is on academic probation or is currently failing a course or rotation, the student will receive a W/U for all registered courses or rotations.

Student Affairs, Promotion, and Academic Committee
The Student Affairs, Promotion and Academic Committee in the Graduate School of Education is charged with evaluating, recommending and implementing academic standards and assessing the progress of each student towards graduation. Students who attain satisfactory academic and professional progress are promoted and allowed to continue to the next semester, provided all tuition and fees have been paid.

The committee will review cases of a candidate who has failed a course, a field placement, required exams for licensure such as CBEST or CSET, or who fails to meet the overall academic standards, fails to show satisfactory academic progress, fails to meet graduation requirements, or fails to meet professional standards and student dispositions.

After a thorough review of student performance and records the Committee recommends an action to the Dean of CEHS. The Committee may recommend actions including, but not limited to, promotion, dismissal, academic probation, deceleration, or remediation of a course or term of study. The Dean has the authority to accept or modify their recommendations.

Academic Probation
Students must meet the minimum standards and requirements set by the institution in order to remain in good academic standing. Students will be placed on academic probation if their GPA falls below a 3.0. Students who are directed to repeat a year of curriculum for academic reasons remain on academic probation until their GPA improves to 3.0 or higher.
Terms of Probation
1. When a student is placed on academic probation, it is noted in the student's academic file and official transcript. Subsequently, when a student has successfully satisfied the requirements of probation, this is also noted in the student's file and transcript.
2. When a student is placed on academic probation, following approval by the Dean of the College, he/she will be notified in writing by the Dean and the reasons will be stated. When the terms of academic probation have been satisfied, the Student Affairs, Promotion and Academic Committee will notify the Dean that probation has been rescinded and a letter will be provided to the student.
3. A student on academic probation may not serve as an officer of any official University club or organization. A student on academic probation may not serve as a representative of the College in the operations of the Admissions Office or on University committees. A student on academic probation may not serve as a representative of the College at off-campus conferences or sponsored events.

Remediation
In the event of a failed course(s), every effort will be made to give students an opportunity to demonstrate competency in each area of the academic program. However, remediation is to be regarded as a privilege which must be earned by a student through active participation in the educational program as demonstrated by regular attendance, individual initiative and utilization of resources available to him/her. Decisions regarding remediation by the Student Affairs, Promotion and Committee will be made on an individual basis after considering all pertinent circumstances in each case.

Students who do not meet the standards specified for satisfactory academic progress may be given an opportunity to correct their deficiencies as recommended by the Student Affairs, Promotion and Academic Committee and determined by the Dean. Decisions will be made by written notification to the student by the Dean or his/her designee.

After consultation with appropriate faculty and the Office of Student Affairs, the Student Affairs, Promotion and Academic Committee may recommend a remediation plan that includes, but is not limited to, the following:

1. Repeat the course at an accredited institution which offers comparable course content and curriculum as reviewed and approved by the relevant Program Chair. The student will receive the grade earned for each offering of the course. The off-site credit hours will be transferred accordingly. Any student who earns a failing grade in a repeated course may be placed in a category of dismissal.

2. Repeat the academic year or semester. The student will be required to repeat all course offerings. The grade earned by the student in each offering of each course is used to calculate the student’s cumulative grade point average. Any student who earns a failing grade in a repeated course will be recommended for dismissal.
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3. Upon successful completion of a repeated course or academic term the student’s cumulative weighted average must be a minimum of 80% in order to satisfactorily meet the standards of satisfactory progress and promotion.

4. A student who does not remedy a failed grade(s) within one calendar year of the issuance of the failed grade may be placed in a category of dismissal.

Dismissal from the College

The College may require dismissal at any time it deems necessary to safeguard its standards of scholarship, conduct and orderly operation. It should be clearly understood that TUC, after due consideration and process, reserves the right to require the dismissal of any student at any time before graduation if circumstances of a legal, moral, behavioral, ethical, health or academic nature justify such an action. The academic reasons for dismissal include but are not limited to the following:

1. A student's cumulative curriculum weighted average for any one academic year is less than 80%.
2. A student earns failing grades in 33 percent or more of the credit hours for any one academic year.
3. A student who earns a failing grade in a repeated course or repeated supervised teaching assignment.
4. A student who exceeds the limit for completion of the prescribed curriculum as defined by the program.
5. A student who does not remedy a failed grade(s) within one calendar year of the issuance of the failed grade.
6. A student has not demonstrated continued academic and professional growth and achievement.

Decisions regarding dismissal are made on an individual basis after considering all pertinent circumstances and extenuating circumstances relating to the case. The Student Affairs, Promotion and Academic Committee recommends dismissal to the Dean. The Dean issues a letter of decision to the student.

Academic Appeal Process

Following notification (traceable letter delivery) of a decision for dismissal, a student may wish to appeal the decision. He or she has (7) working days within which to submit a formal written appeal of the decision to the Dean. The appeal request must be submitted in writing and delivered to the Office of the Dean of Students within this seven day period. The request should be accompanied by a narrative explaining the basis for the appeal. The narrative should fully explain his/her situation and substantiate the reason(s) for advocating a reversal of the dismissal. The Dean may grant an appeal only on showing one of the following:

1. Bias of one or more of the members of the Student Promotion Committee.
2. New, material, documented information not available to the committee at the time of its initial decision.
3. Procedural error.
The Dean may choose any of the following options when an appeal to dismiss a student is under consideration:

1. Concur with recommendation of the Student Promotion Committee and the decision to dismiss.
2. Amend the recommendation of the Student Promotion Committee
3. Convene an ad hoc committee consisting of three members to review the recommendation of the Student Promotion Committee. The ad-hoc committee will present their findings to the Dean for consideration.

The decision of the Dean is final and he/she will be required to notify the student in writing of the decision. While the appeal is pending, the status of the student will not be altered.

**Administrative Withdrawal**

A student who doesn't actively communicate with their program chair or the GSOE or complete appropriate status forms can be administratively withdrawn from the college. If a student is administratively withdrawn, they are required to complete an application form and reapply for admission to the college. An administrative withdrawal is listed on a student’s transcript.

**Program Completion and Graduation Requirements**

The following requirements must be met prior to awarding of the Master’s degree or completion of a credential.

1. Enrollment in the Touro University Graduate School of Education for at least two semesters.
2. Completion of all prescribed academic requirements with a cumulative grade average of 80% or higher with no outstanding incomplete grades; may not be on probation (academic or otherwise).
3. Consistent demonstration of ethical and professional behavior expected of professional educators and in alignment with the Graduate School of Education student disposition policy.
4. Compliance with all the legal and financial requirements of Touro University California.

**Master’s Degree Requirements**

Each Master’s degree has varying coursework and academic program requirements. Students should meet with their academic advisor each semester to review their progress in program(s) and for advisement. Some programs use a Program Completion and Advisement form. The student signs this form to indicate their understanding and acceptance of completion requirements.

All students complete an approved Master’s thesis or culminating/capstone project prior to earning a degree. An electronic portfolio is to be completed to document the students’ ability to meet the exit standards for the program area of emphasis and the Institutional Student Learning Outcomes.
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required by WASC. In addition, program chairs may require an exit interview or capstone performance.

The following steps must be completed in a timely manner prior to exiting the program:

1. Complete the Exit Survey within one month prior to completion of the program [http://www.surveymonkey.com/s/tuc-exitsurvey]

2. Apply for the awarding of the degree. See the registrar’s graduation page for specific due dates and form. See: [http://studentservices.tu.edu/registrar/graduation.html]

3. Apply to walk in Commencement in May. Visit: [http://studentservices.tu.edu/other/commencement.html]

4. Submit an electronic Portfolio in Taskstream. Obtain a Touro University sponsored account at Taskstream.com. Contact the Chair of Graduate Studies for specific information on this requirement.

Credential Completion Master’s Program Requirements

In addition to the requirements above, students who are admitted into a credential program concurrently with a master’s degree program should consult with their credential Program Chair prior to registering for or taking any master’s degree coursework.

Credential candidates may concurrently enroll in Master’s degree coursework (except for Special Education or Administrative Leadership) only with permission of both the credential and graduate studies program chairs. Students who have not previously been admitted to a master’s program must first receive written permission from their current credential program chair prior to requesting admission to the master’s degree program.

Student Academic Integrity and Dispositions

STATEMENT ON ACADEMIC INTEGRITY

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

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

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

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

The International Center for Academic Integrity (ICAI), of which the Touro College and University System is a member, identifies five fundamental values of academic integrity that must be present if the academic life of an institution is to flourish: Honesty, Trust, Fairness, Respect, and Responsibility. To sustain these values, the TCUS Academic Integrity Policy, modeled after that of Rutgers University, 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;
− The Touro College and University System is able to maintain its reputation for integrity in teaching, research, and scholarship.

