This Student Handbook will be your primary source of information for the Program. Read it. Refer to it. Keep it close to you. The Program will expect you to refer to it prior to calling or emailing with a question.

Revised July 2014
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SECTION I - JOINT MSPAS/MPH PROGRAM GENERAL INFORMATION, POLICIES & PROCEDURES

INTRODUCTION
The Student Handbook contains policies and requirements that govern academic performance and student conduct for the Joint MSPAS/MPH Program (the Program) at Touro University California (TUC). These policies are unique to the Program, 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 Program and 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.

The Program and 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 see the TUC Student Catalog for a complete resource on University procedures and policies.

NON-DISCRIMINATION POLICY
It is the policy of the University to admit qualified students irrespective of race, age, gender, color, creed, national origin, religion, sexual orientation, or disability. To be considered for admission to any program offered by the University, a student must possess the academic credentials and professional attributes deemed essential by the respective program admissions committee for selection to the program.

ACCREDITATION
Touro University California
Touro University California (TUC), and its branch campus in Henderson, Nevada (TUN), is fully accredited by the Western Association of Schools and Colleges (WASC). The WASC Commission reaffirmed Institutional Accreditation on July 13, 2010 after a three-stage review, which demonstrated core commitments to Institutional Capacity and Educational Effectiveness. The next accreditation review is scheduled for spring 2018.

Joint MSPAS/MPH Program
The Accreditation Review Commission on Education for Physician Assistants (ARC-PA) has granted Accreditation-Continued to the Touro University California PA Program. Accreditation-Continued is an accreditation status granted when a currently accredited program is in compliance with the ARC-PA Standards.
Accreditation—Continued status remains in effect until the program closes, withdraws from the accreditation process or until accreditation is withdrawn for failure to comply with the Standards. The approximate date for the next comprehensive review of the program by the ARC-PA is September, 2018.

Master of Public Health Program
The Master of Public Health (MPH) Program is fully accredited by the Council on Education for Public Health (CEPH) for a five-year term, effective October 30, 2009 extending to December 31, 2014.

DEGREES AWARDED
The Joint Program awards the following degrees:
- Master of Science in Physician Assistant Studies (MSPAS)
- Master of Public Health (MPH)

Upon successful completion of the 33 month program, graduates are eligible to sit for the Physician Assistant National Certifying Examination (PANCE) administered by the National Commission on the Certification of Physician Assistants (NCCPA, www.nccpa.net). After passing the PANCE, graduates become certified Physician Assistants (PA-C) and are eligible for licensure to practice as determined by a state’s licensing board.

JOINT MSPAS/MPH PROGRAM
MISSION STATEMENT
Through the integration of the Physician Assistant and Public Health disciplines, the mission of the Joint MSPAS/MPH Program is to:
1) train quality PAs to work with underserved populations,
2) recruit applicants from these communities or individuals with a demonstrated interest in serving these communities, and
3) increase access to care for underserved populations.

MSPAS OBJECTIVES, GOALS AND COMPETENCIES
Consistent with the Competencies for the Physician Assistant Profession (http://www.nccpa.net/PAC/Competencies_home.aspx) graduates of the Joint MSPAS/MPH Program will be expected to demonstrate knowledge, proficiency and competency in the following areas and tasks as physician assistants:

Medical Knowledge
Medical knowledge includes the synthesis of pathophysiology, patient presentation, differential diagnosis, patient management, surgical principles, health promotion, and disease prevention. Physician assistants must demonstrate core knowledge about established and evolving biomedical and clinical sciences and the application of this knowledge to patient care in their area of practice. In addition, physician assistants are
expected to demonstrate an investigative and analytic thinking approach to clinical situations. Physician assistants are expected to understand, evaluate, and apply the following to clinical scenarios:

- evidence-based medicine
- scientific principles related to patient care
- etiologies, risk factors, underlying pathologic process, and epidemiology for medical conditions
- signs and symptoms of medical and surgical conditions
- appropriate diagnostic studies
- management of general medical and surgical conditions to include pharmacologic and other treatment modalities
- interventions for prevention of disease and health promotion/maintenance
- screening methods to detect conditions in an asymptomatic individual
- history and physical findings and diagnostic studies to formulate differential diagnoses

**Interpersonal & Communications Skills**

Interpersonal and communication skills encompass the verbal, nonverbal, written, and electronic exchange of information. Physician assistants must demonstrate interpersonal and communication skills that result in effective information exchange with patients, patients’ families, physicians, professional associates, and other individuals within the health care system. Physician assistants are expected to:

- create and sustain a therapeutic and ethically sound relationship with patients
- use effective communication skills to elicit and provide information
- adapt communication style and messages to the context of the interaction
- work effectively with physicians and other health care professionals as a member or leader of a health care team or other professional group
- demonstrate emotional resilience and stability, adaptability, flexibility, and tolerance of ambiguity and anxiety
- accurately and adequately document information regarding care for medical, legal, quality, and financial purposes

**Patient Care**

Patient care includes patient- and setting-specific assessment, evaluation, and management. Physician assistants must demonstrate care that is effective, safe, high quality, and equitable. Physician assistants are expected to:

- work effectively with physicians and other health care professionals to provide patient-centered care
- demonstrate compassionate and respectful behaviors when interacting with patients and their families
- obtain essential and accurate information about their patients
• make decisions about diagnostic and therapeutic interventions based on patient information and preferences, current scientific evidence, and informed clinical judgment
• develop and implement patient management plans
• counsel and educate patients and their families
• perform medical and surgical procedures essential to their area of practice
• provide health care services and education aimed at disease prevention and health maintenance
• use information technology to support patient care decisions and patient education

Professionalism
Professionalism is the expression of positive values and ideals as care is delivered. Foremost, it involves prioritizing the interests of those being served above one’s own. Physician assistants must acknowledge their professional and personal limitations. Professionalism also requires that PAs practice without impairment from substance abuse, cognitive deficiency or mental illness. Physician assistants must demonstrate a high level of responsibility, ethical practice, sensitivity to a diverse patient population, and adherence to legal and regulatory requirements. Physician assistants are expected to demonstrate:
• understanding of legal and regulatory requirements, as well as the appropriate role of the physician assistant
• professional relationships with physician supervisors and other health care providers
• respect, compassion, and integrity
• accountability to patients, society, and the profession
• commitment to excellence and on-going professional development
• commitment to ethical principles pertaining to provision or withholding of clinical care, confidentiality of patient information, informed consent, and business practices
• sensitivity and responsiveness to patients’ culture, age, gender, and abilities
• self-reflection, critical curiosity, and initiative
• healthy behaviors and life balance
• commitment to the education of students and other health care professionals

Practice-based Learning & Improvement
Practice-based learning and improvement includes the processes through which physician assistants engage in critical analysis of their own practice experience, the medical literature, and other information resources for the purposes of self- and practice-improvement. Physician assistants must be able to assess, evaluate, and improve their patient care practices. Physician assistants are expected to:
• analyze practice experience and perform practice-based improvement activities using a systematic methodology in concert with other members of the health care delivery team
• locate, appraise, and integrate evidence from scientific studies related to their patients’ health
• apply knowledge of study designs and statistical methods to the appraisal of clinical literature and other information on diagnostic and therapeutic effectiveness
• utilize information technology to manage information, access medical information, and support their own education
• recognize and appropriately address personal biases, gaps in medical knowledge, and physical limitations in themselves and others

Systems-based Practice
Systems-based practice encompasses the societal, organizational, and economic environments in which health care is delivered. Physician assistants must demonstrate an awareness of and responsiveness to the larger system of health care to provide patient care that balances quality and cost, while maintaining the primacy of the individual patient. PAs should work to improve the health care system of which their practices are a part. Physician assistants are expected to:
• effectively interact with different types of medical practice and delivery systems
• understand the funding sources and payment systems that provide coverage for patient care and use the systems effectively
• practice cost-effective health care and resource allocation that does not compromise quality of care
• advocate for quality patient care and assist patients in dealing with system complexities
• partner with supervising physicians, health care managers, and other health care providers to assess, coordinate, and improve the delivery and effectiveness of health care and patient outcomes
• accept responsibility for promoting a safe environment for patient care and recognizing and correcting systems-based factors that negatively impact patient care
• apply medical information and clinical data systems to provide effective, efficient patient care
• recognize and appropriately address system biases that contribute to health care disparities
• apply the concepts of population health to patient care

MPH PROGRAM
Please see the MPH Program Student Handbook for:
Vision and Mission Statements
Program Goals and Competencies
GENERAL POLICIES

JOINT DEGREE
All students must complete both the MSPAS and the MPH degree requirements to graduate. The MPH is not optional.

MAXIMUM HOURS/TIME-FRAME ALLOWED
All students 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. 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. Please check with the Registrar and/or the Financial Office with any questions.

ADVANCE PLACEMENT
Advance placement cannot be granted in the Program.

CREDIT BY EXAMINATION
There is no credit by examination for courses taken in other institutions. All students must take all courses in the program and complete the clinical year of rotations in its entirety.

PART-TIME STATUS
The program does not allow a part-time option for incoming students.

TRANSFER OF CREDIT & CREDIT FOR EXPERIENTIAL LEARNING
Transfer of credit is not allowed. No credit will be granted for work related experiences.

TRANSFER STUDENTS FROM OTHER PA PROGRAMS
The Program does not accept transfer students.

ACADEMIC INTEGRITY STATEMENT
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. Students and faculty are expected to share a mutual respect for teaching, learning and the development of knowledge. Because intellectual integrity is a hallmark of scholarly and scientific inquiry as well as a core value of the Jewish tradition on which our university system was founded, students and faculty are expected to adhere to the highest standards of honesty, fairness, professional conduct of academic work and respect for all community members.

Academic honesty supports our shared intellectual culture and our ability to trust one another. Students must avoid all acts of dishonesty, including, but not limited to:
• cheating
• plagiarizing (presenting the work or ideas of others as your own)
• fabricating (making up information, data, or research results)
• tampering (unauthorized removal or alteration of College documents, software, equipment, or other academic-related materials, including other students’ work)
• lying
• working with others when assignments or exams require individual work
• making unauthorized copies of copyrighted material
• facilitating or tolerating the dishonesty of others

Academic dishonesty lowers scholastic quality and adversely affects those who will eventually depend on the knowledge and integrity of our graduates. Failure to uphold the principles of academic integrity negatively impacts the reputation of Touro, the value of each and every degree awarded by the institution, and the future success of our graduates.

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

See Appendix C: Touro College and University System Academic Integrity Policy for additional information.

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 Section II and Appendix G: Resolution Process for Disputes and Grievances and Misconduct.

See Appendix D: Policy and Procedure for Accommodating Students with Disabilities for additional information.
PARTICIPATION IN EXTRACURRICULAR HEALTH-RELATED ACTIVITIES
Community service is a mission-related activity of TUC and the Joint Program and is encouraged. However, Joint students who wish to participate in health-related extracurricular activities must be properly supervised. Moreover, students must comply with Touro policies regarding participation in official activities when they are scheduled on the Sabbath or on other Jewish holidays that are observed by Touro. Therefore, this policy sets forth guidelines and an approval process for participation in any health-related extracurricular activity.

• Any student or student group that wishes to participate in an extra-curricular health related activity must contact the Program Director. No activity will be approved unless complete information is provided, addressing the following, including but not limited to: nature and scope of the activity; sponsorship and/or faculty advisor; group to be served; place of the activity; clinical oversight, and the date on which the activity is scheduled to occur.

• The request and information must be provided to the Program Director a minimum of two weeks in advance of the activity. The Program Director will review the request and determine whether the activity is appropriately supervised. No student may participate in a health-related activity without a Touro credentialed healthcare provider being present.

• Participation in activities that are responding to an acute emergency situation may be excluded from the prohibition regarding the Jewish Sabbath and Jewish holidays, but require approval. The Campus Rabbi should be consulted in a timely fashion.

• No person who is covered by the Touro malpractice policy may provide supervision for an extracurricular health-related function that is held on any such day of religious observance, unless it falls under an emergency situation as noted above.

DRESS CODE
Students must maintain a neat and clean appearance befitting students attending a professional school. While casual attire is acceptable during didactic training, professional attire may be required for certain situations. Scrubs and close-toed shoes are to be worn in the anatomy lab. Hair should be neatly groomed and students must be conscious of personal hygiene. Fragrances (perfume/cologne or aftershave) should not be worn. Nails should be short and clean. Clothing having caricatures, messages, symbols, etc., that can be construed based on societal norms to be vulgar, offensive, or contribute to creating a hostile learning environment is considered to be unacceptable attire. Such attire demonstrates inappropriate professional judgment that is subject to review and action by the Program.

DRESS CODE FOR CLINICAL ACTIVITIES
On clinical rotations, students must maintain a professional appearance. Expectations include clean, pressed and conservative attire and good personal hygiene, including short and clean nails. Male students should wear collared shirts with ties. Female
students should wear slacks/skirts with dress shirts or dresses. Closed-toed shoes are required. Specialty rotations or specific training sites may designate other prescribed clothing such as scrubs and/or tennis shoes. Any clothing, hair color, fragrances, jewelry, or body piercing that may cause a concern with affiliated faculty, hospitals, or patients should be avoided. Students may be asked to change their appearance to conform to the dress code of rotational sites. Short, student, white coats with TUC issued name tags are required.

MEDICAL RECORDS
Information provided by students at matriculation and periodically during their education at Touro University (i.e., immunization and/or blood test documentation, medical history and physical examination forms and tuberculosis clearance and screening forms) is collected and retained in a secure environment by Student Health Services. Immunization and tuberculosis clearance records are also kept by the Program for submission to clinical training sites as requested. However, all students should retain a copy of all documents for their records, since these records may be required by a variety of institutions as the student progresses through his/her professional career.

Student Health Admission Requirements
Students must fulfill the requirements listed below prior to, and during the Program in compliance with the TUC Student Health Immunization and Health Screening Policy in order to assure protection against certain communicable diseases.

Prior to matriculation, TUC Student Health requires Forms A-F, available at http://studentservices.tu.edu/studenthealth/forms.html
Form A: Student Information
Form B: Health History
Form C: Physical Examination
Form D: TB Symptom Health Screening Checklist
Form E: Immunizations/Titer Results
- Quantitative (NOT qualitative) titers for MMR, Hepatitis B and Varicella
- Proof of immunizations for MMR, Hepatitis B and Varicella - if available (many facilities where you will train require both proof of vaccination and titers)
- Proof of Tdap within 5 years
- TB screening questionnaire
- Proof of Negative 2-step PPD or, if history of positive PPD, documentation of prior positive test and Chest X-ray
Form F: Authorization for Release

Immunization, physical examination and tuberculosis screening information may be made available, as required, to the Program, clinical preceptors and clinical rotation sites.
Students whose immunizations and titers are not up to date will be removed from classes or from clinical rotation(s) until the deficiency is corrected. No exceptions will be made. Some clinical training sites require students with positive Tb testing to be treated. As a result, students who have not been treated may not be allowed to attend certain clinical rotations, which may result in a delay of completion of the Program. **All students must have annual tuberculosis screening.**

**Immunizations and titers that are recommended, but not required, by Touro University include:**
- Seasonal Influenza Vaccine (may be required by clinical training sites)
- Hepatitis A vaccine 2 dose schedule
- HPV vaccine
- Hepatitis C antibody test
- Meningococcal Vaccine

Students must report any change in their health not noted on their annual physical examination to Student Health Services immediately. Failure to notify the University of any significant health changes that may affect patient care or ability to meet Program Technical Standards may result in dismissal from the Program.

A reminder to all students: Principal PA Program faculty may not participate in the care of PA students. This is an ARC-PA accreditation standard.

