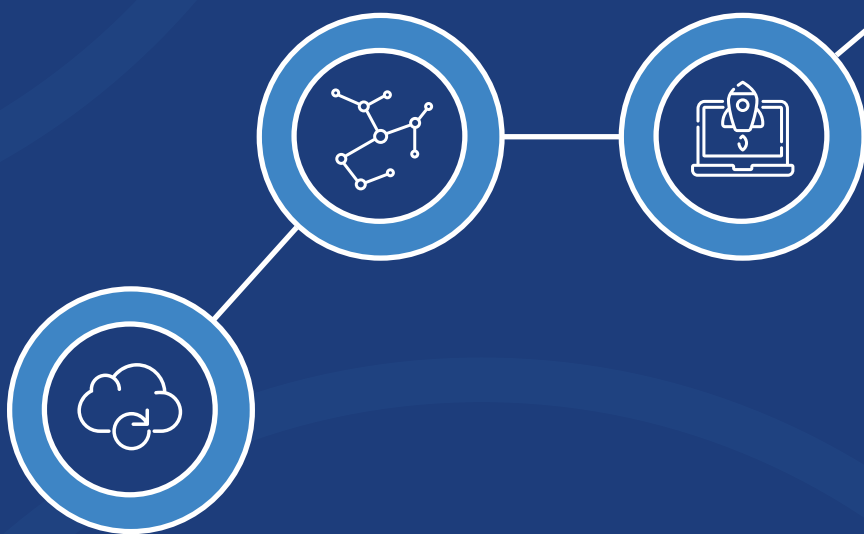


# 2022-2024 CATALOG



TOURO UNIVERSITY  
GRADUATE SCHOOL OF TECHNOLOGY



**TOURO  
UNIVERSITY**

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**Graduate School  
of Technology**

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Catalog

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2022 – 2024

Revised and reissued September 2023.

[gst.touro.edu](http://gst.touro.edu)

## ACCREDITATION

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

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

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

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

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

## POLICY OF NON-DISCRIMINATION

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

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

## IMPORTANT NOTICE

*This 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. Some of the subjects described in this Catalog are covered in detail in official policy and procedure documents found online and elsewhere. You should refer to these documents for specific information, since this Catalog only briefly summarizes those policies. For that reason, if you have any questions concerning a particular policy or procedure, you should address your specific questions to the Office of Institutional Compliance. Please note that the terms of the full official policies are controlling in the case of any inconsistency.*

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

*This 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. All changes will be posted on the Touro website. Although we will attempt to inform you of any changes as they occur via the Touro email address assigned to you upon activating your TouroOne portal account, it is nevertheless your responsibility to keep current on all University policies, procedures and practices. Your assigned Touro email address is the official method of contact for all such notices and for all Touro communication. For the avoidance of doubt, all applicable new and revised policies, procedures, and practices posted on the Touro website will become effective to you, whether or not you become specifically aware of them.*

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

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

## **GENERAL DISCLAIMER**

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

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## MESSAGE FROM THE PRESIDENT

In the five decades that have passed since Dr. Bernard Lander founded Touro College, our institution has grown significantly and achieved remarkable success. When launched with its first class of 35 students, Touro was envisioned as a great experiment in higher education, blending the best of Jewish and secular scholarship in an atmosphere of personal attention and academic excellence. Our mandate was to respond in innovative ways to the educational needs of the growing Jewish communities of New York and elsewhere, and to provide accessible and quality academic opportunities to underserved populations. Today, Touro University remains faithful to its original mission, educating approximately 19,000 students of diverse backgrounds, worldwide. We offer a wide range of undergraduate, graduate, and professional degree programs in a variety of disciplines—from Jewish studies to education to law and to the health sciences—including outstanding programs for students pursuing careers in medicine and the allied health professions.