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

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

VIOLATIONS OF ACADEMIC INTEGRITY

The following are considered to be violations of academic integrity and are prohibited by the Touro College and University System. Students, faculty, and other members of the Touro College and University System community who are in violation of one of the offenses listed below or similar such offenses or who assist in the commission of such offenses may be subject to sanctions 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, as stated in the Thesis Guidelines of the New York Medical College, include, but are not limited to: purchasing or copying a paper from the Internet or from a fellow student or anyone else, 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; copying clinical notes/materials without personally performing the patient examination. Plagiarized sources may include not only print material but also computer programs, CD-ROM video/audio sources, emails and material from social media sites and blogs, as well as assignments completed by other students at Touro College and University System and elsewhere. A more subtle, but equally flagrant, form is paraphrasing or attempting to put in one’s own words the theories, opinions or ideas of another without proper citation.
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.

Students are cautioned against assuming that a fact or idea is common knowledge and are encouraged to provide citation, to deflect a charge of plagiarism.

**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(s) 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, show exactly where the source begins and exactly where it ends.

In its policies and disciplinary procedures, the Touro College and University System will seek to recognize and differentiate its penalties between intentional plagiarism (as defined above) and failure to cite sources properly. However, both forms are violations.

**Cheating on Examinations and Other Class/Fieldwork Assignments**

The Student Code of Academic Integrity at the New York Medical College defines cheating 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 instructors is also 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 you 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;
- Copying from another individual’s examination or providing information to another student during an examination;
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- Soliciting, obtaining, possessing or providing to another person an examination prior to the administration of the examination.

Examples of unauthorized assistance include 3:
- Giving or receiving person-to-person assistance or information in any manner, including notes, text messages, or e-mails, during an examination or in the preparation of other assignments without the authorization of the instructor;
- Using crib sheets or unauthorized notes (unless the instructor provides explicit permission);
- Copying from another individual’s exam.

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

Research Misconduct and Other Unethical Conduct

The integrity of the scientific enterprise requires adherence to the highest ethical standards in the conduct of research and research training. Therefore, students and other trainees conducting research are bound by the same ethical guidelines that apply to faculty investigators. These standards are described briefly in the New York Medical College Guidelines for Ethical Practices in Research and Policies for Dealing with Instances of Alleged Violations of Ethical Standards 5 and more fully in the US Public Health Service Policies on Research Misconduct. 6

Research misconduct is defined in the USPHS Policy as “fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results.” 6 When appropriate, adjudication will be conducted according to Touro College and University System’s Guidelines for Ethical Practices in Research cited above.

In the Student Code of Academic Integrity, the New York Medical College uses the following as examples of research misconduct 4:

Fabrication

Fabrication means making up information, data, or research results, or pretending to have performed experiments that were not, in fact, conducted.

Falsification

Falsification means inappropriately altering or manipulating data, images, or information on clinical or laboratory records, practicum experiences, research results, equipment, and/or processes so that one possible conclusion or interpretation is favored over others.

Plagiarism (As Research Misconduct)
Plagiarism, on its own a violation of academic integrity, may additionally constitute research misconduct if it is committed in the context of a research effort.

**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**

Unauthorized removal or alteration of College documents (e.g., library books, reference materials, official institutional forms, correspondence), software, equipment, or other academic-related materials, including other students’ work, for the purpose of gaining an unfair academic advantage. 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 to prevent other students from having access to the required reading material;
- Intentionally sabotaging another student’s work;
- Altering a student’s academic transcript, letter of recommendation, or some other official college document;
- Electronically changing another student’s or colleague’s files, data, assignments, or reports.

**Copyright Violations**
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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”, can 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. As a general rule, if you think you might be violating the copyright law, you probably are. 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: www.copyright.gov/fls/fl102.html

Resolution of Academic Integrity Violations

Students who are found to have violated the Touro College and University System’s Standards of Academic Integrity are subject to sanctions. Each school (see Appendix II for listing of schools) shall designate the Dean responsible for adjudicating violations of Academic Integrity (herein referred to as the “Dean” except where otherwise noted). Depending on the school’s Student Handbook or Bulletin, this may be the Dean of Students, the Dean of Faculties, or another appropriate responsible individual.

As stated above, incidents are reported to the department Chairperson, and a report by the Chair is submitted to the Dean. The method of resolution of the violation may be either informal or formal.

At the discretion of the Dean or Chair, the student may be removed from the class pending a resolution of the matter. Should a student action be of such a nature that it is felt that he or she must be relieved of his/her right to attend the Touro College and University System, the student may be temporarily suspended from the Touro College and University System upon recommendation of the Dean. In the case of suspension, an expedited formal hearing will be scheduled. Suspended students may not avail themselves of the informal resolution process.

Informal Resolution

The student and faculty member may resolve the issue informally—with notice to the Chair of the Department and the Chair’s consultation with the Dean (which must be accompanied by a written synopsis of the matter)—and the faculty member, in consultation with the Chair, may impose any range of sanctions (Class C, D, or E) short of suspension and expulsion. If the student agrees to the decision, then any disposition will be final. Once accepted by the student, the decision of the faculty member and Chair is not subject to appeal, and is binding on both the student and faculty member.

The Chair must indicate whether the violation was a minor or inadvertent violation that is not subject to reporting, or whether the violation is significant enough to warrant reporting. The outcome of the
informal resolution should be reported in writing to the Dean, who will maintain the record of significant violations 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 is a repeat offender, or (4) for any other reason for which informal resolution is not appropriate as determined by the Chair or the Dean, then the matter shall be submitted for formal resolution.

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

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

− The Dean 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 Dean shall arrange a hearing which, generally speaking, should take place no earlier than three (3) 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. See Appendix II.
− All persons involved in a hearing shall be given adequate notice of all hearing dates, times and places. Such notice, which may be by e-mail and followed by a hard copy, will be given at least twenty-four hours 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 student charged and the person making the charges 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 to be closed sessions. The Committee may hear other people of its choosing who may be knowledgeable about the issue(s) under
consideration, and may investigate relevant written reports, discussions with involved parties, examinations, papers, or other related documents.

- A quorum of this Committee must be present in order to conduct official business and render a decision.
- All decisions shall be made by majority vote, the mechanism to be determined by Committee membership.
- 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. Representation by an attorney is not permitted.
- A recording secretary may be appointed by the Committee Chair. Transcripts of the proceedings are not mandatory or required.
- All issues in dispute shall be presented orally by the Committee Chair.
- All information supporting the charges made against a student shall be presented first. Following this presentation, the student who is under investigation 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 Dean, his or her designee, or other members of the Administration may also meaningfully participate in this information exchange. Pursuant to the Touro College and University System Code of Conduct, the student is expected not to obstruct the investigation or proceedings.
- At the completion of all discussions, the student and his/her accuser may each make a closing statement. The administration may also be afforded an opportunity to make a statement.
- At any time during the hearing the student, his/her accuser, the Committee, and/or the Touro College and University System’s representatives may raise questions about the information under review so that all aspects of the case are clarified.

The Committee shall reach a decision using the following guidelines:

- The Committee will meet in closed session to reach a decision, including recommended sanctions, if applicable. Such meeting will generally be held within one school day following the hearing.
- If the Committee seeks additional information following commencement of its deliberations, it will notify the parties within two school days, and reconvene the hearing within five school days of the conclusion of the original hearing. The Committee’s final decision must then be made.
- The Committee’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 Committee’s decision will be presented in writing to the Dean and the student.
- In the absence of an appeal, the Dean will transmit the Committee’s decision to the Touro College and University System (TCUS) Academic Integrity Council. Solely in the event of a disparity or other irregularity in the sanction imposed, the TCUS Academic Integrity Council may remand the matter to the Dean, noting the new range of permissible sanction.
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Academic Appeal Process

- Following notification of the Committee decision, a student may wish to appeal the decision. He or she has three (3) working days within which to submit a formal written appeal of the decision to the Dean of the Division or School. The appeal should be accompanied 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.

- After consideration of the Appeal, the Dean may accept, reject or modify the Committee’s decision, and will notify the student in writing of the decision.

- The Dean, when notifying the student of the decision, shall inform the student of his/her right to appeal an adverse decision in the event the sanction imposed was a suspension, expulsion or revocation of the degree. In all other instances, the Dean’s decision will be FINAL.

- A copy of the Dean’s Final decision will be transmitted to the Touro College and University System (TCUS) Academic Integrity Council. Solely in the event of a disparity or other irregularity in the sanction imposed, the TCUS Academic Integrity Council may remand the matter to the Dean, noting the new range of permissible sanctions, for action consistent with overall TCUS standards.

In the event the Dean and the Committee have decided to suspend, expel or revoke a student’s degree, following notification of the Dean’s decision, a student may wish to appeal the decision. He or she has five (5) working days within which to submit a formal written appeal of the decision to the respective Chief Academic Officer (e.g., the Provost or Senior Provost) or Presidential designee. The appeal should be accompanied 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 of the prior recommendation or decision by the Committee or the Dean.