**HOLIDAYS**
Touro University California is a Jewish sponsored institution. TUC observes most federal and Judaic holidays. Judaic holidays vary yearly, therefore university closures, exam dates and term breaks may vary for each calendar year.

**SOCIAL MEDIA POLICY**
Social media are internet-based tools designed to create a highly accessible information highway. They are powerful and far-reaching means of communication that, as a physician assistant student at Touro University California, can have a significant impact on your professional reputation and status. Examples include, but are not limited to, LinkedIn, Twitter, Facebook, Second Life, Flickr, YouTube, and MySpace.

Students are liable for anything they post to social media sites and the same laws, professional expectations, and guidelines must be maintained as if they were interacting in person. The following guidelines have been developed to outline appropriate standards of conduct for your future and the reputation of our program.

1. Take responsibility and use good judgment. Incomplete, inaccurate, threatening, harassing posts or use of profanity on postings is strictly prohibited. It is inappropriate to use social media sites as a venue for venting.
Example: A student posts on Facebook about his frustration with a course instructor (or preceptor) after he is given feedback. The instructor is not identified by name, but is identified by title (my course instructor, or my preceptor), with negative or derogatory comments.

2. Think before posting as internet and email archives can permanently affect your reputation.

3. Social networking during class, program activities and clinical hours is strictly prohibited.

4. HIPAA laws apply to all social networking so it is the utmost priority to protect patient privacy by not sharing information or photographs.

   Example of a privacy breach: A student posts heartfelt concern on her Facebook page for a patient she is caring for. The patient is not identified by name, MR number or date of birth. However, the type of treatment, prognosis and the time of treatment are provided and personal characteristics of the patient are described making the patient identifiable.

5. Protect your own privacy by using privacy settings to prevent outsiders from seeing your personal information, as you may be held liable for postings from other individuals as well.

6. If you state a connection to the Joint MSPAS/MPH Program or Touro University California, you must identify yourself, your role in the program, and use a disclaimer stating that your views are that of your own and do not reflect the views of the TUC Joint MSPAS/MPH Program.

7. All laws governing copyright and fair use of copyrighted material must be followed.

8. Consult your faculty advisor or the Program Director if you have any questions regarding the appropriateness of social networking use.

Failure to follow the above stated guidelines may be considered a breach of appropriate professional behavior and be subject to discipline, up to and including dismissal from the Program.

Students may not communicate with a member of the media or an outside source attempting to gather information regarding the Joint MSPAS/MPH Program or TUC through social networks. Refer all questions regarding program information, policies and procedures to the Program Director. Questions regarding TUC should be referred to the TUC Director of External Relations, Andrea Garcia (andrea.garcia@tu.edu).

Please see the University Catalog for additional information regarding Internet Services and User-Generated Content Policy, including Social Media.
CAMPUS SECURITY AND CRIME AWARENESS

⚠️ FOR EMERGENCIES CALL 911 OR 9-911 FROM CAMPUS PHONES ⚠️

For questions concerning Safety and Security issues, please contact the Facilities Department.

IMPORTANT PHONE NUMBERS

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<th>Service</th>
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<tr>
<td>Campus Security (on duty 24 hrs/day)</td>
<td>(707) 638-5804</td>
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<tr>
<td>Campus Facilities  Business hours</td>
<td>(707) 638-5800</td>
</tr>
<tr>
<td></td>
<td>After hours pager</td>
</tr>
<tr>
<td>Vallejo Fire Department (non-emergency)</td>
<td>(707) 552-3285</td>
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<tr>
<td>Vallejo Police Dept. (non-emergency)</td>
<td>(707) 552-3285</td>
</tr>
<tr>
<td>Lennar</td>
<td>(707) 562-4000</td>
</tr>
<tr>
<td>Island Energy</td>
<td>(707) 562-5000</td>
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EMERGENCY MANAGEMENT & CAMPUS EMERGENCY TELEPHONES

A summary of the university Emergency Action and Evacuation Plan can be found on the tu.edu website at this address: [http://facilities.tu.edu/safety](http://facilities.tu.edu/safety)

Additionally, the university’s Annual Security Report (ASR) lists policy and procedure information regarding the university’s emergency management activities. For all non-urgent questions concerning safety and security issues, please contact the Facilities department administrator.

For emergencies call 911 or 9-911 from all campus telephones.

There are four blue light emergency telephones located in the parking lots near Lander Hall, the Library building, and Wilderman parking lots. These special emergency telephones contact the Vallejo Police Department dispatch.

Please see the TUC Catalog for additional information regarding:

- Crime Awareness & Campus Security Act (Clery Act Information)
- Everbridge Emergency Alert System
- Fire Drills, Building Coordinators & Safety Week

REQUIRED MATERIALS

ANATOMY LAB SUPPLIES – **needed by the start of classes on August 6, 2014**

- One pair of surgical scrubs (blue)
- Powder-free gloves (preferably non-latex, 1 box of 100)
- Approved protective eyewear that meets the ANSI Z87.1 safety standard
MEDICAL EQUIPMENT – not needed until January 2015
The cost of the required medical equipment will range from about $600 to $1200, depending on the exact equipment models and/or styles chosen. More expense does not necessarily mean a better product; a student may be getting more than is needed.

- Diagnostic Set – oto/ophthalmoscope (averages $450 - $600)
- Stethoscope (depending on type, ranges from $40 - $400)
- Blood Pressure Cuff (ranges from $50 - $160)
- Tuning fork C-128 (approx. $10)
- Tuning fork C-512 (approx. $10)
- Reflex Hammer (approx. $10 - $15)
- Pocket eye chart/ruler (approx. $2)
- White student (short) lab coat
- Insufflator bulb (approx. $3)

The program will arrange for a vendor to come during Term I. You are not required to purchase from this vendor; however, we have found this company to be reliable and they have given our students very competitive prices and group discounts. In addition, buying from this vendor will ensure that you are purchasing the correct equipment. There have been students in the past that bought equipment prior to starting school and found that it was incorrect or inadequate, and it was too late to return or exchange it. Therefore, we strongly encourage you to wait to purchase your equipment. The cost of this equipment has been factored into the total cost of the program, and therefore is accounted for by Financial Aid.

LAPTOP/TABLET REQUIREMENTS
Students are required to have a laptop computer and mobile device. By making these a program requirement, the cost is included in your financial aid.

Laptop computers provide students access to primary and supportive information to better prepare for and supplement the learning process. Blackboard, an electronic learning tool, will be used as the central component of the “electronic classroom” employed throughout much of the curriculum. Assignments, course material, assessments, and other tools are available for each class through Blackboard. Blackboard is not resident on the laptop but is simply a web address to our servers at Touro. Because of this, students will be able to access materials from any location with web access.

The lecture areas offer a wireless environment enabling access to informational resources via the Internet and proprietary Touro sites such as the online Library and other University resources.

Any laptop computer made within the last 4 years with at least 2GB of memory is acceptable and should work well. **However, please check that your laptop hardware**
and software meet each requirement:

Software Requirements
- Apple MacBook and iMacs, as well as Windows Operating PCs are acceptable.
- If utilizing a PC: The operating system requirement is Windows XP (Home or Pro), Vista (do not get the "Basic" version; get Home Premium or better) or Windows 7.
- An antivirus suite is required (e.g., Avast!, Norton Antivirus or VIPRE.)
- Students are expected to have working knowledge of the applications of the MS Office Suite: Word, Excel and PowerPoint. MS Office 2003 and newer are acceptable.

Hardware Requirements
- Processor Manufacturer: Intel or Advanced Micro Devices
- Network Interface Card: 10/100 802.11b/g wireless
- Hard-Drive Capacity: 40 GB or greater
- For Windows 7/Vista only:
  - Memory: 2 GB (3 GB or more strongly recommended; to enable memory capacity greater than 3 GB of ram you will need to have a 64 bit version of Windows)
  - Processor Speed: 1.4 GHz or greater (2 GHz recommended)
- For Windows XP (Home or Pro Editions) only:
  - Memory: 512 MB or greater (1 GB is recommended)
  - Processor Speed: 1 GHz or faster

A laptop with these specifications should cost between $1200 - $1800 depending on memory and hard drive size and whether it has a CD/DVD writer (not required, but recommended). Students should also purchase an external hard drive to back up their data (highly recommended).

Net PCs such as the models from ASUS with Windows XP and Office are also acceptable. They can be a low cost alternative to a regular Laptop (costing around $350-$450). Tablets are also acceptable provided they meet the requirements.

The Program STRONGLY recommends that students purchase extended warranties or service contracts should there be a hardware failure. Neither the Joint Program nor Touro University IT offers support to help with hardware and software issues.

BOOKS
Students can plan on spending approximately $1,000 to $3,000 on required textbooks. Course syllabi and the Program Book List also include recommended books which students are not required to purchase but may wish to have as important reference materials. In addition, Touro University library provides access to many online
textbooks, some of which are required texts for courses. If a required text is available online, purchase of a hard copy text is optional. However, please note that online text versions may vary slightly in presentation. Students are expected to have purchased required texts that are not available online by the beginning of class for each term.

Students may purchase books through the TUC online bookstore at http://tu.textbookx.com/institutional/index.php or any other source, such as Amazon.com or publisher sites. When purchasing texts, please be sure to obtain the correct edition, which is listed next to the title of the book on the book list. Older edition texts are inadequate as they may provide old information. The ISBN number is provided on the list and is the unique identifier for a specific edition of a text.
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# CLASS OF 2017 CURRICULUM

*Dates and Curriculum are Subject to Change*

<table>
<thead>
<tr>
<th>Term I Fall</th>
<th>August 4, 2014 – December 19, 2014 (20wks)</th>
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<td>1 PA 600B</td>
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<td>2 PA 609A</td>
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<tr>
<td>4 PA 602A</td>
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<tr>
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<tr>
<td>6 PH 608</td>
<td>Behavioral and Social Aspects of Public Health</td>
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<tr>
<td>7 PH 618</td>
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<tr>
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Final/Remediation Exams December 8-19, 2014 - -

Totals 350 22.0

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Final/Remediation Exams May 11-May 22, 2015 - -

Totals 405 26.0

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Final/Remediation Exams July 20-July 31, 2015 - -

Totals 150 10.0

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<td>PA 636 A</td>
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<td>PA 637 B</td>
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<td>PA 668</td>
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*Students take one or the other
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<tr>
<th>JOINT MSPAS/MPH PROGRAM FACULTY/STAFF DIRECTORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joint MSPAS/MPH Program Director</td>
</tr>
<tr>
<td>Grace P. Landel, MEd, PA-C</td>
</tr>
<tr>
<td>(707) 638-5878</td>
</tr>
<tr>
<td>Medical Director</td>
</tr>
<tr>
<td>Michelle Wolfe, MD</td>
</tr>
<tr>
<td>(707) 638-5877</td>
</tr>
<tr>
<td>Assistant Program Director</td>
</tr>
<tr>
<td><a href="mailto:michelle.wolfe@tu.edu">michelle.wolfe@tu.edu</a></td>
</tr>
<tr>
<td>(707) 638-5877</td>
</tr>
<tr>
<td>Principle Faculty</td>
</tr>
<tr>
<td>Tracey DelNero, MS, PA-C</td>
</tr>
<tr>
<td>(707) 638-5856</td>
</tr>
<tr>
<td>Clinical Coordinator</td>
</tr>
<tr>
<td><a href="mailto:tracey.delnero@tu.edu">tracey.delnero@tu.edu</a></td>
</tr>
<tr>
<td>(707) 638-5856</td>
</tr>
<tr>
<td>Principle Faculty</td>
</tr>
<tr>
<td>Le’Anna St. John, MPAS, PA-C</td>
</tr>
<tr>
<td>(707) 638-5808</td>
</tr>
<tr>
<td>Academic Coordinator</td>
</tr>
<tr>
<td><a href="mailto:leanna.stjohn@tu.edu">leanna.stjohn@tu.edu</a></td>
</tr>
<tr>
<td>(707) 638-5808</td>
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<tr>
<td>Principle Faculty</td>
</tr>
<tr>
<td>Candra Carr, MHS, PA-C</td>
</tr>
<tr>
<td>(707) 638-5876</td>
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<td>Principle Faculty</td>
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<tr>
<td>Alex Clerfond, MPH, PA-C</td>
</tr>
<tr>
<td>(707) 638-5844</td>
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<tr>
<td>Ana Maldonado MPH, DHSc, PA-C</td>
</tr>
<tr>
<td>(707) 638-5881</td>
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<tr>
<td>Robin Wempe, PA-C</td>
</tr>
<tr>
<td>(707) 638-5985</td>
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<tr>
<td>Adjunct Faculty</td>
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<tr>
<td>Anthony Trevor, Ph.D.</td>
</tr>
<tr>
<td>(707) 638-5809</td>
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<td>Adjunct Faculty</td>
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<tr>
<td>Joy Dugan, PA-C, MSPAS, MPH</td>
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<tr>
<td>(707) 638-5809</td>
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<tr>
<td>Tom Crawford, PA-C</td>
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<tr>
<td>(707) 638-5809</td>
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<tr>
<td>Administrative Assistant</td>
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<tr>
<td>Jennifer Tam, BA</td>
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<tr>
<td>(707) 638-5809</td>
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<td>Administrative Coordinator</td>
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<tr>
<td>Pamela Bowler, MSc</td>
</tr>
<tr>
<td>(707) 638-5854</td>
</tr>
<tr>
<td>Program Analyst</td>
</tr>
<tr>
<td>Julie Charles, MBA</td>
</tr>
<tr>
<td>(707) 638-5875</td>
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# MPH PROGRAM FACULTY/STAFF DIRECTORY

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone Number</th>
<th>Email</th>
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<tbody>
<tr>
<td>Program Director</td>
<td>Assefaw Tekeste Ghebrekidan, MD, DrPH</td>
<td>(707) 638-5834</td>
<td><a href="mailto:assefaw.tekeste@tu.edu">assefaw.tekeste@tu.edu</a></td>
</tr>
<tr>
<td>Assistant Program Director</td>
<td>Gayle Cummings, MPH</td>
<td>(707) 638-5831</td>
<td><a href="mailto:gayle.cummings@tu.edu">gayle.cummings@tu.edu</a></td>
</tr>
<tr>
<td>Faculty</td>
<td>Annette Aalborg, DrPH</td>
<td>(707) 638-5842</td>
<td><a href="mailto:annette.aalborg@tu.edu">annette.aalborg@tu.edu</a></td>
</tr>
<tr>
<td>Faculty</td>
<td>Sahai Burrowes, MALD, PhD</td>
<td>(707) 638-5871</td>
<td><a href="mailto:sahai.burrowes@tu.edu">sahai.burrowes@tu.edu</a></td>
</tr>
<tr>
<td>Faculty</td>
<td>Carinne Brody, PhD, MPH</td>
<td>(707) 638-5833</td>
<td><a href="mailto:carinne.brody@tu.edu">carinne.brody@tu.edu</a></td>
</tr>
<tr>
<td>Faculty</td>
<td>Elena Lingas, DrPH, MPH</td>
<td>(707) 638-5830</td>
<td><a href="mailto:elena.lingas@tu.edu">elena.lingas@tu.edu</a></td>
</tr>
<tr>
<td>Faculty</td>
<td>Trina Mackie, PhD, MSPH</td>
<td>(707) 638-5828</td>
<td><a href="mailto:trina.mackie@tu.edu">trina.mackie@tu.edu</a></td>
</tr>
<tr>
<td>Faculty</td>
<td>Sarah Sullivan, RN, MSN, PNP, MPH</td>
<td>707-638-5832</td>
<td><a href="mailto:sarah.sullivan@tu.edu">sarah.sullivan@tu.edu</a></td>
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<tr>
<td>Faculty</td>
<td>Jaesin Sa, PhD</td>
<td>TBD</td>
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<tr>
<td>Faculty</td>
<td>Deirdra Wilson, MPH, PhD (c)</td>
<td>(707) 638-5836</td>
<td><a href="mailto:deirdra.wilson@tu.edu">deirdra.wilson@tu.edu</a></td>
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<tr>
<td>Faculty</td>
<td>Miranda Lucinda Ritterman, PhD</td>
<td>TBD</td>
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<tr>
<td>Faculty</td>
<td>Alexandra Hernandez, MPH, PhD</td>
<td>(707) 638-5835</td>
<td><a href="mailto:Alexandra.hernandez@tu.edu">Alexandra.hernandez@tu.edu</a></td>
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<tr>
<td>Field Study Coordinator</td>
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## Public Health Program Staff

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END OF SECTION I
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SECTION II - SPECIFIC JOINT MSPAS/MPH ACADEMIC PROGRAM POLICIES & PROCEDURES

INTRODUCTION
This section contains policies and requirements that govern academic performance and professional conduct for all Joint Master of Science in Physician Assistant Studies/Master of Public Health Program students who are enrolled in any phase of the 33 month the Program. These policies are unique to the Program and are designed to promote standards for academic competency, professional behavior and integrity, conduct and personal responsibility necessary for practice as a physician assistant. It represents the parameters of achievement and behavior the Program faculty expects of its students as future health practitioners who will be serving the public and consumer. It is the responsibility of all students to be knowledgeable about Program policies. The policies will be applied to all aspects of the student's academic progress and conduct for as long as the student is enrolled in the Program.