The Provost 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 Dean.
- New material documenting information that was not available to the Committee or a relevant Dean at the time of the initial decision.
- Procedural error.

The Provost may interview the student, but will not conduct a hearing. The Provost will consider the merits of the appeal and may even consult the Chair of the Committee. The Provost will notify the student in writing of the appeal decision. The decision of the Provost 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 has been suspended, in which case an expedited resolution procedure will be in effect. 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
Section V  General Academic Standards

be released to the student. If the student is dismissed, the funds will be returned to the proper agency or lender.

Sanctions
Sanctions may be imposed by the faculty, the Dean or the Committee.

Sanctions may include the following or combinations thereof:

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)

Class C Sanctions:
− Indication of the disciplinary action in a letter of reprimand, in reference letters, licensure and regulatory forms, etc.;
− Notification of the violation to the other schools within the Touro College and University System;

Class D Sanctions:
− Placement on Probation;
− Failure in the course and requiring the student to repeat the entire course/clerkship;

Class E Sanctions:
− Ordering student to take additional ethics tutorials intended to assist student to avoid future misconduct;
− 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;
− Requiring the student to redo the assignment;

Other Sanctions:
− Other sanctions, as deemed just and proper. For example, repeat offenders may be subject to more stringent sanctions.

Recordkeeping
Records of the resolution of proceedings shall be kept in accordance with the following:

− If the Committee finds no merit in the allegation under discussion, the Touro College and University System records of the proceedings shall be sealed and secured in the office of the Dean until such time as any legal statute of limitations has expired. Upon the running of the
limitations period, all records shall be destroyed. Should a need arise to open the sealed
records, the Provost, Dean, or Chief Compliance Officer shall issue an order to open the
record. These records will not go into a student’s file.
– If the Committee determines that there is merit in the allegation, all matters relative to the
resolution shall be entered in the student’s academic file, with a copy held by the Dean.

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

Student Dispositions
The Touro University California Graduate School of Education credential and degree programs are
guided by Program Standards (10 f,g,&h) for the California Commission on Teacher Credentialing
that state:
1. Each candidate exhibits intellectual integrity, serves students honestly, protects their
privacy, respects their work, and sustains open discussion of ideas;
2. Each candidate assesses his or her own progress, accepts professional advice, considers
constructive criticism, and engages in a continuous program of professional
development; and
3. Each candidate models respect for the cultures, religion, gender and lifestyle orientation
of students and their families.

In conjunction with the elements of the above standards, Touro University California’s Graduate
School of Education has high expectations regarding student candidate dispositions. This
dispositions are expected to be met during all class sessions, field work and practicum, and any
university sponsored activities.

These dispositions include, but are not limited to:

- collaboration
- honesty/integrity
- respect
- reverence for learning
- emotional maturity
- reflective behavior
- flexibility
- responsibility
- appropriate interpersonal conduct
- ethical and professional behavior
- respect for privacy

Students who display poor judgment or performance in one or more of these areas may not be
recommended for a credential or degree, and/or may receive a grade that reflects the consequences
of their actions, including a failing grade. Occasionally a student will meet the academic
requirements of the course, but manifest personal limitations that might impede future teaching performance. In such cases, it is the responsibility of the faculty to guide the student to take remedial action (either to repeat the class for credit, to become involved in personal therapy, to take a year's leave of absence from the program, to take remedial courses), to be re-evaluated, and/or to consider withdrawing from the program.

**Americans with Disabilities Act Statement**

Touro University complies with the regulations of the Americans with Disabilities Act of 1990 and offers accommodations to students with disabilities. See detailed information on page 99, in TUC general catalog, [http://studentservices.tu.edu/catalog/index.html](http://studentservices.tu.edu/catalog/index.html).

This is the student's responsibility. Information about services, academic modifications and documentation requirements can be obtained from the Dean of Students. (707) 638-5883.
University Computer Services

The MIS Department is responsible for all computing services, on-campus telephone services, the University’s website, audio-visual and copy services. Students benefit, directly and indirectly, from the work of the MIS Department in a variety of ways.

Upon admittance to the University, students are asked to join an email group list for their class. University faculty, staff and administrators participate in the group discussion along with the incoming students. By the time students arrive on campus, they have had the opportunity to introduce themselves to each other as well as to pose questions and air concerns in a public forum. The group lists remain a significant means of communication throughout the students’ enrollment at TUC and as alumni.

Once arriving on campus, students are issued a network login which gives them access to the University’s computer network. There are three computer labs, offering students approximately 70 workstations on which they may use productivity software, browse the Internet, access course-specific files and use software that complements the curriculum.

<table>
<thead>
<tr>
<th>Touro University: Information Technology Service Desk</th>
<th>Touro University Library, Bldg 1322</th>
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<tbody>
<tr>
<td>Phone: 707 638-5424 email: <a href="mailto:servicedesk@tu.edu">servicedesk@tu.edu</a></td>
<td>Phone: 707-638-5317</td>
</tr>
<tr>
<td>Classroom Emergencies: 707 638-5911</td>
<td>Library web site: <a href="http://www.tu.edu/">www.tu.edu/</a>, click California, click TUCA Library</td>
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<tr>
<td>Blackboard Access:</td>
<td>bb-tuc.touro.edu</td>
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<tr>
<td>TCWeb: To check your grades and transcripts</td>
<td><a href="http://tcweb.touro.edu/">http://tcweb.touro.edu/</a></td>
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<td>you will need to know your student ID</td>
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<td>Password is the last four of your social security number</td>
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<tr>
<td>Taskstream</td>
<td><a href="http://www.taskstream.com/">www.taskstream.com/</a>, Mentoring services: 800-311-5656</td>
</tr>
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</table>

**Computer and Network Appropriate Usage Policy**

All Touro University California students must follow the TUC computer and network appropriate usage policy.
Disability Services

TUC is committed to providing reasonable accommodations to students with documented disabilities. Policies and procedures must 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. Disabled students’ rights are protected under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). It is the policy of TUC to insure that no qualified student with a disability is excluded from participation in or subjected to discrimination in, any University program, activity, or event.

If a student feels he or she has been discriminated against because of a disability by another student or by University personnel, he or she has the right to request an investigation into such a matter through the stated grievance policies and procedures stated in Appendix B of this Handbook.

Rights and Responsibilities of the University

- The right of the university to set and maintain standards for admitting and evaluating the progress of students.

- The right of the faculty to establish, maintain and monitor standards of academic performance and to develop and assess content domains.

- The right to establish technical standards for admission of students into TUC programs.

- The right to request current documentation from a student completed by an appropriate professional source to verify the need for reasonable accommodations, academic adjustments, and/or auxiliary aids.

- The right to consult with the student, discuss a student’s need for reasonable accommodations, academic adjustments, and/or auxiliary aids in consultation with students with disabilities.

- The right to deny a request for accommodations, academic adjustments, and/or auxiliary aids if the documentation fails to verify the need for the requested services, or the documentation is not provided in a timely manner.

- The right to refuse to provide or modify an accommodation, adjustment, and/or auxiliary aids that is inappropriate or unreasonable including any that:
  - pose a direct threat to the health and safety of others;
  - constitutes a substantial change or alteration to an essential element of a course or program; or,
  - poses undue financial or administrative burden on the university.
Responsibilities

- The responsibility to ensure that University courses, programs, services, job, activities and facilities when viewed in their entirety, are offered in the most integrated and appropriate settings possible.

- The responsibility to provide information regarding policies and procedures to students with disabilities and assure its availability in accessible formats upon request.

- The responsibility to evaluate students on their abilities, not their disabilities.

- The responsibility to provide a student with reasonable and appropriate accommodations, academic adjustments, and/or auxiliary aids following a timely request.

- The responsibility to maintain appropriate confidentiality of records and communication concerning students with disabilities except where disclosure is required by law or authorized by the student.

Rights and Responsibilities of Students

Rights

- The right of the student with a disability to be included on the basis of criteria that does not unfairly discriminate because of the disability.

- The right of equal access to courses, rotations, programs, services, jobs, activities and facilities available through the university.

- The right of reasonable and appropriate accommodations, academic adjustments, and/or auxiliary aids determined on a case-by-case basis.

- The right of appropriate confidentiality of all information pertaining to his/her disability with the choice of whom to disclose their disability to except as required by law.

- The right of information reasonably available in accessible formats.

Responsibilities

- The responsibility to meet the University's qualifications and technical, academic and institutional standards as any other student.

- The responsibility to identify himself or herself in a timely manner as an individual with a disability when seeking an accommodation.
Section VII  Disability Services

• The responsibility to provide documentation from an appropriate professional source that verifies the nature of the disability, functional limitations and the need for specific accommodations.