The Joint MSPAS/MPH Program has a responsibility to safeguard the patient and public by educating competent physician assistant graduates. As such, the Program maintains the right to refuse to matriculate or graduate a student, as well as the right to remove a student from a clinical experience or rotation who is deemed by the faculty to be academically, clinically or professionally incompetent or otherwise unfit or unsuited for continued enrollment in the Program. Additionally, students are required to undergo criminal background and toxicology screening during enrollment.

The Program reserves the right to make changes at any time to the Handbook or to the requirements for admission, graduation, tuition, fees, and any other rules or regulations.

The Joint MSPAS/MPH Program specific policies are in addition to and may be more stringent than the Touro University California policies. Please read this section carefully and thoroughly. Students are expected to refer to these policies as needed. In addition, students must adhere to policies outlined in the MPH Program Student Handbook.

BACKGROUND CHECKS/TOXICOLOGY SCREENS
A background check and toxicology (including alcohol) screen will be completed on all students prior to placement on clinical rotations. Some sites require an additional background check and/or toxicology (including alcohol) screen immediately prior to the start of the rotation, therefore students may be required to complete multiple screens throughout enrollment.
ATTENDANCE POLICIES

ATTENDANCE
The Joint MSPAS/MPH Program curriculum is designed to provide the medical and professionalism education required to be a competent physician assistant (PA). Reliability and punctuality are expectations of professionals in the workplace. The Joint Program, like all PA programs, is fast-paced and builds upon previous instruction. Because important information is presented only once, the Program requires students to attend all lectures, laboratory activities, clinics and other scheduled functions. This includes arriving on time and remaining until the class, clinic or other function has ended. Since attendance is required of all students, formal attendance will be taken. The Program requires all students to be available for class and instructional activities from 8 AM – 9 PM Monday through Thursday and 8 AM – 3 PM on Friday regardless if classes are scheduled. Due to the nature of the Program, courses, lectures and exams may need to be moved on short notice.

Attendance at all classes is considered an aspect of professional responsibility and individual dependability. In addition, class discussions and other interactions aid in the development of the PA role.

TARDINESS
Punctuality and attendance are markers of professional behaviors and attitudes. Tardiness, early departures and absence from classes are not conducive to optimal learning for any student in the program. It is your responsibility - and an expectation of professional behavior - to arrive on time, be prepared for class on time (with your gear stowed before class begins) and remain for the entire class period.

Arriving on time demonstrates respect for instructors and peers. Tardiness in the didactic phase of training has been linked to tardiness and other unprofessional behaviors in the clinical phase of training and as a licensed clinician. Therefore, tardiness is considered a professionalism infraction. The first incident will result in a verbal warning. The second incident will be followed up with a written warning and a meeting with the student’s advisor. A third occurrence will be documented in the student’s academic file as an incident of unprofessional behavior and impact the student’s professionalism evaluation.

Note: Most state licensure boards request information on student professionalism issues on the official program completion verification paperwork. The Program must document when a student has been cited for unprofessional behavior. Additionally, this information is often requested by credentialing agencies, and therefore, it may impact your ability to obtain employment clearance.

Late students are fully responsible for the material covered during the time period missed.
ABSENCES
While it is the Program policy that students attend all classes, labs and other Program related functions, the Program understands a student may have exceptional events which might keep them from classes or Program activities. Students are not permitted to take “vacations” during didactic terms. Students are responsible for all material and examinations missed during their time away. Assignments that are due during an approved absence must be submitted before departure unless other arrangements have been agreed upon with the course coordinator. Refer to Examination Protocol for information regarding missed examinations.

Students in the clinical year must attend all rotations and adhere to the rotation’s schedule. Absences during the clinical year are addressed separately in the Clinical Year Handbook.

Excused Absences
Students are permitted two (2) excused (planned and/or unplanned) absences per term.

Unplanned Absence
Illness and family emergencies (i.e., not routine activities that can be rescheduled to accommodate a PA student’s education and career) are generally the only acceptable reasons for an unplanned absence.

Planned Absence/Time Away Requests
Any student requesting time away for an exceptional event must complete and submit a Time Away Request form (available on Blackboard) a minimum of one month in advance. Time Away Request forms are to be submitted to the designated Program personnel (Ana Maldonado, DHSc, MPH, PA-C for the Academic Year 2014-2015). The approval of each request is made on an individual basis and there is no guarantee the approval will be granted.

Time away from class for professional conferences must be approved in advance through the same mechanism (see Student Activities Related to the PA Profession). Absences for professional conferences are not included as part of the two excused absences per term.

Unexcused Absences
Students will be permitted one unexcused absence for each didactic course without penalty.
Program notification of absences
Students are required to notify the course coordinator and the Program Administrative Assistant, Jennifer Tam (jennifer.tam@tu.edu), of any absence and the reasons for the absence via email if the absence is anticipated 24 hours in advance. If 24 hours advance notice is not feasible (e.g. the student got sick during the night), notification by phone and/or email follow-up as soon as possible is acceptable. **Sending messages through classmates is not an acceptable form of notification.** The course coordinator will determine if the student is granted an excused absence. Failure to properly notify the course coordinator will result in an unexcused absence. Chronic tardiness, early departures and/or absences will result in intervention by the faculty and may have consequences for a student’s continuation in the Program.

CLASSROOM POLICIES

USE OF WIRELESS DEVICES IN THE CLASSROOM
Laptops, tablets/iPads and smart-phones may be used in the classroom at the discretion of the course coordinator. However, use of these and other electronic equipment in a manner not consistent with classroom topics often creates unacceptable disruptions when used during class. Instructors will notify students if electronic equipment will be required for an in-class activity. The following activities are considered disruptions:

- Texting
- Cell phone ringing
- Web surfing
- Checking email
- Playing games

Distractions in class are considered a professionalism issue and will be addressed individually by the course coordinator. Professionalism issues will be monitored across all courses. The first incident will result in a verbal warning. The second will be followed up with a written warning and documented in the student’s academic file as an incident of unprofessional behavior. A third occurrence may result in placement on academic probation, and/or placement in the category for dismissal with referral to the Joint MSPAS/MPH Student Promotions Committee.

Note: Most state licensure boards request information on academic and professionalism probation on the official program completion verification paperwork. The Program must document when a student has been on Academic and/or Professionalism Probation, and in most cases, the reasons for probation. Additionally, this information is often requested by credentialing agencies, and therefore, it may impact your ability to obtain employment clearance. Please see the sections on [Academic/Professionalism Probation](#) and [MSPAS Dismissal](#).
Students may use electronic devices during class breaks, between classes and/or during any other non-instructional time.

**RECORDING OF LECTURES**
Permission to record lectures is solely at the discretion of the course coordinator and lecturer unless recording is a University approved accommodation. Otherwise, prior approval must be obtained. The course coordinator's approval is on a voluntary basis and as such a privilege, which may be withdrawn at any time. Recording of group discussions and exam reviews is not permitted.

**COMMUNICATION POLICIES**

**COMMUNICATION WITH THE PROGRAM AND THE UNIVERSITY**
You have been assigned a University (tu.edu) email address. This is the only email address that will be answered by TUC personnel. Forwarding your TUC email to another email account is discouraged. These accounts can lack the security, capability and sometimes, sufficient space necessary for downloading important attachments.

The following are additional information for email communication:

- Students are expected to check their Touro email accounts at least once every 48 hours.
- Students are expected to respond to program emails within **48 hours or the next business day**.
- Email responses and forwarded emails should include the original message when appropriate.
- Email messages and responses should be saved to a file (if necessary) for reference.
- It is helpful to use a signature line in your emails, including your full name and class, as well as a phone number.
  
  Joe Smith, PA-S
  Joint MSPAS/MPH Class of 2016
  707-123-4567

- You are responsible for maintaining access to your email account as you move during your education.
- The Program will not take any action based on an anonymous concern – note, email, etc.

**CHANGE OF ADDRESS, E-MAIL ADDRESS OR PHONE NUMBER**
Students are required to keep the Program and the Office of the Registrar informed of any changes to mailing address, e-mail address and/or phone numbers within one business day of the change. Please visit the Registrar’s website to submit address and personal contact information at http://studentservices.tu.edu/registrar/index.html.
ACADEMIC ADVISING

MSPAS ADVISING
Each student will be assigned a faculty advisor who they will meet with at least once per academic term to review academic progress, professionalism and any issues that may have come up during the term. Time for these meetings will be blocked out on the academic calendar to aid with availability. The encounter is documented and placed in the student’s file.

Each term, professionalism will be evaluated as part of an advisor/advisee meeting. Students are must bring a completed Preclinical Student Professionalism: Self Evaluation Form (available on BlackBoard) to their Advisor/Advisee meeting for comparison with the Faculty Evaluation: Preclinical Student Professionalism Form. It is expected that students will be able to appropriately assess their abilities and that the form will have been completed in a thoughtful manner. Students who arrive at the meeting unprepared will be asked to reschedule and it will be noted in their academic file.

Students are encouraged to meet with their advisor more frequently if they feel they are having problems academically or personally. It is desirable to identify problems at an early stage and bring these to the attention of the faculty advisor so that remedies can be developed and implemented. Students experiencing academic and/or other difficulties have access to Student Services, which includes tutoring and counseling. Students who are having personal and/or academic difficulties will be referred to Student Services by their advisor and/or course coordinators.

MPH ADVISING
In addition to a PA faculty advisor, students will be assigned to an advisor in the MPH Program. Please see the MPH Student Handbook.

ACADEMIC INTEGRITY

Academic honesty and integrity is expected of all students throughout their course of study at TUC. Any violation of this code is considered to be a serious academic violation. Academic dishonesty constitutes a breach of academic integrity that violates the academic foundation of an institution and compromises the integrity and well-being of the educational program. It makes the learning and working environment hostile and offensive; it undermines the credibility of the educational process; it destroys opportunities for students to develop a strong sense of self-esteem and pride in accomplishment and the self-confidence that is an integral part of the educational growth and learning process. Students are obliged to adhere to the standards and expectations for academic integrity as delineated in the Student Responsibilities and Rights (See Appendix E).
STUDENT ACADEMIC ETHICS: A GUIDE TO ACADEMIC INTEGRITY

What is Academic Dishonesty?
Academic dishonesty is intentional cheating, fabrication or plagiarism. It is also knowingly helping or attempting to help others be dishonest. Academic dishonesty lowers scholastic quality and defrauds those who will eventually depend upon student’s knowledge and integrity.

Cheating
Definition
Intentionally copying from another student's work or accepting assistance from other students, using or attempting to use unauthorized materials, information, or study aids during any academic exercise unless permitted by the instructor.

Clarification
1. Students completing any examination should assume that external aids (for example, books, notes, conversation with others) are prohibited unless specifically allowed by the instructor.
2. Students are responsible for maintaining an appropriate demeanor and decorum during examinations (for example: no talking; no hats; eyes on your own paper; placing books, notes, study aids, phones, coats and personal possessions well away from your seat).
3. Students may not have others conduct research or prepare work for them without advance authorization from the instructor. This includes, but is not limited to, the services of commercial companies.
4. Major portions of the same academic work may not be submitted more than once for credit or honors, without authorization.
5. Obtaining a copy of examination questions prior to taking the exam, obtaining a copy of a previous year’s examination or questions or reproducing a database of test questions from memory all fall into this category.
6. An examination proctor who observes students cheating should record their names, inform them that disciplinary proceedings will be initiated and immediately report them to the Program, who will then report them to the Dean of Students. Students cannot be prevented from completing an examination simply based on the suspicion of cheating.

Fabrication
Definition
Intentionally falsifying or inventing any information or citation in any academic exercise.
Clarification

1. "Invented" information may not be used in any laboratory experiment or academic or clinical exercise. It would be improper, for example, to document information regarding a patient that you “wrote in” but did not directly obtain.

2. One should acknowledge the actual source from which cited information was obtained. For example, a student should not take a quotation from a book review and then indicate that the quotation was obtained from the book itself.

3. Students must not change and resubmit previous academic work without prior permission from the instructor.

Plagiarism

Definition

Intentionally or knowingly representing the words or ideas of another person as one's own in any academic assignment or exercise.

Clarification

Direct Quotation – Every direct quotation must be identified by quotation marks or appropriate indentation and must be cited in a footnote or endnote.

Paraphrase – Prompt acknowledgment is required when material from another source is paraphrased or summarized in whole or in part, in one’s own words. To acknowledge a paraphrase properly, one might state, "to paraphrase Locke's comment…" Then conclude with a footnote or endnote identifying the exact reference.

Borrowed facts – Information gained in reading or research that is not common knowledge among students in the course must be acknowledged. Examples of common knowledge include the names of leaders of prominent nations, basic scientific laws, etc. Materials that add only to a general understanding of the subject may be acknowledged in the bibliography and need not be footnoted or endnoted.

One footnote or endnote is usually enough to acknowledge indebtedness when a number of connected sentences are drawn from one source. When direct quotations are used, however, quotation marks must be inserted and acknowledgment made. Similarly, when a passage is paraphrased, acknowledgment is required. Please consult with the instructor for further clarification on citations.

Facilitating Academic Dishonesty

Definition

Intentionally or knowingly helping or attempting to help another student commit an act of academic dishonesty.
Clarification
A student must not knowingly allow another student to copy from his or her work during any academic exercise. This includes, among other things, examinations, videotapes, audiotapes, laboratory experiments and term papers.

Student Discipline Procedures
See Appendix C: Excerpted from Touro College and University System Academic Integrity Policy.

EVALUATION OF STUDENT PERFORMANCE
The modalities listed below are used to evaluate student performance in the PA Program. There are additional graduation requirements for the PH Program. Please see the MPH Student Handbook for details.

1. Written examinations and quizzes
2. Class/Lab/Seminar assignments, papers, and oral presentations
3. Class/Lab/Seminar attendance and/or participation
4. Lab examinations
5. History and Physical Examination assignments
6. Practical Examinations:
   o Physical Examination skills
   o Procedure Competency Evaluations
7. Objective Structured Clinical Evaluations (OSCEs)
8. Clinical Site Visits
9. Clinical Year Assignments
10. Typhon patient tracking
11. Academic faculty observations
12. Clinical preceptor, or designee, observations/evaluations
13. Summative Comprehensive Written Examination

EXAMINATION PROTOCOL
The following are the procedures regarding the administration of an examination. Both the student and proctor are responsible for adhering to the examination protocol. Written exams may be given outside of the regularly scheduled class time. Check your schedule for date and times.

Students are responsible for the course learning objectives whether or not they are covered in lectures. Exam questions may be from the text, lectures and/or handouts. All questions will be based on both the general course and specific lecture objectives.

1. Students are required to be present for all scheduled examinations and must arrive on time for the examination.
2. Upon entry into the examination site, the student must place all belongings (e.g., books, notes, study aids, electronic devices, coats, personal possessions) at a site away from the seats. Cellular phones are not allowed at a student’s seat and must be turned off before being stowed. If a student is found to have an electronic device (e.g., cell phone) on his/her person during an exam, the student will be referred to the Student Promotions Committee or Student Services for disciplinary action.

3. Seating: Students must sit several seats apart within a row and with have at least one empty row between rows of seated students. The Program reserves the right to assign seating.

4. No talking is allowed once an examination starts.

5. Hats/caps may not be worn during any examination except for the wearing of a headpiece for religious reasons. Any student wearing a hat will be asked to remove it. Failure to comply with this or any other reasonable request of a proctor will result in the immediate dismissal of the student from the examination and may result in a zero “0” for the exam.

6. Food and drinks are not allowed during exams and must be stowed with other belongings. An exception may be made at the discretion of the Course Coordinator in extreme circumstances. This request must be made before the exam day.

7. Late Arrival: A student who arrives late to an examination will not be given additional time to complete the exam. If a student arrives ≥ 15 minutes late from the exam start time, it will be at the discretion of the course coordinator or designated proctor to determine if the student will be permitted to take the exam at that time or whether the exam will be rescheduled for that student. If the exam is rescheduled, the exam will cover the same subject material covered by the original examination; however, the exam may be in a different format than the original examination. Furthermore, any student arriving after other students have completed the exam and left the testing area will not be allowed to start the examination.

8. Prior approved Time Away: In the rare instance an excused absence is granted, it is the student’s responsibility to contact the course coordinator within 36 hours to arrange to take the exam. The missed exam will be administered as soon as possible, so students should be prepared to take the exam with short notice. The date and time will be determined by the course coordinator. Although the make-up exam will cover the same subject material covered by the original examination, it may be in a different format than the original exam. Failure to make up the examination within the specified time period will result in a grade of zero (0) for that examination.

9. Absence: A student unable to attend a scheduled examination for any reason must immediately notify the course coordinator (in person, phone or email) as soon as
possible prior to the start of the exam. Failure to appear for an examination and/or failure to communicate with the course coordinator prior to the exam start time is considered unprofessional behavior and may result in an unexcused absence and may result in disciplinary action. The course coordinator will determine whether the absence is excused or unexcused.

a. **Excused absences:** If an absence is deemed excused, a make-up exam will be scheduled for the student. Although the make-up exam will cover the same subject material covered by the original examination, it may be in a different format than the original exam. Failure to make up the examination within the specified time period will result in a grade of zero (0) for that examination.

b. **Unexcused absences:** If an absence is deemed unexcused, a grade of zero (0) will be given for the test. No make-up exam will be offered. Formal documentation will be placed in the student’s file.

**EXAMINATION INTEGRITY**

Exam integrity is vital to the assessment of the academic knowledge of students. It is therefore essential that academic and professional standards be maintained at all times to ensure fairness and validity of exams. Students are expected to uphold the Code of Responsibility of Students of TUC (Appendix E).

The Program is in alignment with the NCCPA Physician Assistant National Certifying Examination (“PANCE”) policy regarding examination integrity. All examinations, including examination grading sheets such as for practical/OSCE exams, will remain confidential and in possession of the Program. No student may retain a copy of an examination or part of an examination. Violation of exam integrity via any method noted below, in the NCCPA Policy, or by any other form of cheating, such as but not limited to, obtaining a copy of the exam, a previous year’s exam or questions and/or getting help from another student during the exam, is grounds for disciplinary action up to and including dismissal from the Program.

**NCCPA Policy:** The content of the NCCPA Physician Assistant National Certifying Examination (“PANCE”), and each of its items, is proprietary and strictly confidential, and the unauthorized retention, possession, copying, distribution, disclosure, discussion, or receipt of any examination question, in whole or in part, by written, electronic, oral or other form of communication, including but not limited to e-mailing, copying or printing of electronic files, and reconstruction through memorization and/or dictation, before, during, or after an examination, is strictly prohibited. In addition to constituting irregular behavior subject to disciplinary action such as revocation of certification, revocation of eligibility for future certification, and disciplinary fines, such activities violate the NCCPA proprietary rights, including copyrights, and may subject violators to legal action resulting in monetary damages.

[http://www.nccpa.net/PoliciesProceduresPance](http://www.nccpa.net/PoliciesProceduresPance).
NCCPA Principles of Conduct:
Certified or certifying physician assistants shall protect the integrity of the certification and recertification process.
1. They shall not engage in cheating or other dishonest behavior that violates exam security (including unauthorized reproducing, distributing, displaying, discussing, sharing or otherwise misusing test questions or any part of test questions) before, during or after an NCCPA examination.

As noted in the NCCPA Principles of Conduct above, discussion of PANCE/PANRE exam questions is considered a breach of the Principles. The Program also adheres to this principle.

Although it is common for students to want to discuss exam questions they felt were hard or that they might have missed, do not do so. This is in violation of the NCCPA Principles. After an exam, students are not to discuss the content of the exam. To do so may be grounds for disciplinary action up to and including dismissal from the Program.

TIME PROVIDED FOR WRITTEN EXAMS
The amount of time allotted for written exams decreases over the academic year for multiple-choice questions. During the 1st term, since students are new to the process, there is more time (1.5 minutes/multiple choice question). This decreases to 1.25 minutes in Term 2 and 1 minute/question from Term 3 on. This is to familiarize students to the timing used by the NCCPA on the PANCE. The timing for OSCEs and other practicums is not addressed here. Timing for each type of question is as follows:

1. Multiple choice questions:
   a. 1.5 min/question for Term 1
   b. 1.25 min/question for Term 2
   c. 1 minute/question for Term 3+
2. Fill in the blank
   a. In general, 1.5 min/question
   b. If the answer requires a sentence or more - 2 minutes/question
3. Essay questions – timing is at the discretion of the course coordinator as based on answer expectations.

BLOCK EXAMS
The majority of MSPAS courses will have Block Exams. A score of 70% or greater is required to pass each Block Exam. If a student fails a Block Exam, the following will apply:
- A standard “Program Warning” will be issued as a result of the failure.
- The student must meet with the course coordinator as soon as possible to discuss exam results and ways to ensure success with future exams.
- The student should review the exam and consider contacting Student Services, as well as his/her academic advisor, for additional academic support.
• Requirements to pass the course include:
  o A score of 70% or higher on the end of term course Cumulative Exam for the material covered by the exam.
  o An overall score of 70% or greater on the cumulative exam (there will be no opportunities for a retake cumulative exam if a student has failed 1 or more block exams).
  o An overall course grade of 70% or higher.
  o A passing score on at least half of the course Block Exams.
  o See Student Handbook Appendix A for additional details.
• Failure to meet any of the above requirements will result in failure of the course and placement on academic probation for a course failure (see section on MSPAS Terms of Probation). If a student is already on academic probation, the course failure will place him/her in the category for dismissal (see section on MSPAS Dismissal).
• If a student has met criteria for course failure prior to the end of the term, he/she must continue to attend all classes and complete all assignments and exams in order to be eligible for future remediation of the course.

CUMULATIVE EXAMS
In courses with Block Exams, a Cumulative Exam will be administered at the end of the course. This exam will cover material from all course Block Exams. A score of 70% or greater is required to pass the Cumulative Exam.

If a student fails a Cumulative Exam but has passed all Block Exams, the following will apply:
  • A standard “Program Warning” will be issued as a result of the failure.
  • The student must meet with the course coordinator as soon as possible to discuss exam results and ways to ensure success with future exams.
  • The student should consider contacting Student Services, as well as his/her academic advisor, for additional academic support.
  • Requirements to pass the course include:
    o A score of 70% or higher on the Retake Cumulative Exam.
    o An overall course grade of 70% or higher.
    o See Student Handbook Appendix A for additional details.
  • The Retake Cumulative Exam may have a different format than the original exam. Failure to meet any of the above requirements will result in failure of the course and placement on academic probation for a course failure (see section on Academic/Professionalism Probation). If the student is already on Academic Probation, this course failure will place him/her in the category for dismissal (see section on MSPAS Dismissal).
If a student fails a Cumulative Exam PLUS ≥ 1 Block Exam(s), the following will apply:

- The student has met criteria for failure of the course and will be placed on Academic Probation
  (see section on Academic/Professionalism Probation, this course failure will place him/her in the category for dismissal (see section on MSPAS Dismissal).

COURSES WITHOUT BLOCK/CUMULATIVE EXAMS
Please see the Course Syllabus for details regarding examinations and grading criteria.

EXAM REVIEW PROCESS & PROCEDURE
Students may review graded exams during designated exam review blocks after exams have been completed, as delineated in the procedure set forth in Appendix B: Exam Review and Procedure.

GRADING
At the end of each course, a grade for each student will be submitted to the Registrar. The Joint MSPAS/MPH Program uses the following grading system.

- **Numerical percentage score obtained for a course.**
  Seventy percent (70%) and above is considered passing.

- **Pass (P)**
  Satisfactory completion of a clinical rotation or P/F course will be noted as a P on the transcript. Pass (P) grades are not calculated into a student’s GPA.

- **Pass with Honors (P*)**
  Honors in a clinical rotation or P/F course will be entered as a P* on the transcript. Pass with Honors (P*) grades are not calculated into a student’s GPA.

- **Unsatisfactory/Failure (U)**
  Any grade for a course or rotation that is less than 70% is considered unsatisfactory. Unsatisfactory (U) grades are calculated into a student’s GPA.

- **Unsatisfactory/Remediation Passed (U/P)**
  If an unsatisfactory performance has been successfully remediated a U/P will replace the U on the transcript. The “U” denotes the initial grade of Unsatisfactory and the P represents a passing final grade for the course in which a student has been re-examined. It is the equivalent to a grade of 70%

- **Incomplete (INC)**
  An incomplete grade indicates that a student has not been able to finish all required work for issuance of a grade. An incomplete grade is not counted in the grade point calculations until a final grade replaces it. An incomplete during the academic phase
must be replaced before the student enters the clinical phase. Replacement of an incomplete is under the direction of the course coordinator. If the required work is not completed within the specified time, the (INC) will be automatically converted to an unsatisfactory grade (U). It is to the student's advantage to arrange to make up any incomplete work as soon as possible. Students who receive an (I) grade are not eligible for financial aid in subsequent terms for completing the same course. Note: Students must take at least 6 credits to eligible for financial aid. Please contact the Financial Aid office with any questions.

- **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.

**FAILURE OF A COURSE**
Fulfillment of any of the following criteria will result in a course failure:
- Failure of more than 50% of the course Block Exams
- Failure of a Block Exam (<70%) plus a score of <70% on the Cumulative Exam for the content from the failed Block Exam
- Failure of any Block Exam (<70%) plus failure of the Cumulative Exam (<70%)
- Failure of the Cumulative Exam (<70%) plus failure of the Cumulative Retake Exam (<70%, only for students who have not failed a Block Exam for that course)
- Failure of OSCE and Retake OSCE
- Overall course grade of <70%

If a student meets criteria for course failure, he/she must attend any remaining classes and participate fully in order to be eligible for course remediation.

Students who fail one course will be placed on Academic Probation until successful completion of all of the didactic year courses. Students who fail two courses will be placed in the Category for Dismissal and referred to the Student Promotion Committee. If a student is already on Academic Probation, once course failure places him/her in the Category for Dismissal. Please see sections on [Academic/Professionalism Probation](#) and [MSPAS Dismissal](#) for additional details.

**GRIEVANCE POLICY**
Students may present general grievances, concerns or suggestions for improvement to the Program Director. If there is a concern from the class as a whole, then the student leaders are encouraged to meet with the Program Director to share these concerns in an
in-person meeting. The purpose of these meetings is to encourage open communication between the students and Program administration, and address student concerns. It is the Program’s goal to encourage feedback for the purpose of quality improvement. Students should voice their concerns in a thoughtful and constructive manner. Any specific situation involving specific faculty members, specific students or individual student’s grades should be addressed in individual sessions as outlined below.

Grievances with a specific faculty member should initially be addressed directly with the faculty member unless the nature of the complaint is such that the student feels uncomfortable doing this. Complaints should be expressed using a diplomatic, reasoned approach with the goal of quick amicable conflict resolution, if possible. If the student feels uncomfortable approaching the involved faculty member for whatever reason, or if they have not been successful at resolution of the conflict with the faculty member, they should register the grievance with the Program Director. If the grievance is with the Program Director, or if they have not been able to resolve a conflict at that level, they should contact the Dean of the College of Education and Health Sciences (CEHS).

If the grievance is with the Dean of the CEHS, students should contact the Office of the Provost. Violations of the Code of Responsibilities and Rights of the Students should be addressed using the policies outlined in Appendix F of this handbook. See Appendix G: Resolution Process for Disputes and Grievances and Misconduct for additional information.

**LEAVE OF ABSENCE AND WITHDRAWAL**

Students can request a Leave of Absence (LOA) or withdrawal from the program for medical or personal reasons. Students must make this request in writing to the Program Director and follow all procedures as outlined in the TUC Student Catalog regarding University policies and procedures. Students who take a Leave prior to the completion of a term or clinical block will not receive credit for that material/rotation. During the leave, the student is not permitted to take any PA or PH courses.

If a student takes a leave of absence for medical reasons, in order to return, he/she will need a medical release. Once he/she receives a medical release the student can petition to return to the Program. Petitions to return to class must be submitted a minimum of six (6) weeks prior to the start of the term. If timing is such that the appropriate PA courses are not offered, the student may continue with PH courses. Please see the TUC Catalog for additional information.

**COMPETENCY EXAMINATION FOR STUDENTS RETURNING FROM A LEAVE**

In order to ensure students returning from a LOA have retained mastery of previously covered material, the student will be required to complete and pass competency written examinations, practical examinations, and/or H&P or SOAP note assignments as a
prerequisite for re-entry into the Program. Examinations must be completed a minimum of two (2) weeks prior to the start of the term.

Re-Entry Competency Examinations Score requirements:

- Didactic Terms 1-5: 70% for written examinations and 75% for OSCEs and basic science written and/or laboratory practicums
- Clinical Terms 5-8: 75% for written examinations and 80% for OSCEs
- Didactic Term 8: 75% for written examinations and 80% for OSCEs

If a student fails a competency exam, he or she may be placed in the Category for Dismissal. The student may also be required to audit certain classes and/or labs.

Students returning from a Medical Leave of Absence must be able to meet the Program Technical Standards and will be required to provide clearance to return to the Program from their medical provider (forms available through the Office of Student Services).

MODIFIED CURRICULUM

Touro University California recognizes that some students may need to modify the standard prescribed curriculum. A modified curriculum may be recommended by the Program or a student may petition the Program Director in writing for a modified curriculum. This petition is not granted automatically and is approved only in extenuating circumstances. The Program Director is responsible for evaluating and approving the petition.

Students who are placed in a modified curriculum will not be considered for class rankings such as valedictorian. A student on modified curriculum may not serve as an officer of any official TUC club or organization (including holding a Class Officer position), or as a representative of the College as it may detract from time needed to be academically successful.