• The responsibility to follow specific procedures for obtaining reasonable and appropriate accommodations, academic adjustments and/or auxiliary aids.

• The responsibility to advocate for their own individual needs and to seek information, counsel, and assistance as necessary, and within reason, to be effective self-advocates.

Rights and Responsibilities of the Faculty

Rights

• The right to identify and establish the abilities, skills, and knowledge that are fundamental to academic programs/courses and to evaluate each student’s performance against these standards. Fundamental program and course standards are not subject to modifications, although a student with a disability is entitled to reasonable accommodations to assist him/her to meet the program/course standards.

Responsibilities

• The responsibility to make reasonable modifications for a student with a disability with respect to the adaptation of the manner in which specific courses are conducted.

• The responsibility to select and administer tests used to evaluate students so as to best ensure that test results accurately reflect aptitudes or competencies and do not discriminate against a student with a disability. Tests designed to measure specific skills related to fundamental standards are allowable even when those skills are impacted by the disability.

• The responsibility to evaluate students in a non-discriminatory manner.

Procedures

The following procedures and information serve as guide for students seeking special accommodations for disabilities.

Procedures and Information Regarding Requests for Accommodations:

An application for accommodation of a disability must be made by the student. Verbal disclosure prior to or following admission is not sufficient. Students may apply for special accommodations anytime during their academic curriculum, however, if granted, the accommodation is given only for the academic year in which it is requested. In case of changed circumstances, with respect to any disability, subsequent applications must follow for each academic year the student is requesting accommodations, including any off-campus program components that are part of the student’s required curriculum. A student requesting an accommodation for a disability under the ADA must meet with the Dean of Student Affairs. An application for accommodation of a disability can be filled out in the Office of Student Affairs.
Section VII Disability Services

Although students can apply for accommodations at any time during their academic program, it is strongly advised that if you are seeking accommodations, you have the following paperwork and documentation on file in the Office of the Dean of Student Affairs prior to your request.

1. Students must fill out the Request for Accommodations of Disability Application (RADA) prior to consideration of such requests. To expedite the process, students are encouraged to have this form prior to their meeting with the Dean of Student Affairs. The form is available in the Office of Student Affairs.

2. Documentation is required from a physician, clinical psychologist or other certified individual and a report must be on file in the Office of Student Affairs before any accommodation can be granted. It is the student’s responsibility to make sure that all required documentation is forwarded to the Office of Student Affairs. Documentation and should include:
   a. A cover letter from the physician, clinical psychologist or other certified individual.
   b. Appropriate and thorough diagnostic test results. Summarization of results, while helpful, by itself is not considered satisfactory. The report should also a) clearly diagnose the disability, b) report the severity of the disability, c) offer implications of the disability for the students’ program of study, and d) include a summary of what accommodations are needed to assist in overcoming the disability.
   c. Test results must be within the last five years prior to the request.

Accommodations
The following is a list of accommodations that may be provided for, given the student has provided the appropriate documentation:
- extra time on timed examinations and/or quizzes
- extra time on in-class assignments
- provisions to take examinations and/or quizzes in a quiet, separate room
- tape recording of lectures
- note taker services
- front row access in classes with assigned seating
- other accommodations will be considered as presented.

Types of Documentation Students Should Provide
As a guide to both students and faculty, appropriate documentation needed to fulfill criteria to be considered learning disabled may include, but are not limited to, the following:
Section VII  Disability Services

- the WAIS-R individualized measure of intelligence or comparable test, given in the last 5 years,

- the Woodcock-Johnson Psycho-educational Battery-Revised or other comprehensive, psycho-education test that demonstrates that specific area of academics may be significantly below expectations,

- a standardized test or tests that indicate specific areas of the student’s strengths and weaknesses and gives recommendations for remediation,

- documentation summarizing the students accommodations throughout elementary, secondary, or post-secondary education and placement in any special programs while in school,

- all other documentation that gives assistance or identifies behavioral or attention problems that may warrant special accommodations.

Process to determine reasonable accommodation:
It is the responsibility of the Dean of Student Affairs to review the documentation and assess whether the accommodation is reasonable. Decisions shall be rendered in ten (10) business days and based on the following criteria:

- Has the student provided appropriate documentation that he/she has a disability?

- Was the request submitted according to the procedures stated above?

- Is the request reasonable within the student’s required program of study? A reasonable request should not fundamentally alter the student’s program of study.

- Does the request for accommodation interfere with a required component of the students’ academic program or lower essential academic standards?

- Without this accommodation, would the student still be able to effectively learn the required material?

It is the responsibility of the Dean of Student Affairs to discuss with the student how to communicate to faculty and facilitate initiation of requested accommodations. If the requested accommodation meets approved criteria, the Dean of Student Affairs will request the accommodation, in writing, to the Department Chair or Program Director in charge of the course or courses within which an accommodation is or accommodations are being requested. The Dean of Student Affairs will also notify the appropriate Dean or Associate Dean. It is the responsibility of the Department Chair or Program Director to inform all appropriate instructors of the request for accommodation. The Dean of Student Affairs will send the letter of request for accommodation every academic semester within that academic year to the appropriate Department Chair or Program Director. Students are reminded, however, that they must reapply each academic year to be considered for accommodations.
Once a letter requesting accommodations has been sent from the Dean of Student Affairs to the Department Chair or Program Director, it is the student’s responsibility to arrange the approved accommodations with course instructors. Students must do this prior to having the accommodation made available.

It is the student’s responsibility to approach the specific instructor of the class in which he/she wishes to be accommodated and discuss what works best for the individual student within the parameters of the requested accommodation(s). Students, while having a specific disability and requesting accommodations for one course, may or may not want special accommodations for other courses within their program of study. The wording provided in the written letter from the Dean of Student Affairs will state, "If requested, the following accommodations are recommended…” Students are encouraged to immediately bring problems to the attention of Dean of Student Affairs. It is the responsibility of the Dean of Student Affairs to monitor all arrangements regarding disability accommodations. If a student feels he or she is being discriminated against because of a disability, he or she has the right to request an investigation into such a matter through the stated grievance policies and procedure in Appendix B of this Handbook.

Students who are in need of testing or the need to provide current documentation should meet with the Dean of Student Affairs for information on testing and testing locations. Costs of testing and assessments are the responsibility of the student.

If students have gone through the proper procedures and the request is denied, they may request an appeal from the Committee on Disabilities, which is an ad-hoc committee that will be established by the Office of Student Affairs. The request for appeal must be made in writing within 30 days of notice of receiving the initial decision “to deny.” The decision of the Committee shall be rendered in ten (10) business days and will be considered final.

Access to these records is restricted. If the accommodating departments(s), instructors(s), wish to view a copy of the student assessment, they may do so only with the express written consent of the student and must show reason why they wish to view the assessment. Copies of the detailed assessment are maintained in a confidential file in the Office of Student Affairs and may only be viewed by this office and individuals that the student has identified.

Students who wish to request accommodations for licensure examinations or other certifying examinations are urged to contact the governing body or institution responsible for the administration of such examinations. Requirements for requesting accommodations under the ADA for these examinations will be determined by the respective governing body or institution and may be different from requirements established by TUC.

**Glossary of Terms Related to Disabilities**

**Disability:** A physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment. (28 CRC Part 26 page 35698)

**Major Life Activity:** Examples are caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

**Impairment:** Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs (which would include speech organs that are not respiratory such as vocal cords, soft palate,
tongue, etc.); respiratory, including speech organs; cardiovascular; reproductive; digestive; genitourinary; hematologic and lymphatic; dermatologic; and endocrine.
Institutional Policies

Drug-Free Workplace & Substance Abuse Policy & Procedures

A Drug-Free Workplace and Substance Abuse Policy and Procedure have been established for Touro University in order to appropriately serve the needs of faculty, staff and students. This policy has been established to implement a drug-free work place and academic environment consistent with federal and state law, including the terms and conditions whereby employees, students, volunteers, faculty, physicians and other professionals may be disciplined for violation of these policies and tested for suspected use of an illegal drug or alcohol.

These policies and procedures apply to all students of Touro University at all facilities operated by the affiliated entities and any student enrolled at another academic institution rotating in a clinical service on the premises of a facility operated by Touro University. The University reserves the right to have any student evaluated by the Student Health Service if he/she appears to be under the influence of illegal drugs/substance and/or alcohol that results in a diminished or impaired ability to perform usual tasks. Any student who attends a class or a clinical rotation under the influence of alcohol or illegal drugs/substances is subject to either immediate suspension or probable expulsion in accordance with this policy.

All students of Touro University must review the Drug Free Workplace and Substance Abuse Policy and Procedure, a copy of which has been provided at orientation and/or obtained at the Office of Student Affairs. Touro University maintains a drug-free environment consistent with the principles of the "Federal Drug Free Schools and Communities Act" and the "Drug Free Workplace Act".