EXTRA-CURRICULAR ACTIVITIES
EMPLOYMENT

The Joint MSPAS/MPH Program curriculum is rigorous and requires the presence of the student at all classes and rotations. Many hours are committed to classroom work with additional hours dedicated to self-study. For this reason, the Program strongly discourages outside employment. If a student feels that it is necessary to work while in the Program, it is advisable that the student inform his/her faculty advisor of this. Program expectations, assignments, schedules, deadlines, and responsibilities will not be altered to adjust or accommodate working students. It is expected that employment will not interfere with a student’s learning experience.

Students may work within the institution while participating in the Federal Work Study Program as long as such work will not interfere in their academic pursuits. Joint Program Students however, may not be employed by or be required to perform clerical
or administrative work for the Program. In addition, students may not substitute for clinical or administrative staff during supervised clinical practical experiences.

**STUDENT SERVICE WORK**

In order to avoid practices that might conflict with the professional and educational objectives of the Joint MSPAS/MPH Program and to avoid practices in which students are substituted for regular staff, the following shall be in effect in regard to service work:

1. Students may not be hired as employees for any private or public practice, clinic or institution to perform medical services during any time they are part of the Joint MSPAS/MPH Program under the sponsorship of that specific practice, clinic or institution. An example of this would be if a student was working at a clinic on the weekends and a student there during the week.

2. Students may not take the responsibility or place of qualified staff.

3. Students may not be given any payments, stipends or other remuneration for medical services performed as part of the Joint MSPAS/MPH Program.

4. Students not on academic probation may volunteer for charitable, humanitarian or community service organizations. Such volunteer work shall not interfere with a student’s academic responsibilities or be conducted at the same time a scheduled classroom or clinical instruction unless prior Program approval has been granted.

**STUDENT ACTIVITIES RELATED TO THE PA PROFESSION**

Leadership development is an essential component of the educational process. This may require that students attend relevant off-campus activities during class/preceptorship time. Off-campus activities must be in accordance with students’ professional development. It is the responsibility of the student or approved student organization to coordinate the event and receive approval from the Program. Students requesting permission to attend an off-campus conference or program must be in good academic standing. Refer to [Student Time Away Requests](#) Section for Program protocol.

Students may request to be excused up to one week to attend a professional activity, e.g. the AAPA Annual Conference; however, the duration of approved time is determined on an individual basis.

Students attending off-campus events are responsible for making up any missed classes/ laboratories or other course assignments. Refer to the examination policy for information regarding missed examinations. Attendance at these events will be the fiduciary responsibility of the student.
ACADEMIC AND PROFESSIONAL PROGRESS

ACADEMIC PROGRESS
Satisfactory academic progress must be evident and demonstrated by students in the Program in order to continue in the Program. Any failure to progress academically up to and including the failure of a course will be cause for referral to the MSPAS Student Promotions Committee (SPC). The MSPAS SPC monitors academic progress for the entire program to include the clinical year of experiences (refer also to the Clinical Year handbook for academic progress policies associated with the clinical year).

Students must complete and pass all didactic courses in Terms 1 - 5 before they can progress to the clinical phase of the Program.

PROFESSIONAL PROGRESS
Professionalism is as important as, and holds equal importance to, academic progress. Students are expected to demonstrate the legal, moral and ethical standards required of a health care professional and display behavior that is consistent with these qualities. Professionalism and professional ethics are terms that signify certain scholastic, interpersonal and behavioral expectations. Among the characteristics included in this context are the knowledge, competence, demeanor, attitude, appearance, mannerisms, integrity, and morals displayed by the students to faculty, staff, preceptors, peers, patients, colleagues in health care and other educational settings and the public. The Program expects nothing short of respect and professional demeanor at all times.

PROFESSIONAL CODE OF CONDUCT
Success in the physician assistant profession requires certain professional behavioral attributes in addition to content knowledge. Therefore, these professional behavioral attributes, to include empathy, respect, discipline, honesty, integrity, the ability to work effectively with others in a team environment, the ability to take and give constructive feedback, the ability to follow directions, and the ability to address a crisis or emergency situation in a composed manner, are considered to be a part of academic performance. The Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) Accreditation Standards for Physician Assistant Education 4th edition states, “The role of the physician assistant demands intelligence, sound judgment, intellectual honesty, appropriate interpersonal skills and the capacity to react to emergencies in a calm and reasoned manner. An attitude of respect for self and others, adherence to the concepts of privilege and confidentiality in communicating with patients, and a commitment to the patient’s welfare are essential attributes.” Adherence to these attributes requires that physician assistants and physician assistant students exhibit a high level of maturity and self-control even in highly stressful situations or in difficult circumstances and situations.

In keeping with these principles, physician assistant students must conduct themselves in a demeanor that is nothing less than professional and consistent with appropriate
patient care and adhere to the Professional Code of Conduct. Students will be evaluated not only on their academic and clinical skills but also on their interpersonal skills, reliability, and professional and behavioral conduct.

1. **Respect:** Students are expected to treat all patients, faculty, university staff, clinical preceptors, health care workers, and fellow students with dignity and respect. Students are expected to be able to follow direction and to appropriately express concerns in a professional and respectful manner. Conflicts are to be resolved in a diplomatic and reasoned manner. Students should be sensitive to, and tolerant of, diversity in the student and patient population. PA education requires a close working environment with other students and includes physical examination of fellow students and discussion groups that may reveal personal information. These situations must be approached with respect for the privacy, confidentiality, and feelings of fellow students.
   a. Students should offer constructive feedback in a thoughtful and reasoned manner that fosters respect and trust. Displays of anger, which include demeaning, offensive, argumentative, threatening language/behavior, or language that is insensitive to race, gender, ethnicity, religion, sexual orientation, gender identity, or disability will not be tolerated. Students must be appropriately responsive to lawful requests from their instructors, preceptors, and clinical sites. Students shall not display disruptive or obstructive behavior at the university or at clinical sites. Any concerns brought to the Program regarding the student will be addressed and discussed with the student.

2. **Flexibility:** PA education involves instruction from practicing clinicians with unpredictable schedules. At times, lectures sessions or clinical rotations may need to be adjusted with short notice. The Program believes the advantage of utilizing practicing clinicians outweighs this inconvenience, and requires students to be flexible and tolerant of changes. Student schedules in the academic and clinical year may involve night and weekend hours.

3. **Integrity:** Students are expected to follow all policies in the Student Code of Conduct outlined in this handbook, the TUC Student Catalog, the MPH Student Handbook and the Clinical Rotation Handbook including those pertaining to academic honesty. Infractions such as forgery, plagiarism, stealing/copying tests, and cheating during examinations will not be tolerated. PA students are also expected to display the highest ethical standards commensurate with work as a health care professional. Some of these are outlined in the *Guidelines for Ethical Conduct for the Physician Assistant Profession* published by the American Academy of Physician Assistants ([http://www.aapa.org/workarea/downloadasset.aspx?id=815](http://www.aapa.org/workarea/downloadasset.aspx?id=815)). Students are mandated to report any illegal or unethical activity to the Program Director or Clinical Coordinator. Students may not accept gifts or gratuities from patients or families. Breeches in confidentiality, falsification of records, misuse of medications, and sexual relationships with patients will not be tolerated.
4. **Identification**: Students must always identify themselves as a “physician assistant student” to patients and clinical site staff, and never present themselves as physicians, residents, medical students, or graduate physician assistants. Students must wear a short clinical jacket with the Program patch while at all clinical sites unless instructed not to do so by the clinical site or the Program. Students must always wear their Program-supplied nametag while at clinical sites. While in the Program students may not use previously earned titles (i.e., RN, MD, DC, Ph.D., etc.) for identification purposes.

5. **Confidentiality**: In accordance with the Guidelines for Ethical Conduct for the PA Profession and in compliance with HIPPA Standards, students must respect and maintain the confidentiality of patients. Students are not permitted to discuss any patients by name or any other identifiable means outside the clinical encounter. For academic presentations and H&P and/or SOAP note assignments, all identifiable information must be removed as per HIPAA requirements. The confidentiality of fellow students should be respected and maintained as well.

6. **Health and Safety**: Any student whose actions directly or indirectly jeopardize the health and safety of patients, faculty, clinical site staff or fellow students may be immediately removed from the clinical site and/or face disciplinary action. Removal from a clinical rotation may delay the student’s completion of the program.

7. **Nondiscrimination**: Students shall deliver health care service to patients without regard to their race, religion, gender, creed, national origin, sexual orientation, socioeconomic status, disability, disease status, legal involvement, or political beliefs.

8. **Student Role**: Students must be aware of their limitations as students and of the limitations and regulations pertaining to PA practice. Students at clinical sites must always work under the supervision of a preceptor. They may not function in the place of an employee or assume primary responsibility for a patient’s care. **Students shall not treat and discharge a patient from care without consultation with the clinical preceptor.** All patients must be seen by a licensed provider PRIOR to leaving the facility. Students should seek advice when appropriate and should not evaluate or treat patients without supervision from, and direct access to a supervising clinical preceptor at all times. Unusual or abnormal physical findings should be confirmed by a licensed provider. Students shall perform only those procedures authorized by the preceptor. Students must adhere to all regulations of the Program and the clinical sites. The student is to contact the Program immediately with any questions or concerns about the student’s role at a site.

9. **Attire**: Attire is a component of professionalism. Refer to the Dress Code section for further information.

10. **Impairment**: Students shall not appear at the university or clinical sites under the influence of alcohol or drugs. Should this occur, the student will immediately be removed from the rotation and referred to the SPC for disciplinary action.

11. **Weapons**: Students are not permitted to carry any firearms or other weapons on campus or to clinical sites.
12. **Attendance**: Students must report to all classes, labs, seminars, call-back days and clinical sites at the scheduled time and remain for the entire session. Refer to the Attendance section for further information.

13. **Timeliness**: Students must submit all required assignments and forms by their designated due date. Timeliness is an important aspect of professional behavior. Repetitive delay in paperwork/assignment submission in any portion of the Program may result in disciplinary action.

**CONSEQUENCES FOR NON-ADHERENCE**

Failure to adhere to the professional standards and Professional Code of Conduct will result in the following consequences for unprofessional behavior:

I. **First incident**
   a. The Program will provide the student with a verbal warning to change the behavior depending on the severity of the offense. The appropriate faculty member (e.g. advisor or clinical coordinator) will document the incident in the student file.

II. **Second incident**
   a. The Program will document the incident in writing and the student will meet with the faculty. This documentation will go on the student’s permanent record. The student will receive a Program Warning.

III. **Third incident or egregious behavior**
   a. The student will be automatically referred to the SPC Committee.
      i. The Committee will meet to determine a course of action for the behavior that can include but is not limited to corrective or disciplinary action, probation or dismissal.

Additional Guidelines for conduct specific to the clinical training experiences are outlined in the Clinical Rotation Handbook which will be distributed to students prior to the clinical phase of their education.

**ACADEMIC STANDARDS**

**MSPAS STUDENT PROMOTION COMMITTEE (SPC)**

The MSPAS SPC is charged with monitoring all Joint MSPAS/MPH students both academically and professionally, promoting students who have successfully completed a term, as well as reviewing the cases of students who meet the criteria for probation or dismissal. It is made up of faculty members from the Joint MSPAS/MPH Program and from other TUC programs and Colleges that provide instruction to the PA students. Student performance of the PH curriculum is monitored by the MPH Academic Progress Committee (APC). The APC includes a representative from the PA program. If necessary, the APC and SPC will jointly review a student’s record. The MSPAS SPC may review student records and discuss student records with appropriate faculty members and/or preceptors in determining an appropriate course of action for students experiencing academic and/or professional conduct difficulties in the Program. The
MSPAS SPC may choose to request the appearance of the student during an MSPAS SPC meeting. The committee can recommend actions such as, but not limited to, probation, remediation, suspension, or dismissal. Recommendations are on an individual basis after considering all pertinent circumstances. The committee’s recommendations are forwarded to the MSPAS Program Director for review. The Program Director may agree, amend or disagree with SPC recommendation. Final decision regarding student status is determined by the Program Director. A letter of decision to the student regarding his/her status in the Program will be issued by the Program Director or a designee.

Since the MSPAS Program only offers courses once a year, if the MSPAS SPC recommends that a student repeat an entire term, the student must take a leave of absence from the Program until those courses are offered again. A place will be held for the student to return to the Program at the beginning of the term that must be repeated. Additionally, the student will be required to pass competency examinations for all materials covered in the terms prior to the term in which they return. Refer to Competency Testing After a Leave Section.

See APPENDIX A: MSPAS SPC ALGORITHMS FOR DIDACTIC COURSE EXAM FAILURES for more information regarding exam failures and the SPC.

JOINT MSPAS/MPH PROGRAM WARNING
Program Warning is internal to the Program and is not documented on the official transcript. It is instituted when a student fails a major course exam (e.g., Block Exam or End of Rotation Exam) or has professionalism issues and serves as a warning that improvement is needed. A student must successfully pass reexamination of the failed course material and/or demonstrate improvement in professional behaviors. Failure to successfully remEDIATE the material will result in failure in the course and placement on Academic Probation. Failure to improve professionalism issues will result in placement on Professionalism Probation.

ACADEMIC/PROFESSIONALISM PROBATION
Academic Probation is the result of unsatisfactory scholarship or professionalism which may lead to dismissal from the Program. It is documented on the official transcript.

Professionalism Probation is a subcategory of Academic Probation. It is the result of unsatisfactory professionalism, which may lead to dismissal from the Program. It is documented on the official transcript as Academic Probation.

Probation is a warning that there are deficiencies. Steps to remediate these deficiencies will be provided to the student. During probation, the student’s academic/clinical progress and/or professional conduct will be closely monitored by the MSPAS Student
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Promotion Committee (SPC) and/or the MPH Academic Progress Committee (APC). Failure to demonstrate improvement in areas of deficiency may place a student in the category for dismissal. Decisions regarding Academic Probation cannot be appealed.

**Note:** Most state licensure boards request information on academic and professionalism probation on the official program completion verification paperwork. The Program must document when a student has been on Academic and/or Professionalism Probation, and in most cases, the reasons for probation. Additionally, this information is often requested by credentialing agencies, and therefore, it may impact your ability to obtain employment clearance. Please see the sections on Academic/Professionalism Probation and MSPAS Dismissal.

Students must meet the minimum standards and requirements set by the Joint MSPAS/MPH Program and Touro University California in order to remain in good academic standing.

**MSPAS Program Criteria for Placement on Academic/Professionalism Probation**
The following are criteria for which a student may be placed on probation:

1. Failure of a course
2. Failure of 2 end-of-rotation examinations on the first attempt
3. Failure of re-examination under a remediation plan
4. Term GPA < 2.3 for MSPAS coursework
5. Professional misconduct, behavior and/or attitude inconsistent with the PA profession or in violation of the Professional Code of Conduct Policies found in this handbook
6. Failure to adhere to the Program policies and procedures found in the Student Handbook and/or the Clinical Rotations Handbook
7. Verbal or written reports and/or evaluations from academic faculty, clinical preceptor or designees indicating that a student is not progressing academically and/or not demonstrating proficiency to a level where it may jeopardize patient safety.
8. Verbal or written reports and/or evaluations from academic faculty, clinical preceptors or designees indicating that a student is not adhering to site regulations, site schedule, ethical standards of conduct, limitations of student role
9. Failure to follow and/or comply with requirements set forth by the MSPAS SPC and Program Director

It is important to remember that some aspects of knowledge integration and clinical judgment cannot be adequately evaluated by examinations alone. Observations from academic and/or clinical faculty are crucial for evaluating these critical skills. Failure to achieve minimum competency in coursework, including clinical assignments and satisfactory progress in professional development, behaviors and attitudes may result in Program probation or dismissal. A pattern of documented evaluator concerns about performance may indicate unsatisfactory progress when the record is viewed as a
whole, even though passing grades have been assigned. In such instances, successful completion of a remediation plan is required to continue in the Program.