Sexual Harassment

Sexual harassment is a form of unlawful discrimination under state and federal law. It may consist of: actual or threatened sexual contact which is not mutually agreeable to both parties, continued or repeated verbal abuse of a sexual nature, and/or a threat or insinuation that a lack of sexual submissiveness will adversely affect the victim’s employment, academic standing or other vital circumstances.

Examples of sexual harassment include but are not limited to: pressure (subtle or overt) for sexual favors accompanied by implied or overt threats concerning one’s job, grades or letters of recommendation; inappropriate display of sexually suggestive objects or pictures; unnecessary touching, pinching, patting or the constant brushing against another’s body and/or use of sexually abusive language (including remarks about a person’s clothing, body or bodily movement or sexual activities).

Any member of the University community shall resist such harassment and/or report such harassment to the appropriate program director, Associate Dean or other member of the TUC administration.
HIV/AIDS

Information about and copies of the institutional policy guidelines concerning HIV (Human Immune Deficiency Virus)/AIDS (Acquired Immune Deficiency Syndrome) are available upon request from the Office of Student Affairs.

Impairment of Life Safety Devices/Systems

Destruction of or tampering with campus life safety systems or devices is prohibited. Any student found responsible for such acts is subject to disciplinary action, fines and/or costs to repair damaged systems or devices.

Eating and Drinking In Classrooms/Laboratories

To ensure a safe, clean and healthy environment for all students on campus, no eating or drinking will be permitted in any laboratory. Care should be taken to remove all refuse to a trash container after eating.

Parking

Overview

In order to receive a Touro University parking tag, a student will need to fill out and return a completed vehicle registration form to the Graduate School of Education office. By signing this form, the student acknowledges that they understand the University’s parking policy and risks of driving on Mare Island, such as railroad crossings that do not have automatic barricades and possible open dry docks and heavy equipment operation in the industrial areas surrounding the campus, necessitating that people drive with extra care.

Parking Plan

Signs are posted at all entrances to the campus stating that permits are required to park on campus. Faculty and staff will get their permits from Human Resources. Students will get them from the Graduate School of Education office. The driver will be issued a hanging permit that will be displayed on the rearview mirror while on campus property at all times. If you borrowed a car for the day you would need to contact campus security, complete the application for a temporary pass and place on the dashboard of the borrowed vehicle. Parking permits are vehicle specific. If you have more than one vehicle, each vehicle will require a separate permit.

There will be no charge for parking permits. Student permits will have an expiration date. Faculty and Staff Stickers will be of a different color than student decals and will be turned in along with keys, phones, etc. when an employee’s employment with the university ends. Each decal will have an assigned number. All lost parking decals can be replaced for a $25.00 fee.

All parking lots will be designated as general parking. Anyone with a valid decal will be allowed to use the general parking lots. There will also be specific spots for handicapped, motorcycle and visitor parking. Visitors will be assigned a specific date stamped pass for the day. Temporary parking passes
Section VIII  Institutional Policies

may be picked up from Campus Security or the department or college they are visiting. The Admissions Office may secure a Temporary Visitor Parking Pass for candidates they are interviewing ahead of time, as may each college when they know they will have a visitor.

Enforcement
Tickets will be issued by our Campus Security, who will be responsible for enforcement. Fines will range in price, depending on the infraction. A fine of $15.00 will be assessed for parking in a designated lot without a proper decal or for parking in a space that is not a legal parking space, while a $25.00 fine will be assessed for parking on campus without a sticker or in a Red Zone. A $100.00 fine is assessed for parking in a handicapped space. The second occurrence would double the fine and the third occurrence would result in loss of parking privileges on the campus for the remainder of the school year. Fines can be paid at the Bursar’s office for students and at the office of Fiscal Affairs for faculty and staff. A traffic committee made up of the Director of HR, the Associate Vice President for Administration, a faculty member and a student will be set up to serve as the appeal process for those wishing to dispute tickets. The committee will meet once a month to hear cases.

Vehicle Towing
Vehicles parked illegally are subject to towing. The cost of towing and retrieval of the vehicle is the responsibility of the owner. Touro University assumes neither liability nor responsibility for operational or structural damage incurred as a result of towing or storage of a vehicle in such instances.

Lost & Found

The Department of Human Resources maintains a Lost and Found Service for the University. Lost articles may be claimed from Human Resources located in Building 83 during regular business hours. Students are urged to label all books and other personal belongings so that they can be easily identified if turned into the Lost and Found.
APPENDIX A: CODE OF RESPONSIBILITIES AND RIGHTS OF THE STUDENTS OF TOURO UNIVERSITY – California (TUC)

The primary purpose of Touro University is the education of osteopathic physicians, pharmacists, allied health professionals, and professional educators. The university is a community of faculty, administration and students. Each group exercises its own rights and responsibilities in furthering the educational process of the University.

The following code enumerates the rights and responsibilities of the student segment of TUC. It is written in the belief that student knowledge of the student role in this educational process will promote more effective student achievement.

This code and the accompanying bylaws are thus set forth to describe the general policies relating to student life and organizations at TUC. These general policies are subject to the bylaws and faculty policies of TUC.

**Title**

This code is entitled *The Code of Responsibilities and Rights of the Students of Touro University*. It is approved and authorized by the Board of Trustees of Touro University.

**Definition and Basic Concepts**

The Code of Responsibilities and Rights of the Students of Touro University is a part of each student’s educational commitment. The following definitions of terms are made for clarification.

The "university" refers to Touro University. The term includes the physical plant, the total educational program, students, faculty, employees, officers and trustees.

A "student" is anyone who has matriculated at the university and has commenced classes. The term does not include an individual who has applied for admission to but has not been in attendance at the university, nor does it include alumni.

The "faculty" constitutes those individuals appointed to the faculty by the President of the University. A "student organization" is any group of students given recognition by the Student Government Association (SGA) administration.

The "SGA" is the university student governance structure. The leadership of the SGA is elected by the entire student body. The SGA is composed of all the class officers and student organization officers. All students are invited to participate in SGA meetings.

"Student affairs" includes areas of student interest and involvement through which their academic, social and professional goals can be achieved.

"University affairs" are the academic, business, administrative, professional and public relations activities of the University.

"University programs" are those academic programs established by Touro University for osteopathic medicine, pharmacy, allied health, and teacher education.

"Academic freedom" is the right of faculty and students to study, discuss, investigate and function within the educational process.

"Requirements of the University" are those prerequisites for receipt of the degrees, granted by the University, which are delineated in the college catalog and in official pronouncements of the Board of
Trustees, faculty and administration. Such requirements may change from time to time as need arises to insure acceptability and respectability of the various degrees offered by the university.

**Student Responsibilities**

- To achieve and maintain a high standard of academic, professional and social conduct considering individual aptitude and abilities.
- To recognize the value and necessity for active and life-long learning as a vital adjunct to the university’s formal educational program and to work diligently to learn from their own strengths and weaknesses so as to become competent professionals who can live up to the standards set by their chosen professional fields.
- To be familiar with this code and the bylaws regulated.
- To meet the requirements of the Code of Responsibilities and Rights of the Students of Touro University’s degree programs.
- To work toward better relations with the general public on behalf of all programs of TUC and their respective profession.
- To help promote excellence in education, patient oriented health care, and community services as provided by the university.
- To exhibit personally the highest ethical and professional performance and to work with others to promote similar performance among fellow students and alumni.
- To serve on any university committees to which appointed with the understanding that such appointment requires accurate representation of the opinions of the entire student body of the committee.
- To maintain good academic standing (i.e., not on academic probation) to be eligible to hold elected positions in their classes, colleges or organizations, to maintain university committee appointments, or travel on behalf of student organizations representing the University.

**Students Rights**

Every student shall have the following rights:
To pursue to completion the student’s chosen degree program, contingent upon satisfactory completion of requirements of the college. Commensurate with the students’ pursuit of their degree program shall be the following rights:

a) To be informed of academic progress

b) To be notified of individual departmental course requirements as well as requirements for the chosen degree program. Each student is entitled to a statement of goals and objectives, evaluation techniques and schedules for each course and clinical placement.

c) To be informed by the university of any and all its regulations and policies affecting student status. Any change in existing policy or institution of new policy shall be implemented when practical only after publication. Such publication shall be so calculated to give students time to react and comply.
Appendix A - Code of Responsibilities and Rights

d) To examine, seek corrections of, or prevent disclosure of personally identifiable information from more fully set forth in the Guidelines for Access to and Disclosure of Educational Records Maintained by Touro University, adopted by the university pursuant to the Family Education Right to Privacy Act of 1974.

e) To exercise academic freedom as defined above.

f) To receive a copy of this code and to be notified in writing by the "SGA" and the University about regulations promulgated or amended under this code.

g) To seek membership in any recognized student organization for which applicant meets membership criteria.

h) To petition the SGA for recognition of any student group which (1) furthers the goal of the institution, and (2) meets the requirements for recognition as a student organization established by the SGA and administration. Recognized organizations shall have the right to meet in university facilities subject to university space coordination and scheduling. Requests for utilization of university space must be reasonable and cannot interfere with the primary educational goals of the university.

i) To be represented in the determination of university or college policy as it directly affects a student's educational endeavor. Students may serve on standing, ad hoc and other college or program committees, such as the Self-Study Committee, or such committees as may be deemed appropriate. Student appointment to the standing committees shall be made by the SGA.

j) Appointment of students as student representatives to any committee or group other than the above named standing committees shall be made by the SGA. Students on standing committees shall be appointed for the same term as faculty members. Substitutes for student committee members may not be sent without prior approval of the committee chairman involved. At any time that a committee deems appropriate, it may seek additional students to serve as resources.

k) To initiate a grievance procedure as per the Bylaws of the Code of Responsibilities and Rights of the Students (Appendix B).

l) To have due process when charged with any academic, social, personal or professional misconduct.

m) To elect representatives to the "SGA" and to elect officers of their respective class and student organizations.
Appendix A – Code of Responsibilities and Rights

Sanctions

A student who is found to have engaged in improper conduct as defined in the Code of Student Responsibilities and Rights of Students and accompanying Bylaws and Regulations shall be subject to disciplinary action by the university. University actions may include but are not limited to: reprimand, monetary fines, probation, suspension or dismissal.

Amendment of This Code

Amendment of this code may be made by recommendation of the TUC Provost to the University President and Board of Trustees.
APPENDIX B: TOURO UNIVERSITY CALIFORNIA BYLAWS AND REGULATIONS OF THE CODE OF RESPONSIBILITIES AND RIGHTS OF THE STUDENTS OF TOURO UNIVERSITY

The following bylaws and regulations are promulgated to augment and support the Code of Responsibilities and Rights of the Students of TUC.

Student Concerns and Grievances

It is recognized that from time to time students will encounter situations or develop concerns while pursuing professional degree programs. These may affect relationships with fellow students, faculty, staff and/or administration. Any issue concerning student conduct will be resolved by one of two methods: (1) an informal method utilizing the office of the Dean of Student Affairs, or (2) a formal method of resolution. The informal method of resolution will be initially used for all cases unless the Dean of Student Affairs believes that the incident is severe enough initially to warrant a formal hearing.

Conduct Violations

The following acts are considered to be a violation of acceptable student conduct. Please refer to section on Student Academic Ethics on page 148 in TUC catalog for further information: http://studentservices.tu.edu/catalog/index.html

- Cheating: Unauthorized use of a text, notes or other aids during an exam, copying the work of another student, or obtaining and using a copy of an examination in advance of its administration.

- Plagiarism: Presenting as one’s own the work of another without proper acknowledgment; deceitful practice – utilizing a substitute or acting as a substitute in any academic evaluation, or knowingly permitting one’s work to be submitted by another person without the instructor’s authorization.

- Unauthorized collaboration: Working together on an exam, project, or report when expressly prohibited from doing so by an instructor.

- Knowingly furnishing false information to the University

- Forgery, alteration or misuse of university documents, records, identification, etc.

- Malicious obstruction or disruption of teaching, research or administrative operational procedures

- Physical abuse of any person on university property or conduct which threatens or endangers the health or safety of any person
• Theft of, or damage to, property of a member of the university on campus, or theft of, or damage to, property of Touro University

• Neglect of clinical and/or hospital duties.

• Neglect of students’ or parents’ rights while in supervised field assignments.

• Misuse of pharmaceutical privileges. Drug abuse - being under the influence of drugs, including alcohol, during class, laboratory, externship, clerkship or any other situation under the jurisdiction of the University in which professional conduct is expected or required

• Possession or use of firearms, ammunition or explosive devices or materials on campus

• Violations of any campus rules or regulations

• Violations of any rules, regulations, or codes of conduct in a K-12 school or other supervised teaching site

• Violation of the confidentiality of any medical, personal, financial or business information obtained through the student’s educational activities in any academic or professional practice setting

• Behavior inconsistent with the qualities and ethics described for professionals within the chosen fields

• Engaging in the synthesis, manufacture, theft, sale or use of a controlled substance for unlawful purposes, or assisting any individual or group in accomplishing this end.

**Informal Method of Resolution**

The informal method for the resolution of student conduct issue is the responsibility of the Dean of Student Affairs. The Dean of Student Affairs will hear all violations of the Code of Responsibilities and Rights of the Students as it relates to the informal method of resolution. The Dean of Student Affairs reserves the discretion to refer any violation of the Code to the Formal Method of Resolution.

1. Upon written notification that a violation of the Student Code of Rights and Responsibilities has taken place, the Dean of Student Affairs will contact the student involved requesting an appointment to discuss the alleged violation.

2. After investigating the incident and meeting with the student, the Dean of Student Affairs will render a decision within five (5) school days, in writing, of the disposition of the violation and, if applicable, inform the student of the disciplinary action.

3. Should a student accept the decision of the Dean of Student Affairs the disciplinary action will be effective immediately.
4. If the student does not accept the decision of the Dean of Student Affairs, a formal hearing procedure will be implemented.

**Formal Method of Resolution**

Touro University, in an effort to differentiate between student discipline and evaluation of student academic and professional competency, has developed the following Formal Method of Resolution to deal with disciplinary infractions of the Code of Responsibilities and Rights of the Students. This formal method of resolution is designed so that a student may have the opportunity to be fairly and justly treated when his/her personal conduct is in question. This section does not apply to matters of academic performance, which are dealt with by the appropriate Student Promotion Committee.

**Procedures for Formal Resolution – Conduct Infractions**

To institute proceedings to examine any student act allegedly violating acceptable student conduct, the following procedures shall be followed:

1. Nature of the act and related circumstances are to be reported in written detail and submitted to:
   a. the involved student, and
   b. The Dean of Student Affairs.

2. 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 written statement must be sent to the involved student by registered or certified mail or delivered in person. Should a student so involved refuse or fail to accept delivery of the statement after a bona fide attempt is made to deliver, the requirement of notification will be considered to have been met.

3. Should a student action be of such a nature that it is felt that he or she must be relieved of his/her right to attend Touro University, the student may be temporarily suspended from the college on recommendation of the Dean of Student Affairs. Any temporary suspension may continue until such a time as:
   a. the issue in dispute is resolved or
   b. the formal hearing process is completed.

4. The student, after being notified of an allegation, will meet with the Dean of Student Affairs.

5. The Dean of Student Affairs shall arrange a hearing that is to take place no earlier than three calendar days and no later than ten calendar days after the decision to proceed with the formal method has been reached.

6. The hearing shall take place before a hearing committee composed of
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a. Two (2) regular faculty or administrative members and one alternate regular faculty or administrative member appointed by the applicable college Dean and

b. Two (2) student committee members and one alternate student committee member appointed by the SGA President. The hearing body shall be chaired by an independent, nonvoting student moderator appointed by the SGA President. Committee members are to serve for the term of one academic year. Prior involvement in some aspects of the issue under study by a hearing committee member shall not bar a committee member from serving on the committee. However, a committee member will be disqualified if he/she has participated in filing the charge under review.

7. All persons involved in a hearing shall be given adequate written notice of all hearing dates, times and places. Such notice will be given at least 36 hours prior to any hearing unless waived by the parties involved.

8. Postponements of committee meetings may be made by the interested parties. The student may be granted a postponement if information or pertinent interested parties cannot for good cause be present at the time set. Any postponement may not extend beyond a three-month period except in the case of a student who has been temporarily suspended, where a postponement will be limited to a 48-hour period. Should an extension beyond the 48-hour period be needed, the suspension itself shall be reevaluated.

9. The student charged and the person making the charges will be accorded the following rights:

a. To review all information to be presented to the hearing committee. The length of time for review shall be reasonable as determined by the hearing committee moderator.

b. To challenge the seating of one hearing committee member. Any challenge must be made at least 36 hours in advance. The challenged member may rebut the challenge and ask for a decision as to his service from the other members of the committee.

c. To present fully all aspects of the issue before the hearing committee.

d. To be accompanied by an advocate. Legal counsel will not be allowed.

10. Committee hearings will proceed under the following guidelines:

a. All committee hearings and meetings are to be closed sessions unless all parties mutually agree in writing to open sessions.

b. A recording secretary is to be appointed by the committee moderator. Verbatim transcripts of the proceedings may be made at the request and expense of any party.
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c. All issues in dispute shall be orally presented by the committee moderator.

d. The complainant will first present all information supporting the charges made against the student.

e. Following this presentation, the student who is under investigation will present his/her side of this issue, submitting for committee study all information which he/she chooses to submit.

f. At the completion of all discussion, the complainant and the student may each make a summary statement.

g. At any time during the hearing, the complainant, the student, the committee and/or college representatives may raise questions about the information under review so that all aspects of the case are clarified.

h. Silence by the charged student shall not be interpreted as an admission of guilt.