**MSPAS Terms of Probation**

1. When a student is placed on probation he/she will be notified in writing by the Program and the reasons will be stated. A copy of this letter will be provided to the appropriate university officials, and placed in the student's academic file. Probation is also noted on the official transcript.

2. A student will remain on Academic Probation until the terms of probation have been satisfied, as stated in the remediation plan and probation letter. Probation may continue throughout the remainder of the didactic year, or until graduation, if deemed appropriate. A student placed on Professionalism Probation will remain so until graduation.

3. A cumulative term GPA of > 2.5 for PA courses by the end of the following academic term is required of a student placed on probation for probation.

4. In the case of probation due to professional misconduct, the Program will determine whether or not the student has achieved an acceptable level of professional behavior. This information may be gained from professionalism assignments, faculty evaluations, preceptor evaluations or any other evaluations from individuals the Program deem appropriate. Failure to remediate professionalism issues will result in referral to the SPC.

5. When the terms of probation have been satisfied, notification of removal from probation will be forwarded to the appropriate university officials, including the Registrar so the necessary documentation on the student’s transcript can be made. Additionally, documentation will be placed in the student’s academic file.

6. The primary responsibility of a TUC Joint MSPAS/MPH student is to gain the knowledge, skills and attitudes to become a competent and professional PA. Therefore a student on Academic Probation may not serve as an officer of any official TUC club or organization (including holding a Class Officer position), or as a representative of the College as it may detract from time needed to be academically successful. If a student who is presently serving as an officer/representative is placed on Academic Probation, a substitute officer/representative will be chosen by the Class to fulfill the position until the student is removed from probation.

**MSPAS REMEDIATION**

Remediation is the opportunity to correct unsatisfactory performance, progress and/or professional conduct in the Program. The offer of remediation is not automatic or guaranteed. Recommendations regarding remediation will be made by the MSPAS SPC on an individual basis after considering all pertinent circumstances in each case and with a final decision made by the Program Director. Any student placed on probation for academic or professionalism reasons and offered remediation must fulfill all the terms of the remediation contract within the designated time frame or face actions including, but not limited to, dismissal. Remediation is to be regarded as a privilege which must be earned by a student through demonstrated dedication to learning, and
active participation in the educational program to include, but not limited to, overall academic/clinical performance, regular attendance, individual initiative and utilization of resources available to him/her. **Remediation plans/decisions cannot be appealed.**

The MSPAS SPC may recommend a remediation plan that includes, but is not limited to, the following:

1. Development of a contract/plan that outlines and defines a remediation program, successful remediation criteria and the responsibilities of the student.
2. A Remediation Exam of failed subject material as constructed by the course coordinator.
   a. A course remediation covers all course material, even if the course failure resulted from a student failing one Block Exam and the corresponding material on the Cumulative Exam.
   b. The student must score at least the following to pass the Remediation Exam:
      - Didactic Term 1-5: 70% for written examinations and 75% for OSCE
      - Clinical Term 5-8: 75% for written examinations and 80% for OSCE
      - Didactic Term 8: 75% for written examinations and 80% for OSCE
   c. The highest grade submitted for a successfully remediated course is U/70 or U/P.
3. Repeating the course(s)/rotation(s) failed the next time the course(s) is offered.
4. Repeating the entire academic term. The student may be required to repeat all course offerings.
5. Auditing previously taken courses or laboratory classes. If a student is advised to audit a class, he/she is expected to follow the attendance policy for registered students. Students may be required to sit for all course exams, or may choose to do so. If a student takes Block Exams, he/she must meet the same criteria as registered students in order to pass the remediation (e.g. score of $\geq 70\%$ on Block Exams).
6. Demonstrating continued competency in previously learned material by passing re-entry competency requirements for students with a remediation plan that includes extended time away from studies.
7. Complete additional clinical rotation(s).
8. Requiring corrective action for unprofessional behavior and/or misconduct. This may include but is not limited to direct apologies, letters of apology, professionalism assignments, additional clinical rotation(s), ongoing monitoring and reports of professional behavior corrections by faculty, preceptors etc.

Failure to meet the requirements of a remediation plan or competency exam results in:
- failure of the remediation or competency exam
- referral to the MSPAS SPC committee
- placement in the category for dismissal
MSPAS DISMISSAL
The Touro University California Joint MSPAS/MPH Program, 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, patient safety concerns, health or academic nature justify such an action.

If a student is dismissed for failure of the MSPAS component of the Joint Program he/she may apply for consideration to the stand-alone MPH Program. However, acceptance is at the discretion of the MPH Program Director. If a student is dismissed for failure of the MPH Program, they may not remain in the MSPAS component of the Joint Program and will therefore dismissed as a Joint student.

MSPAS Criteria for dismissal
Any of the following may place a student in the category for dismissal:
1. Failure of 2 or more didactic courses within the MSPAS curriculum
2. Failure of 2 or more clinical rotations
3. Failure of 1 or more didactic courses and 1 or more clinical rotations
4. Failure of 3 or more end-of-rotation examinations on the first attempt
5. Failure of a repeated or remediated course
6. Failure of 1 or more re-entry competency examinations
7. Failure by a student on probation to comply with or complete a remediation program within the defined time frame
8. Meeting two or more criteria for Academic and/or Professionalism Probation
9. Two or more occurrences of professional misconduct, behavior and/or attitude inconsistent with the PA profession or in violation of the Professional Code of Conduct Policies
10. Failure to maintain a minimum term cumulative GPA of 2.5 or greater after being on Academic Probation in the prior academic term.
11. Verbal, written reports from academic faculty, clinical preceptors or designees indicating that a student who is already on probation is not adhering to site regulations, site schedules, ethical standards of conduct, or limitations
12. Verbal, written reports and/or evaluations from academic faculty, clinical preceptor or designees indicating that a student, who is already on probation, is not progressing academically.
13. Verbal, written reports and/or evaluations from academic faculty, clinical preceptor or designees indicating that a student, who is already on probation, is jeopardizing patient safety due to a lack of knowledge and/or skill proficiency.
14. Consistently failing to progress academically as demonstrated by repetitive failure to demonstrate competency across multiple evaluation modalities, including but not limited to, written examinations, OSCEs, preceptor evaluations, written assignments, faculty observation of clinical skills/decision making, site visits.
15. Two or more occurrences of failure to follow Program policies and procedures as defined in this Handbook as well as those defined in the Clinical Year Handbook.
16. Unprofessional conduct due to failure to comply with requirements set forth by the SPC and Program Director

Decisions regarding dismissal are made on an individual basis after considering all pertinent circumstances and extenuating circumstances relating to the case. The SPC’s recommendations are forwarded to the MSPAS Program Director for review. The Program Director may agree, amend or disagree with SPC recommendation. The Program Director issues a letter of decision to the student regarding his/her status in the Program. If the Program Director agrees with the SPC recommendation, the dismissal is immediately effective upon receipt of the letter of notification from the Program Director. Students may appeal a Dismissal decision (refer to Appeal Process & Procedure for Program Dismissal). If a student is dismissed, his/her registration will be voided and tuition will be refunded per University policy.

**MPH Program Criteria for Placement on Academic/Professional Probation or Dismissal**

Please see the MPH Student Handbook for details.

**TUC SUSPENSION**

During this period of temporary loss of student status, the student is separated from TUC premises and all TUC-sponsored/affiliated events and activities for a designated period of time. The duration of the suspension is under the purview of the Program Director and/or hearing committee as defined in the Formal Resolution Process. Upon termination of the suspension period, the student is eligible to petition to resume with his/her course of study.

**TUC EXPULSION**

This sanction represents the most severe response by the University to violations of the student code of responsibilities and rights and permanently separates the student from TUC prior to receipt of his/her College diploma. A student who is expelled will not be eligible to receive an academic degree from Touro University at any time. The University may withhold the awarding of a degree pending the outcome of the student discipline process for a violation of the Student Code of Responsibilities & Rights that does, or would have the potential to, result in the sanction of Expulsion.

A student who is expelled is prohibited from the TUC premises, and from attending TUC-sponsored/affiliated events and activities. The sanction of Expulsion is noted on the student’s academic transcript. Expulsion is a determination by Touro University California that the student has demonstrated by his/her conduct that he/she is unqualified to continue as a member of the University community.
**APPEAL PROCESS & PROCEDURE FOR PROGRAM DISMISSAL**

Appeals may only be filed for decisions of dismissal. Following notification (email plus hand or traceable delivery) of a decision for dismissal, a student may wish to appeal the decision to the Dean of the College of Education and Health Sciences and if necessary, to the University Provost. The student has seven (7) business days from the date on the dismissal letter from the Program within which to submit a formal written appeal of the decision to the Dean of the College of Education and Health Sciences. The appeal request must be submitted in writing and received by the Office of the Dean 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. Failure to submit an appeal within the deadline will cause the student to lose his/her right to appeal.

While the appeal is pending, the status of the student will not be altered, unless the student is in the clinical year. The Program reserves the right to remove the student from clinical rotations until such time the appeal decision is rendered by the Dean if there is concern about patient safety. Removal from a clinical rotation may delay the student’s completion of the program should the appeal be granted.

The Dean may grant an appeal only on showing one of the following:

1. Bias of one or more of the members of the MSPAS SPC or by the Program Director.
2. New, material, documented information not available to the SPC 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 MSPAS SPC and/or Program Director to dismiss
2. Amend the recommendation of the MSPAS SPC and/or Program Director
3. Convene an *ad hoc* committee consisting of three members to review the Program Director’s decision. The ad-hoc committee will present its findings to the Dean for consideration.

If the Dean concurs with the recommendation to dismiss, the student may make a final appeal to the Provost.

**Appeal to the Provost**

This appeal request must be submitted in writing and received by the Office of the Provost within seven (7) business days from the date on the appeal decision letter from the Dean. 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 Provost may grant an appeal only on showing one of the following:
1. Bias of one or more of the members of the MSPAS SPC, Program Director or Dean.
2. New, material, documented information not available to the committee, Program Director or Dean at the time of its initial decision.
3. Procedural error.

The Provost may choose any of the following options when an appeal to dismiss a student is under consideration:
1. Concur with recommendation of the Dean to dismiss.
2. Amend the recommendation
3. Convene an ad hoc committee consisting of three members to review the Student Promotion Committee, Program Director and Dean’s recommendation. The ad-hoc committee will present its findings to the Provost for consideration.

The decision of the Provost is final and notification of his or her decision will be sent directly from the Provost to the student. If the Provost upholds the decision to dismiss, the dismissal is effective immediately and the student must withdraw from the University.

**GRADUATION REQUIREMENTS**

**MSPAS REQUIREMENTS**
A student will be recommended for the Master of Science in Physician Assistant Studies (MSPAS) provided he/she has fulfilled the following:
1. Completion of all prescribed academic requirements with a cumulative weighted grade point average of 2.0 or higher in the MSPAS Program and no incomplete or unsatisfactory grades
2. Successful completion of the MSPAS Summative course
3. Demonstration of no deficiencies in ethical, professional or personal conduct which would make it inappropriate to award the degrees and receipt of a final overall satisfactory rating on the Professional Evaluation
4. Compliance with all legal and financial requirements of Touro University California
5. Completion of the academic requirements within the required 150% of time frame following matriculation
6. Completion and submission of the Application for Graduation from the Office of the Registrar.

**MPH REQUIREMENTS**
Please see the MPH Program Student Handbook regarding MPH requirements and information on the MPH Capstone and Comprehensive Exam.

**END OF SECTION II**
Please see the Touro University California Catalog Appendices for:

- Access to and Disclosure of Educational Records
- Drug-free Workplace
- Responsible Alcohol Use
- Financial Aid Online Resources
- Policies Concerning Sex Discrimination, Harassment and Complaint Procedure
- Gender-based and Sexual Misconduct Policy
- Drug Screening Procedures
- Internet Services and User-Generated Content Policy
- Group List Communication
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APPENDIX A: MSPAS SPC ALGORITHMS FOR DIDACTIC COURSE EXAM FAILURES

Block Exams

**Failure of Block Exam**
(Valid for First 50% Block Exams/Course/Semester)

**Failure of > 50% Block Exams/Course/Semester**

Program Warning

End of term Course Cumulative Exam:
1. Score of ≥ 70% for material covered by failed block exam AND
2. Overall score of ≥ 70% on cumulative exam AND
3. Overall course grade of ≥ 70%

If all conditions are met:
Yes = Pass course
No = Fail course

1\textsuperscript{st} Course Failure =
Academic Probation
(If already on Academic Probation, then Referral to the SPC in the Category for Dismissal)

Course remediation at the end of didactic courses in Semester 5 before starting rotations

If 1\textsuperscript{st} Course Failure:
Pass = Removed from Academic Probation
Fail = Referral to the SPC in the Category for Dismissal

2\textsuperscript{nd} Course Failure =
Referral to the SPC in the Category for Dismissal

If 2\textsuperscript{nd} Course Failure:
Pass = Removed from Academic Probation
Fail = Referral to the SPC in the Category for Dismissal
End of Term Course Cumulative Exam

End of term Course Cumulative Exam: Score of ≥70%

Yes = Pass course

No

If no Block Exam failures = Retest

If ≥1 Block Exam failure = Fail course

Retest Score ≥70%

No = Fail course

1st Course Failure = Academic Probation
(If already on Academic Probation, then Referral to the SPC in the Category for Dismissal)

Course remediation at the end of didactic courses in Semester 5 before starting rotations

Pass = Removed from Academic Probation

Fail = Referral to the SPC in the Category for Dismissal

2nd Course Failure = Referral to the SPC in the Category for Dismissal
OSCE

Failure of OSCE

Retake OSCE:
Score of ≥ 75% (didactic year and 1st callback OSCE) or ≥80% (2nd callback OSCE and Summative OSCE)

Yes = Pass course

1st Course Failure = Academic Probation
(If already on Academic Probation, then Referral to the SPC in the Category for Dismissal)

No = Fail course

2nd Course Failure = Referral to the SPC in the Category for Dismissal

Course remediation at the end of didactic courses in Semester 5 before starting rotations (or at the end of Semester 8 for the Summative Course)

Pass = Removed from Academic Probation

Fail = Referral to the SPC in the Category for Dismissal
APPENDIX B: EXAM REVIEW POLICY AND PROCEDURE

Exam review sessions are scheduled to allow students the opportunity to review graded exams on the MSPAS curriculum. The exam review is an individual activity with two purposes. It allows a student to 1) review where they might have had misunderstanding of the material and 2) analyze strengths and weaknesses as a test-taker through completion of the Test Performance Analysis Form.

Exam review sessions are generally scheduled within 10 days after all students have completed the test and grades have been posted. An email will be sent out notifying students that a review has been scheduled. There shall be one 30-minute exam review session per examination. The dates/times/location will be emailed to the students with a Google doc link as well as posted to the class web schedule. Students are responsible for signing up via the Google doc and deleted their name if they decide they no longer wish to attend. Since the Program staff needs to prepare paperwork for the review, there are no walk-ins to the exam review blocks.