11. The committee shall reach a decision using the following guidelines:

a. The hearing committee will meet in closed session to reach a decision. Such meeting must be held within one school day following the formal hearing.

b. If the hearing 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 hearing committee’s final decision must be made within seven school days of the conclusion of the original hearing.

c. A decision to find the student guilty of the accusations will need at least three affirmative votes. The moderator may not vote in case of a tie.

d. The committee decision will be presented in writing to the Dean of Student Affairs, who then will inform the applicable Dean. The committee decision must be based solely on the evidence presented at the hearing and must include all recommendations for final disposition of the issues involved. Any penalties must conform to Section on Sanctions of the Code of Responsibilities and Rights of the Students of Touro University.

e. The applicable Dean, after reviewing the decision of the hearing committee, has the authority to affirm, negate, and/or modify the decision. The applicable Dean shall then notify the student who allegedly violated acceptable student conduct of the committee decision and the Dean’s decision and shall inform the student of his/her right to appeal the decision.
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f. The university will institute the recommended disciplinary action of the applicable Dean unless some pertinent factor such as legal ramification precludes such action or the student involved appeals the decision.

12. An appeal may be instituted by the following methods:

   a. The student may request an appeal to the President within five school days of notification of the committee’s decision.

   b. At the time of request for appeal, the student must submit in writing to the President the basis for the appeal. All facts necessary to substantiate the appeal must be included within the request for appeal.

13. The President will act upon the appeal by

   a. confirming the Dean’s decision,

   b. modifying the decision, or

   c. ordering a new hearing.

14. The decision of the President is final.

15. Records of the above proceedings shall be kept in accordance with the following guidelines:

   a. If the committee finds no merit in the allegation under discussion, all records of the proceedings shall be sealed and secured in the office of the Dean of Student Affairs until such time as any legal statute of limitations has expired. Upon such event, all records of the proceedings shall be destroyed. Should a need arise to open the sealed records, the University President shall be notified. At the applicable college Dean’s, CEO’s, or President’s discretion, an order to open the record shall be issued by him/her. These records will not go into a student’s personal disciplinary file.

   b. If the committee finds merit in the allegations against a student, a full record of the proceedings and all relevant materials shall be entered exclusively in the student’s personal disciplinary file located in the office of the Dean of Student Affairs.

   c. A student’s personal disciplinary file shall be reviewed annually to determine whether it may be destroyed. No destruction of documents is to take place prior to graduation. The records may be maintained for professional certification or legally related reasons.
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A student may see his/her disciplinary file in accordance with the college regulations concerning inspection of records as spelled out in Guidelines for Access to and Disclosure of Educational Records Maintained by Touro University.
APPENDIX C: GUIDELINES FOR ACCESS TO AND DISCLOSURE OF EDUCATIONAL RECORDS MAINTAINED BY TOURO UNIVERSITY

In accordance with the Family Education Rights and Privacy Act of 1974, the following represent guidelines for access to and disclosure of educational records maintained for students who are or have been in attendance at Touro University.

I. Definitions

As used herein:
1. "University" means Touro University

2. "Directory information" includes the following information relating to a student: The student’s name, address (permanent and present), telephone number, date and place of birth, undergraduate institution attended and degree, registration number, class level, marital status, home state, dates of attendance, degrees and awards received, the most recent previous educational institution attended and other similar information.

3. "Disclosure" means permitting access to or the release, transfer or other communication of education records of the student or the personally identifiable information contained therein, orally or in writing or by electronic means, or by any other means to any party.

4. "Education records" means those records which are directly related to a student and are maintained by the university, or by a party acting for the university, as a part of its official records of a student’s university work. The term does not include:

   a. Records of instructional, supervisory and administrative personnel and educational personnel ancillary thereto, which are in the sole possession of the maker thereof and are not accessible or revealed to any other individual except a substitute (for the purpose of this definition, a "substitute" means an individual who performs on a temporary basis the duties of the individual who makes the record, and does not refer to an individual who permanently succeeds the maker of the record in his or her position);

   b. Records of a law enforcement unit of the university which are maintained apart from educational records solely for law enforcement purposes and are not disclosed to individuals other than law enforcement officials of the same jurisdiction;

   c. Records relating to an individual who is employed by the university which are made and maintained in the normal course of business, relate exclusively to the individual in that individual’s capacity as an employee, and are not for use for any purpose (this sub-paragraph does not apply to records relating to any individual in attendance at the university who is employed as a result of his or her status as a student);
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d. Personal health records of a student, which are created or maintained by a professional acting in his or her professional capacity, used only in connection with the provision of treatment to a student, and not disclosed to anyone other than individuals providing the treatment (provided that the records can be personally reviewed by a physician or other appropriate professional of the student’s choice); and

e. Alumni records compiled after graduation.

5. "Personally identifiable" means that the data or information includes:

a. The name of a student, the student’s parent or other family member;

b. The address of the student

c. A personal identifier, such as the student’s social security number or student number;

d. A list of personal characteristics which would make the student’s identity easily traceable; or

e. Other information which would make the student’s identity easily traceable.

6. "Record" means any information or data recorded in any medium, including, but not limited to: handwriting, print, tapes, film, microfilm and microfiche.

7. "Student" means any person who has matriculated at the university and commenced classes, for whom the university maintains education records. The term does not include an individual who has applied for admission to but had not been in attendance at the university, nor does it include alumni status. "Student" status terminates at the time a student ceases to attend classes and leaves the institution.

II. Inspection and Review of Education Records

1. Education records maintained: The University shall maintain the following types of education records:

a. Personal data which identifies each student enrolled in the university, including full legal name, address, race, sex, date and place of birth, marriage status, names of spouse, name of parent or guardian.

b. Description of student academic status including grade level completed, grades, standardized test scores and clinical evaluations of work competency and achievement.
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c. Scores on standardized intelligence and aptitude tests.
d. Scores on standardized professional examination boards.
e. Scores on performance assessments completed as part of the educational program.
f. Records of extracurricular activities.
g. Health data relevant to educational assignments.
h. Systematically gathered academic and clinical evaluations.
i. Reports of disciplinary and criminal proceedings provided the reports contain only factual information and not subjective information.

2. Retention and security of records

a. The university Registrar shall maintain all education records as well as any and all records maintained by the central university administration, with the exception of the disciplinary and criminal records which shall be kept separately by the Dean of Student Affairs.
b. Security of all records shall be the responsibility of the Registrar, excepting those above-mentioned files which are the responsibility of the Dean of Student Affairs.
c. With the exception of records of disciplinary and criminal proceedings, the above-enumerated records of subsection 2.a. shall be kept for at least 6 years after the student leaves the school. Records of disciplinary and criminal proceedings shall be reviewed upon graduation to determine whether the record shall be maintained for professional certification or legally related reasons. If there is not sound legal or professional reason for such maintenance, the records shall be destroyed upon order of the Dean of Student Affairs.
d. The Registrar shall at any time deemed appropriate, review any and all records for which he/she shall have responsibility. Such review shall be done to eliminate those records which no longer have meaning in determining the educational accomplishments of the student or which are inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student.

3. Right to inspect and review education records

a. The university shall, permit a student who is or has been in attendance at the institution to inspect and review the education records of that student. This right to inspect and review includes the right to a response from the university to reasonable requests for explanations and interpretations of the records, and the right to obtain
copies would effectively prevent a student from exercising the right to inspect and review.

b. Students shall not be permitted to inspect and review the following records:

i. Financial records and statements of their parents or any information contained therein.

ii. Confidential letters and confidential statements of recommendation which were placed in the education records of a student prior to January 1, 1975, provided that: (1) the letters and statements were solicited with a written assurance of confidentiality or sent and retained with a documented understanding of confidentiality, and (2) the letters and statements are used only for the purposes for which they were specifically intended.

iii. Confidential letters and confidential statements of recommendation placed in the education records of a student after January 1, 1975, with respect to university admission, an application for employment, or the receipt of an honor or honorary recognition, provided that the student has waived in writing his or her right to inspect and review those letters and statements of recommendation. In the event of such a waiver: (1) the applicant or student shall be, upon request, notified of the names of all individuals providing the letters or statements; (2) the letter or statements shall be used only for the purpose for which they are originally intended; and (3) such waiver shall not be required by the university as a condition of admission to or receipt of any other service or benefit. Such a waiver may be revoked at any time with respect to any actions occurring after the revocation.

iv. The Record of Evidence (ROE) or other recording sheet used by an assessor in determining the score on a teaching performance assessment required by the program.

c. The procedure for inspection and review of records shall be as follows:

i. A student desiring to inspect and review his/her records shall submit a written request directly to the person in charge of the desired records.

ii. Such request must specify the records requested.

iii. A request to inspect the desired records will be granted within a reasonable period of time, not exceeding 45 days after the request has been made.

iv. The student will be notified by mail as to when and where he/she may inspect the requested records.
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v. Inspection of records will be made in front of the responsible administrator or designee.

vi. A notation will be placed in the file each time it is inspected, stating the date of inspection, person inspecting, and reason for the inspection. In the case of transcript transmittal, a student must submit such request in writing and a notation shall be made on the file as to date and place sent.

d. A student may request copies of his/her education records from the official in charge of keeping those records in accordance with the following:

i. A transcript of the student’s academic record will be made at a charge of $5.00 per copy to students. $10.00 per copy to alumni. All other records shall be reproduced at a charge of 50 cents per page.

ii. Requests for reproduction of a transcript must be made in writing to the University Registrar on the appropriate form to be obtained from the Office of the Registrar.

iii. Requests for reproduction of other records must be made in writing to the appropriate official holding the desired records.

iv. All reproduction requests must be accompanied by the payment of record reproduction charges.

v. Reproduction shall be done as soon as feasible, but not to exceed 45 days after receipt of the request.