Review sessions are proctored. At the review session, students are provided with a printout of the answers they chose as well as their exam question booklet. Scantrons are not available for review unless requested ahead of time, and then a photocopy of the scantron will be provided. Students are not permitted to have any writing or recording devices, paper, books, cell phones etc. during the exam review. Books (electronic and hard copy) and writing implements are permitted during the review, however, all materials passed out must be returned at the end and nothing can be recorded or photocopied. An exam review form is attached to the exam booklet. Answering the questions on the form is optional, however the student must put down his/her name and which exam it is that he/she is reviewing. Following the review, if a student has a question or is in need of clarity regarding a particular question, he/she can either fill out a Question Challenge Form stating their concern or he/she can set up an appointment to discuss it with the course coordinator. The challenge form is collected at the end of the session and turned into the course coordinator for review. The student will receive an answer within 3 business days.

The last block exam of a course must be reviewed within 24 hours of grades being posted. Students must directly contact the Program Administrative Assistant to schedule a time. Students will not be allowed to review any block exams again prior to cumulative and/or remediation exams. Cumulative exams and clinical year End of Rotation examinations (EORs) may not be reviewed at any time. If, due to extenuating circumstances, a student is unable to make the exam review session offered, the student may contact the course coordinator directly to request review of the exam. However this request must come within 10 days of the grades being posted (24 hours for the last block exam).
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STUDY 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 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.

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**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;
- Soliciting, obtaining, possessing or providing to another person an examination prior to the administration of the examination.

Examples of unauthorized assistance include:

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

**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
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

PROCEDURES IN RESPONSE TO VIOLATIONS OF ACADEMIC INTEGRITY

This Touro College and University System Academic Integrity Policy applies to all students in each of Touro’s schools. Any act in violation of this Policy or any allegation of misconduct related to this Policy involving a student must be reported and addressed in accordance with the adjudication procedures outlined below or those of the student’s school, which at no time will be less stringent than the requirements and standards set forth in this Policy Statement.

Reporting a Case of Suspected Plagiarism or Cheating
Faculty members or other members of the Touro community who encounter cases of plagiarism or cheating should contact the Chair of the relevant department, and inform
the offending student of such. The Chair will report the incident, in writing, to the Dean. The Chair will provide faculty with advice specific to the individual incident. No grade may be entered onto the student’s record for the course in question before the issue is resolved, either informally or formally.

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 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, this may be the Dean of Students Services, 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.
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 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 5:
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.
APPENDIX D: POLICY AND PROCEDURE FOR ACCOMMODATING STUDENTS WITH DISABILITIES

Touro University California is committed to granting reasonable accommodations to students with known disabilities in accordance with applicable laws. This policy and procedure are intended to ensure that disabled students receive full and equal access to the university’s academic and co-curricular programs and activities, and are not subjected to discrimination on the basis of any disability.

Rights and Responsibilities
In the implementation of this policy and procedure, the respective rights and responsibilities of the university, its students, and faculty must be carefully considered and applied based on the individual circumstances presented. These rights and responsibilities are summarized below.

A. Rights and Responsibilities of the University

University Rights
- To set and maintain standards for admitting and evaluating the progress of students.
- To establish, maintain, and monitor standards of academic performance and to develop and assess content domains.
- To establish technical standards for admission of students into university programs.
- To require verification of the need for reasonable accommodations based upon supporting documentation from professionals with appropriate credentials.
- To consult with the student and discuss his/her need for reasonable accommodations.
- To deny a request for accommodation under any of the following conditions:
  - The student fails to submit documentation which supports a need for the requested accommodation(s)
  - The requested accommodation is inappropriate or unreasonable if, for example, it:
    o poses a direct threat to the health and safety of others;
    o constitutes a substantial change or alteration to an essential element of a course or program; or,
    o poses an undue burden on the university.

University Responsibilities
- To ensure that the university offers courses, programs, services, jobs, activities and facilities, viewed in their entirety, in the most integrated and appropriate settings possible.
• To provide information regarding policies and procedures to disabled students using accessible formats and methods as appropriate.
• To evaluate students on the basis of their talents, skills, abilities and academic performance, and not on the basis of any disability.
• To provide students with reasonable accommodations upon request made in accordance with university policy and procedures.
• To maintain appropriate confidentiality of student records and communication concerning a student’s disabilities except where disclosure is required by law or authorized by the student.

B. Rights and Responsibilities of Students

Student Rights
• To be included in university programs, activities and services on the basis of neutral criteria that do not unlawfully discriminate against otherwise qualified persons with disabilities.
• To have equal access to university courses, rotations, programs, services, jobs, activities and facilities.
• To receive reasonable and appropriate accommodations, such as academic adjustments or auxiliary aids, as determined on a case-by-case basis.
• To maintain confidentiality of all personal information related to his/her disability in accordance with applicable laws.
• To receive information distributed by the university to students in accessible formats which are reasonably available.

Student Responsibilities
• To meet the university’s minimum qualifications for admission, its technical standards, academic standards, and institutional standards which apply to all students and prospective students.
• To disclose a need for disability accommodation to the university in a complete and timely manner.
• To provide adequate documentation from one or more professionals with appropriate credentials which verifies the nature of the disability (if an admitted or matriculated student), the functional limitations, and any specific accommodations recommended.
• To follow the procedures outlined for requesting reasonable accommodations, such as academic adjustments or auxiliary aids.
• To advocate for their own individual needs and to seek information, counsel, and assistance as reasonable and necessary to achieve their personal goals.

C. Rights and Responsibilities of the Faculty

Faculty Rights
• To identify and establish the abilities, skills, and knowledge required of students which are fundamental to their academic programs/courses
• To evaluate and hold each student accountable for academic performance consistent with 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.

Faculty Responsibilities
• To make reasonable accommodations to a student with a disability, such as providing academic adjustments and/or authorizing the use of auxiliary aids and services in the classroom
• To select and administer tests used to evaluate students which accurately measure aptitudes, skills and competencies and do not unlawfully discriminate against a student with a disability.
• To evaluate students in a non-discriminatory manner.

Types of Accommodations
The following is a non-exclusive list of some types of reasonable accommodations which may be provided to otherwise qualified students with disabilities:
• 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 types of accommodations which may be appropriate for individual students will be considered by the university, as presented, on a case-by-case basis.

Procedures for Requesting and Obtaining 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 any time 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 request during clinical rotations, clerkships, internships or any other off-campus programs that are part of the students’ required college/program curriculum).

Students seeking accommodation for a disability should follow the procedures set forth below.

1. **Written Request For Accommodation.** Students must complete and submit to the Office of Student Services a Request for Accommodations of Disability
Application (RADA) form. The form is available in the Office of Student Services.

2. **Documentation Supporting Need For Accommodation.** Documentation from a certified health care provider which verifies the nature of the disability (for admitted or matriculated students only), functional limitations, and any specific accommodation(s) recommended, must be received by the Office of Student Services before any accommodation may be granted. The student is encouraged to submit this documentation together with the RADA form. The student should provide his/her health care provider with a copy of the university’s Technical Standards for Admission, which may be obtained from the Office of Student Services. The documentation from the health care provider should include, at a minimum:

a. A cover letter from the health care provider verifying his/her knowledge of and relationship with the student.

b. A report from the health care provider which includes, at a minimum, the following information: (i) nature and extent of the provider’s treatment, consultation and/or testing of the student which forms the basis for the assessment; (ii) identification of the nature and severity of the diagnosed disability(ies) [NOTE: this information is required for admitted or matriculated students only]; (iii) the functional limitations caused by the disability(ies) for the student’s program of study; and (iv) a description of any recommended accommodations which may be appropriate or necessary to enable the student to satisfy the university’s technical and academic standards and requirements for his/her program of study.

c. Test results must be within the last five years prior to the request.

2. **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:

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

• the Woodcock-Johnson Psycho educational Batter-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.
If the documentation is deemed incomplete or inadequate, the student may be asked to provide supplemental documentation as needed.

4. **Meeting with Associate Dean of Student Services.** A student requesting an accommodation for a disability must schedule a meeting with the Associate Dean of Student Services. The purpose of this meeting is to allow for an open, interactive dialogue between the student and the Associate Dean concerning the request for accommodation. To allow for a more informed and productive discussion, the student is encouraged to submit his or her RADA form and supporting documentation to the Office of Student Services prior to meeting with the Associate Dean.

5. **Notification of Decision On Request for Accommodation.** It is the responsibility of the Associate Dean of Student Services to review the student’s RADA form and supporting documentation and to determine whether the request for accommodation is reasonable. This decision shall be rendered within ten (10) business days after all required documentation is received by the Office of Student Services.

6. **Appeal From Decision to Deny Request for Accommodation.** If a decision is made by the Associate Dean to deny a request for accommodation, in whole or in part, the student may request an appeal from the Committee on Disabilities. This is an ad-hoc committee which will be established by the Office of Student Services. The request for appeal must be made in writing within 30 days of the date of the notice of denial issued by the Associate Dean of Student Services. Within ten (10) business days from its receipt of the request for appeal, the Committee shall issue its decision on the appeal in writing. The Committee decision will be considered final.

7. **Implementation of Approved Accommodations.** It is the responsibility of the Associate Dean of Student Services to discuss with the student how he/she can communicate to faculty and facilitate the implementation of accommodations approved by the Associate Dean of Student Services. If the requested accommodation meets approved criteria, the Associate Dean of Student Services will request the accommodation, in writing, to the Department Chair or Program Director in charge of the course or courses for which an accommodation is being requested. The Associate Dean of Student Services will also notify the appropriate Associate Dean. It is the responsibility of the Department Chair or Program Director to inform all appropriate instructors of the request for accommodation. The Associate Dean of Student Services will send the letter of request for accommodation every academic term 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 Associate Dean of Student Services to the Department Chair or Program
Director, it is the students’ responsibility to arrange the approved accommodations with course instructors.

The student should meet with the instructor of the class in which he or she seeks to be accommodated and discuss what works best for that instructor 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 accommodations for other courses within their program of study. The letter from the Associate Dean of Student Services to Department Chairs or Program Directors will state, "If requested, the following accommodations are recommended…"

Students are encouraged to immediately bring problems to the attention of the Associate Dean of Student Services. It is the responsibility of the Dean of Student Services 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 student grievance policy and procedure.

Students who are in need of testing or the need to provide current documentation should meet with the Associate Dean of Student Services. Information on testing for learning disabilities and testing locations can be obtained through this office. Costs of testing and assessments are the responsibility of the student.

Please note: Reasonable accommodations cannot be applied retroactively. Therefore it is a student’s advantage to have any accommodations put into place early rather than waiting until after exam or course failures.

Confidentiality of Records
Access to student records related to requests for accommodation of disabilities is restricted for privacy reasons. If the accommodating departments(s) or instructor(s) wish to view a copy of the student assessment, they may do so only based upon a showing of legitimate need, and only with the express written consent of the student involved. Copies of the detailed assessment are maintained in a confidential file in the Office of Student Services and may only be viewed by that office and individuals for whom the student has granted consent to disclose.

Accommodation for Board Examinations
Students who wish to request accommodations for board 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 for these examinations will be determined by the respective governing
body or institution and may be different from requirements established by Touro University California.

Accommodations for Lactating Mothers

Procedure Summary
In promoting a family-friendly work environment, Touro University California recognizes the importance and benefits of breastfeeding for both mothers and their infants. It is the responsibility of the nursing mother to furnish their own breast pump. It is the responsibility of Touro University California to provide space for lactating mothers.

Lactation Facilities
The university will provide a locked, private space that is sanitary—including appropriate temperature and ventilation—and equipped with a comfortable chair, and electrical outlet. When possible, the space will be in close proximity to the mother’s classroom environment. Appropriate lactation facilities include, but are not limited to, faculty or staff offices when appropriate, a conference rooms that can be secured, a multi-purpose room, or any available space with a locking door that is shielded from view and free from intrusion from other students and/or university personnel.

Restrooms, spaces lacking privacy, electricity or adequate ventilation, or spaces lacking a locking door are not considered appropriate spaces for lactation purposes. However, an anteroom or lounge area connected to a restroom may be sufficient if the space is private, free from intrusion, and can be locked and shielded from view.

Current Lactation Facilities that are approved by Touro University California:
1) Wilderman Hall Breakout rooms 119-124
2) Wilderman Hall Conference Room 116
3) Any of the Clinical Skills Lab rooms when OSCEs are not occurring
4) Faculty and/or staff offices when appropriate

Lactation Break Period
The university will provide a reasonable amount of break time to accommodate the need of nursing mothers. No negative action will be taken when requests for accommodation are made pursuant to this policy.

Compliance/Responsibilities
The Dean of Student Services is the Responsible Officer for this policy and has the authority to implement the policy. The Responsible Officer may apply appropriate interpretations to clarify the policy provided that the interpretations do not result in substantive changes to the underlying policy.

Revisions to the Policy
The Dean of Student Services is the Policy Approver and has the authority to approve policy revisions upon recommendation of the Associate Dean of Student Services and the Learning Specialist.

**Compliance with the Policy**
The following roles are designated at each location to implement compliance monitoring responsibility for this policy:
The Dean of Student Services will designate the local management office to be responsible for the ongoing reporting of policy and compliance.
The Associate Dean of Student Services and the Learning Specialist are accountable for monitoring and enforcing mechanisms and ensuring that monitoring procedures and reporting capabilities are established.

**Accommodation Requests**
A nursing mother is encouraged to discuss her needs, in terms of accommodations as well as the frequency and timing of breaks, with the Associate Dean of Student Services and/or the Learning Specialist.

Student Services will work with the appropriate Program’s faculty to make sure that space is provided in order for nursing mothers to express their milk. Requests are honored on a first come, first served basis. A nursing mother might not get the same room all the time. Should a nursing mother’s need for a lactation facility change, this must be communicated in writing to the Associate Dean of Student Services and/or the Learning Specialist. This accommodation can begin on a temporary basis without a doctor’s signature on the paperwork. However, students must complete the accommodation paperwork with the appropriate signatures within a reasonable time period, no later than two months from the beginning of the accommodation.

**Recourse**
A nursing mother who has comments, concerns, or questions regarding the university’s policy on Accommodations for Nursing Mothers should contact the Associate Dean of Student Services and/or the Learning Specialist.
APPENDIX E: STUDENT CODE OF RESPONSIBILITIES AND RIGHTS

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 Student Services or (2) a formal method of resolution. The informal method of resolution will be initially used for all cases unless the Associate Dean of Student Services believes that the incident is severe enough initially to warrant a formal hearing.

The primary purpose of Touro University is the education of osteopathic physicians, allied health professionals, and teachers. 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 Touro University California. 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 Touro University California. These general policies are subject to the bylaws and faculty policies of Touro University California.

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.

1. The "university" refers to Touro University. The term includes the physical plant, the total educational program, students, faculty, employees, officers and trustees.
2. 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.
3. The "faculty" constitutes those individuals appointed to the faculty by the president of the university.
4. A "student organization" is any group of students given recognition by the Student Government Association (SGA) administration.
5. 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.

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

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

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

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

10. "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 Touro University California 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
Students Rights

Every student shall have the following rights:

- To pursue to completion the students’ 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:

- To be informed of academic progress. 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, clinic and clerkship.

- 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.

- 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.

- To exercise academic freedom as defined above.

- 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.

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

- 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.

- To be represented in the determination of university or college policy as it directly affects a student’s educational endeavor. There shall be student representation to the extent of at least one voting member on the following college standing committees: Admissions Committee, Curriculum Committee, Financial Aid Committee, Library Committee, Food Services Committee and Student Life Committee and the various class Liaison Committees. Students may serve on 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.

  - 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.

- To initiate a grievance procedure as per the Conduct and Discipline Resolution Process (Appendix D).
- To have due process when charged with any academic, social, personal or professional misconduct.
- To elect representatives to the "SGA" and to elect officers of their respective class and student organizations.

Sanctions for violation of the Student Code of Responsibilities & Rights of Touro University California

Any student found responsible for violating the Code of Responsibilities and Rights of Students (please refer to the section on “Conduct Violations” for details) may expect to be sanctioned. Any sanction will be commensurate with the nature of the misconduct, and is intended to be in keeping with our educational mission to contribute to the student’s educational growth and personal development within the TUC community.

A student who is found to have engaged in improper conduct shall be subject to disciplinary action by the university. University actions may include but are not limited to: warning, reprimand, monetary fines, probation, suspension or expulsion.

Warning:
A formal reprimand will be issued based on the severity of the violation and or history of previous minor violations of the student code of responsibilities and rights. Such a warning will be communicated in writing and will indicate that the student’s good standing with Touro University is in jeopardy.

Disciplinary probation:
This is a written reprimand for violation of the Student Code of Responsibilities & Rights. This sanction is the highest sanction imposed on a student before suspension from campus and is imposed for serious misconduct and/or history of multiple violations. Although the student maintains his/her student status, probation includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period. The designated period of time for this disciplinary action will be under the purview of the Associate Dean of Student Services and/or hearing committee as defined in the Formal Resolution Process.

In order to help the student understand the inappropriateness of his/her conduct and become more aware of the university policies, probation may include the requirement
to complete one or more of the following activities, as circumstances warrant: educational seminars, assessment by personal counselor, essays, letters of apology, behavioral agreements, work service hours, completion of other university, college, or community projects. Probation may also include restrictions from the following activities, as circumstances warrant: on campus computer use, participation in athletics, participation in student government, extracurricular activities, on campus student employment, recreational and/or social activities.

**Suspension:**
During this period of temporary loss of student status, the student is separated from TUC premises and all TUC-sponsored/affiliated events and activities for a designated period of time. The duration of the suspension is under the purview of the Associate Dean of Student Services and/or hearing committee as defined in the Formal Resolution Process. Upon termination of the suspension period, the student is eligible to petition to resume with his/her course of study.

**Expulsion:**
This sanction represents the most severe response by the university to violations of the student code of responsibilities and rights and permanently separates the student from TUC prior to receipt of his/her College diploma. A student who is expelled will not be eligible to receive an academic degree from Touro University at any time. The university may withhold the awarding of a degree pending the outcome of the student discipline process for a violation of the Student Code of Responsibilities & Rights that does, or would have the potential to, result in the sanction of Expulsion.

A student who is expelled is prohibited from the TUC premises, and from attending TUC-sponsored/affiliated events and activities. The sanction of Expulsion is noted on the student’s academic transcript. Expulsion is a determination by Touro University that the student has demonstrated by his/her conduct that he/she is unqualified to continue as a member of the university community.
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APPENDIX F: STUDENT CONDUCT CODE

The following bylaws and regulations are promulgated to augment and support the Cole 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 Student Services or (2) a formal method of resolution. The informal method of resolution will be initially used for all cases unless the Associate Dean of Student Services 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 for additional conduct violations):

- 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 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 patient’s rights
- Misuse of pharmaceutical privileges
• Drug abuse – being under the influence of substances of abuse, 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
• 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 Associate Dean of Student Services. The Associate Dean of Student Services will hear all violations of the Code of Responsibilities and Rights of the Students as it relates to the informal method of resolution. The Associate Dean of Student Services 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 Associate Dean of Student Services will contact the student involved to request an appointment to discuss the alleged violation.
2. After investigating the incident and meeting with the student, the Associate Dean of Student Services will render a decision within five (5) school days, in writing, of the disposition of the violation and, if applicable, inform the students of the disciplinary action.
3. Should a student accept the decision of the Associate Dean of Student Services the disciplinary action will be effective immediately.
4. If the student does not accept the decision of the Associate Dean of Student Services, 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 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 Associate Dean of Student Services

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 this/her right to attend Touro University, the student may be temporarily suspended from the college on recommendation of the Associate Dean of Student Services. 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 Associate Dean of Student Services.

5. The Associate Dean of Student Services shall arrange a hearing which 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:
   a. two regular faculty or administrative members and one alternate regular faculty or administrative member appointed by the applicable college Dean and
   b. two 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 applicable 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 hearing 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.
   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 review all information which he/she chooses to submit.
   f. At the completion of all discussion the complainant and the students 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 Associate Dean of Student Services 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.

f. 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 and the Dean’s decision and shall inform the student of his/her right to appeal the decision.

g. 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 Provost 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 Provost the basis for appeal. All facts necessary to substantiate the appeal must be included within the request for appeal.

13. The Provost 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 Provost 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 Associate Dean of Student Services 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 Provost shall be notified. At the applicable college Dean’s, DEO’s, or Provost’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 Associate Dean of Student Services.
   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.
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 Discloser of Education Records Maintained by Touro University.*
APPENDIX G: RESOLUTION PROCESS FOR DISPUTES AND GRIEVANCES AND MISCONDUCT

Conduct and Discipline Resolution Process
Charges of misconduct, ethics violations or, violation of professional codes of behavior may be initiated by any of the Colleges of Touro University or any of its administration, faculty, staff or, students. All such charges will be filed, along with all supporting documentation, with the Associate Dean of Student Services (or his/her designee). Whenever a concern is raised and charges are filed concerns will be resolved by one of two methods. These methods are: (1) an informal resolution process or, (2) a formal hearing. When appropriate an informal resolution process is used to support one of the underlying principles of the educational mission of the university, that is; to promote the personal and professional development of students.

Upon receipt of charges and accompanying documentation the Associate Dean of Student Services (or his/her designee) will schedule an appointment to meet with the charged student within five (5) business days, whenever possible. The Associate Dean of Student Services will review all documentation and, in consultation with the Dean of the involved College (or his/her designee/s), will decide whether the charges warrant a formal hearing process. If the Deans find that a formal hearing is not warranted the Associate Dean of Student Services (or his/her designee) may proceed with the scheduled meeting with the accused student with the goal of an informal resolution process.

Informal Resolution Process
At the meeting with the student the Associate Dean of Student Services (or his/her designee) will present the student with the charges against him/her and the evidence supporting those charges and offer the student the opportunity for an informal resolution. If the student wishes to take responsibility and accept the consequences of the informal process the following procedure will be followed: the Associate Dean of Student Services (or his/her designee) will consult, within five (5) business days, with the committee or other body charged with evaluation of academic progress in the College where the student is enrolled. In consultation with this body appropriate consequences for the infraction(s) will be agreed upon. If the Associate Dean of Student Services (or his/her designee) and the appropriate College body are unable to reach agreement on the consequences, the Provost of the university will hear, within three (3) business days, the arguments of the Associate Dean of Student Services and the College and will make the final decision on appropriate consequences. The Provost will render her/his decision within three (3) business day. The student will be notified of the resulting consequences within fourteen (14) days of his/her first meeting with the Associate Dean of Student Services.
If the student accepts the decision of the informal resolution process the proceedings are completed and no further action for this violation will be pursued. If the student does not wish to accept the decision of this informal process she/he may request a formal hearing through the Formal Resolution Process. In addition, at any time prior to or during the course of the informal resolution process the student has the right to request a formal hearing.

**Formal Resolution Process**

If, following review of the charges and all supporting documentation the Associate Dean of Student Services in consultation with the College finds sufficient cause, a Formal Resolution Process may be initiated. The Provost of the university during the course of his/her deliberations may also decide that a Formal Resolution Process is warranted.

The Formal Resolution Process is designed so that the student will be fairly and justly treated at all stages of the resolution process. This process will not apply to matters of academic performance which will be dealt with by the appropriate committee for evaluation of student academic advancement in each College.

Once it has been determined that a Formal Resolution Process is necessary the following procedure will be followed.

- Formal charges with all supporting documentation will be provided in writing and submitted to the Associate Dean of Student Services (or his/her designee) and the involved student.
  - Documentation must include the name of the accused student, the name and position of the reporting person(people), and the nature of the allegation(s). The written statement will be sent to the accused student by registered or certified mail or delivered in person. Should the involved student refuse or fail to accept delivery of the statement after bona fide attempts to deliver, the requirement of notification will be considered to have been satisfied.
- Should a student’s actions be of such a nature that it is felt that he/she must be relieved of her/his right to attend Touro University, the student may be temporarily suspended from the college. This action, if necessary, will be taken by the Associate Dean of Student Services only after consultation with the Provost of the university and the Dean of the college in which the student is enrolled. A suspension may continue until the issue(s) in dispute is/are resolved or the Formal Resolution Process is complete.
- The Associate Dean of Student Services (or his/her designee) will arrange for a hearing which will take place not earlier than three (3) whenever possible, nor later than ten (10) business days following the decision to proceed with Formal Resolution.
• The hearing will take place before a hearing committee composed of the following individuals whom the Associate Dean of Student Services (or his/her designee) will request be appointed from:
  o Three (3) members appointed from faculty, administration or staff. Not more than one (1) of these appointees shall be from the College in which the accused student is enrolled. Any member employed by the College in which the student is enrolled must have no involvement in the case.
  o Two (2) student members appointed by the SGA President. Student members will not be enrolled in the same College as the accused student. A student with involvement in any aspect of the case will be disqualified.

• The members of the hearing committee will elect one of their members to serve as the Committee Chair.
• The accused student will have the right to disqualify one (1) member of the hearing committee without cause.
  o The replacement for a disqualified member will be selected by the Associate Dean of Student Services (or his/her designee).

• All persons involved in a hearing shall be given 36 hours written notice of all hearing dates, times, and places. Lesser notice times may be given if agreed to by the involved parties.
• Postponement of a hearing may be granted if evidence or pertinent individuals of interest cannot reasonably be available at the time set for the hearing.
• The student charged and the person making the charges will be accorded the following rights:
  o 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 chair.
  o To challenge the seating of one hearing committee member without cause. Any challenge must be made at least 36 hours in advance of the hearing.
  o To present fully all aspects of the issue before the hearing committee.
  o To be accompanied by an advocate. Legal counsel will not be allowed.
• Committee hearings will proceed under the following guidelines:
  o All committee hearings and meetings are to be closed.
  o A recording secretary is to be appointed by the committee chair. Verbatim transcripts of the proceedings may be made at the request and expense of any party.
  o All issues in dispute shall be orally presented by the committee chair.
  o The complainant will first present all information supporting the charges made against the student.
  o Following this presentation, the student who is under investigation will present his/her side of this issue, submitting for committee consideration all information which he/she chooses to submit.
  o At the completion of all discussion, the complainant and the student may each make a summary statement.
• At any time during the hearing, the complainant, the student, the
committee and/or college representatives may raise questions about the
evidence under review so that all aspects of the case are clarified.
• Silence by the charged student shall not be interpreted as an admission of
guilt.
• The committee shall reach a decision using the following guidelines:
  o The hearing committee will meet in closed session to reach a decision.
    Such meeting must be held within one (1) business day following the
    formal hearing.
  o If the hearing committee seeks additional information following
    commencement of its deliberations, it will notify the parties within two (2)
    business days and reconvene the hearing within five (5) business days of
    the conclusion of the original hearing. The hearing committee’s final
decision must be made within seven (7) business days of the conclusion of
    the original hearing.
  o A decision to find the student guilty of the accusations will need at least
    three (3) affirmative votes.
  o The committee decision will be presented in writing to the Associate Dean
    of Student Services who will then inform the Dean of the applicable
    College. 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 the
Section on Sanctions of the Code of Responsibilities and Rights of the
Students of Touro University (Appendix C).
  o The applicable College 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 of her/his
decision and shall inform the student of his/her right to appeal the
decision.
  o The university will implement the recommended disciplinary action after
    the appeal process has been completed.
• An appeal may be instituted by the following methods:
  o The student may request an appeal to the Provost within five (5) business
    days of notification of the Dean’s decision.
  o At the time of request for appeal, the student must submit in writing to
    the Provost the basis for the appeal. All facts necessary to substantiate the
    appeal must be included within the request for appeal.
• The Provost will act upon the appeal within five (5) business days by
  o Confirming the appropriate College Dean’s decision,
  o Modifying the decision, or
  o Ordering a new hearing.
• The Provost may grant an appeal only on showing one of the following:
  o Bias of one or more of the members of the Hearing Committee.
o New material; documented information not available to the committee at
the time of its initial decision.
o Procedural error.
• The decision of the Provost is final.
• Records of the above proceedings shall be kept in accordance with the following
guidelines:
o 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
Associate Dean of Student Services 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 record, the
university Provost shall be notified. At the applicable College Dean’s, or
Provost’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.
o 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 Associate Dean of Student Services.
o 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. Following graduation, the Associate
Dean of Student Services (or his/her designee) will meet with
representatives of the College in which the student was enrolled to
determine the proper disposition of the disciplinary file.
o 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 A).

ARBITRATION

This student catalog contains only general guidelines and information. It is not intended
to be comprehensive or to address all the possible applications of, or exceptions to, the
policies and procedures of Touro University California. Some of the subjects described in
this catalog are covered in detail in official policy and procedure documents. Students
should refer and defer to those documents for specific information, since this catalog only
briefly summarizes those policies. For that reason, if students have any questions
concerning a particular policy or procedure, you should address specific questions to the
Office of Student Affairs. Please note that the terms of the full official policies are
controlling in the case of any inconsistency.

This catalog is neither written nor meant to confer any rights or privileges on students or
impose any obligations on Touro University California. The catalog is not a contract. No
individual or representative of Touro (except the President) has the authority to enter into any agreement or understanding contrary to the above.

This catalog is written for informational purposes only and may contain errors. The policies, procedures and practices described herein may be modified, supplemented or discontinued in whole or in part, at any time with or without notice. Touro University California will attempt to inform students of any changes as they occur. However, it is the student’s responsibility to keep current on all College policies, procedures and practices. It is the student’s responsibility to review university and academic program policies and procedures in detail and to request any clarification needed from the Office of Student Affairs. Violation of university policies or procedures may result in disciplinary action, including dismissal from the program. Action may be taken against a student notwithstanding his or her failure to appear or otherwise participate in disciplinary or grievance proceedings.

Students are required to investigate for themselves as to whether the program they enroll in meets their personal and career needs. Thus, Touro University California disclaims any liability for promises, assurances, representations, warrantees or other statements made in its marketing or promotional materials, and makes absolutely no promises, assurances, representations, warrantees or other statements concerning a student’s academic success. While students expend significant sums associated with higher education, successful completion of a course, program, or degree is dependent on many factors. The payment of tuition entitles a student to register and matriculate in the courses and programs available and offered by the Touro University California school or program in which the student is enrolled. In order for a degree to be earned, the required grades and grade point averages must be achieved and maintained, and all other requirements of the school and program must be fulfilled.

Registration and matriculation at Touro University California after the issuance of this catalog is consideration for and constitutes a student’s knowing acceptance of the binding Alternative Dispute Resolution (“ADR”) mechanisms (including binding arbitration) contained herein. Thus, any dispute, claim or controversy arising out of or related to your application, registration, matriculation, graduation or other separation from Touro University California and/or this catalog, which is not resolved through Touro College and University System’s ADR mechanisms shall be resolved exclusively through final and binding expedited arbitration conducted solely before the American Arbitration Association (“AAA”), or any successor in interest, in accordance with the AAA Rules then in effect. The location of the arbitration shall be at a convenient office on a Touro College and University System campus where the student is (or was last) affiliated.
2017 STUDENT HANDBOOK
SIGNATURE SHEET

I have read, understand and agree to follow the policies and procedures set forth by Touro University California and the Joint MSPAS/MPH program as outlined in this handbook. As a student I am responsible for referring to this Handbook for specific policies and procedures governing my status as a student to include program requirements, goals and objectives, satisfactory academic and professional progress, graduation requirements and grievance policies.

____________________________________
Student Name (Print)

____________________________________  _____________________________
Student Signature                      Date

Signature Sheet Due to Program Office by 5:00 on Wednesday, August 20, 2014.