III. Amendment of Education Records

1. Request of education records

   a. A student who believes that information contained in his/her education records is inaccurate or misleading, or violates privacy or other rights, may request that the records be amended.

   b. Such a request shall be made in writing and submitted to the custodian of the disputed record, who shall decide whether to amend the record in accordance with the request within a reasonable period of time (not exceeding 45 days) of receipt of the request.

   c. If the custodian of the disputed record, after consultation with the Dean of the individual college, refuses to amend the record in accordance with the student’s request, he/she shall immediately notify the student in writing of such refusal and advise the student of the right to a hearing under subsection III.2 below.
2. Right to and conduct of hearing

   a. If the request by a student to amend education records is denied, he/she may, in writing submitted to the custodian of the record within 45 days after the denial, request a hearing in order to challenge the content of the records to insure that information therein is not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student.

   b. The hearing shall be conducted before a review board composed of one member of the faculty who has no direct interest in the outcome of the hearing, one administrator of the university (appointed by the CEO of the University) who has no direct interest in the outcome of the hearing and, at the option of the student requesting the hearing, one student representative of the SGA.

   c. The hearing shall be held within a reasonable period of time (not exceeding 45 days) after receipt of the request by the custodian of the record. The student shall be given notice of the date, place and time of the hearing at least 21 days prior thereto.

   d. The student shall have a full and fair opportunity to present all evidence relevant to the issues, and may be assisted or represented at the hearing by an individual of his/her choice at his/her own expense, including an attorney.

   e. The decision of the review board shall be based solely upon evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision. The review board shall render its decision in writing within a reasonable period of time (not exceeding 60 days) after the conclusion of the hearing.

3. Results of hearing. If, as a result of the hearing, the university decides that the information is not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, it shall inform the student of the right to place in his/her education records a statement commenting upon the information in the education records and/or setting forth any reasons for disagreeing with the decision of the university. Any explanation placed in the education records of the student hereunder shall be maintained by the university as part of the education records of the student so long as the record or contested portion thereof is maintained, and shall be disclosed to any party subsequently receiving the education records of the student or contested portion thereof.

IV. Disclosure of Personally Identifiable Information from Education Records

1. Prior consent for disclosure required

   a. Except as provided in subsection IV.2 below and except with respect to directory information, the university shall obtain the written consent of a student before disclosing personally identifiable information from the education records of the student.
b. The written consent thus required shall be signed and dated by the student and shall include: a specification of the records to be disclosed; the purpose(s) of the disclosure; and the party or class of parties to whom the disclosure may be made.

c. Whenever a disclosure is made pursuant to the written request of a student, the university shall, upon request, provide a copy of the disclosed record.

2. Prior consent for disclosure not required. The university may, but need not, disclose personally identifiable information without the written consent of a student if the disclosure is:

a. To the student himself/herself, or to anyone who has the written permission of the student.

b. To university officials, including the heads of administrative departments as well as faculty members having classroom or advisory responsibility to the student, provided that such officials have legitimate educational interests in the information. For purposes hereof, "legitimate educational interest" shall mean any interest of those officials directly related to the performance of their duties, but shall not include any interest having as its principal source the personal prejudice of any such official.

c. To authorized representatives of: The Comptroller General of the United States; the Secretary of Health, Education and Welfare; the U.S. Commissioner of Education; the Director of the National Institute of Education, or the Assistant Secretary for Education; State educational authorities. It is provided that any such disclosures shall be only for use in connection with the audit and evaluation of federally supported education programs, or in legal requirements relating to such programs. When the collection of personally identifiable information is specifically authorized by federal law, any data collected by officials hereunder shall be protected in a manner which will not permit the personal identification of the student by other than those officials, and the personally identifiable data shall be destroyed when no longer need for such audit, evaluation or enforcement of or compliance with federal legal requirements.

d. In connection with financial aid for which a student has applied or which student has received, provided that personally identifiable information from the education records of a student will be disclosed only as may be necessary to: determine eligibility for financial aid; determine the amount of financial aid; determine the conditions which will be imposed regarding the financial aid; or to enforce the terms or conditions of the financial aid.

e. To state and local officials or authorities to whom information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.

f. To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive
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tests, administering student aid programs and improving instruction. It is provided that the studies are conducted in a manner which will not permit the personal identification of students by individuals other than representatives of the organization and the information will be destroyed when no longer need for the purposes for which the study was conducted.

g. To accrediting organizations in order to carry out their accrediting functions.

h. To parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1954.

i. To comply with a judicial order or a lawfully issued subpoena, in which event the student will be notified in advance of compliance, if feasible, of the order or subpoena, the compliance date and of the university’s intention to comply.

j. To appropriate parties in a health or safety emergency, when the information is necessary to protect the health or safety of the student or other individuals, based upon the following factors: the seriousness of the threat to the health or safety of the student or other individuals; the need for the information to meet the emergency; whether the parties to whom the information is disclosed are in a position to deal with the emergency; and the extent to which time is of the essence in dealing with the emergency.

3. Record of disclosures

   a. The university shall maintain a record, kept with the education records of its students, of each request for and disclosure of personally identifiable information from the education records of its students. Such record shall indicate the parties who have requested or obtained personally identifiable information, and the legitimate interests these parties had in requesting or obtaining the information.

   b. Subparagraph IV.3.a above shall not apply to: disclosures to a student; disclosures pursuant to a written consent of a student when the consent is specific with respect to the party or parties to whom the disclosure is to be made; disclosures to university officials under subsection IV.2.b above; or disclosures of directory information under subsection IV.5 below.

   c. The record of disclosures may be inspected by: the student; the university official responsible for custody of the records; and the parties authorized in, and under conditions set forth in subsection IV.2 above, for the purpose of auditing the record-keeping procedures of the university.

4. Limitation on re-disclosure
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a. The university will disclose personally identifiable information from the education records of a student only on condition that the party to whom the information is disclosed will not disclose the information to any party without the prior written consent of the student, except that such information disclosed to an institution, agency or organization may be used by its officers, employees and agents for the purposes of which the disclosure was made.

b. Notwithstanding subparagraph IV.4.a above, the university may disclose personally identifiable information under subsection IV.2 above with the understanding that the information will or may be re-disclosed to other parties under that section, provided that the record keeping requirements of subsection IV.3 above are met with respect to each of those parties.

c. Except for the disclosure of directory information under subsection IV.5 below, the university will inform the party to whom a disclosure is made of the requirement of subparagraph IV.4.a above.

5. Disclosure of directory information

a. The university may disclose personally identifiable information from the education records of a student who is in attendance at the institution if that information consists of "Directory information" as defined in subsection I.2 above. It is provided, however, that any student may refuse to permit the designation of any such information with respect to him/her as directory information by serving written notice to that effect on the university’s Registrar within 30 days after the commencement of any academic year.

b. The university may disclose directory information from the education records of an individual who is no longer in attendance at the university without following any procedures under subparagraph IV.5.a above.

V. Annual Notification of Rights

1. Notice requirement. The university shall give students in attendance at the institution annual notice of the following:

a. Their rights under the Federal Education Rights and Privacy Act of 1974 (FERPA), regulations promulgated there under, and the policies of the university adopted herein;

b. The location where copies of these Guidelines may be obtained; and

c. The right to file complaints concerning alleged failures by the university to comply with the requirements of FERPA and regulations promulgated there under, with The
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2. Form of notice. The notice required under subparagraph V.1 above shall be given annually and shall be published in the student handbook or school catalog, or posted on bulletin boards at the university, or any other means reasonably likely to inform students of the aforesaid rights.