As the second president in Touro’s history, I am deeply committed to Touro’s mission of serving humanity and building a better world, as well as providing academic excellence and personal attention for students seeking to maximize their personal and professional growth. In carrying out our goals, we continue to work with our students in a collective effort to help make the world a better place for all. The Graduate School of Technology works towards these objectives by preparing a diverse cadre of highly-qualified professional who are distinguished by their academic expertise, ethics, and commitment to excellence. The School provides superior quality instruction to a diverse student body serving the 21<sup>st</sup> century needs of the technology industry.

Thank you for joining us in the pursuit of our mission. I wish you the greatest success in achieving your academic and professional aspirations.

Sincerely,

Alan Kadish, M.D.



## **DR. BERNARD LANDER**

### **FOUNDING PRESIDENT OF TOURO UNIVERSITY**

Dr. Bernard Lander was an inspirational leader and visionary who revolutionized the field of education. As an educator and preeminent scholar, Dr. Lander devoted his life to Jewish and general higher education. Dr. Lander founded Touro College in 1970 and served as its first president until his passing in February 2010. Under his stewardship, Touro underwent significant growth, becoming an institution with multiple campuses and international reach. In February 2022, Touro was granted University status by the New York State Board of Regents. Today, Touro University educates approximately 19,000 students across the United States and around the world.

Dr. Lander's creative genius and original thinking continues to be reflected in Touro's innovative approach to the field of higher education. He believed that it was his mission in life to strengthen Jewish continuity through the myriad of Torah and educational institutions that he established, and to provide opportunities for advancement for individuals from all walks of life.



Before founding Touro College, Dr. Lander was recognized as one of the foremost influences on American Jewry. After receiving semicha (rabbinical ordination) from his beloved teacher, Rabbi Moshe Soloveitchik, he assumed the prestigious pulpit position at Beth Jacob Congregation in Baltimore, Maryland. Soon thereafter, in recognition of his work at Columbia University while earning his doctorate in sociology and his communal leadership, he was named associate director of former New York City Mayor Fiorello LaGuardia's Committee on Unity, a precursor to the city's Commission on Human Rights.

In 1958, Dr. Lander was appointed dean of the Bernard Revel Graduate School of Yeshiva University, where he played a major role in the establishment of a network of graduate schools. He also served for over thirty years as vice president of the Union of Orthodox Jewish Congregations, where he emerged as a spokesman for the American Jewish community and was deeply involved in the creation of its acclaimed youth movement, the National Conference of Synagogue Youth. Simultaneously, he was a professor of sociology at The City University of New York and was selected to serve on several presidential commissions that dealt with social policy issues. Touro College and Touro University are Dr. Bernard Lander's legacies, institutions that will continue to provide quality education for many generations to come.

## MESSAGE FROM THE SENIOR VICE PRESIDENT FOR ACADEMIC AFFAIRS AND PROVOST, GRADUATE AND PROFESSIONAL DIVISIONS

Dear Touro Students,

Congratulations on choosing Touro University to continue your education. We are confident that at Touro you will find a vibrant intellectual community where faculty and students interact with respect and professionalism. You have selected a college that is student-centered and focused on your success. We have a lot to offer, and hope that you will, in turn, take advantage of myriad opportunities for learning and inquiry, both inside and outside of the classroom.

While at Touro, you will have opportunities to engage in research, participate in our University-wide Research Day, engage with thought-leaders and skilled practitioners in your chosen field of study and interact with students and faculty in various disciplines. Touro is expanding its footprint in technology in general, and technology in the health care space in particular, with new graduate programs areas including data analytics and cybersecurity. Those who have committed themselves to careers in the health care professions will have unique inter-professional education experiences offered in the context of a university that enrolls more than 3,000 students annually in medicine, health sciences, pharmacy, and related disciplines. Our other graduate schools include social work, education, technology, law, and Jewish studies – all providing robust opportunities and exposure to traditional and cutting-edge curricula.



It is indeed the people that make the place. At Touro University the faculty, administration and staff are warm, caring and committed to your success. Your Touro education will provide the knowledge required to excel in your chosen field as well as critically important community leadership skills. Because of our mission and commitment to social justice and serving the underserved, you will hone leadership skills that will enable you to help others and to make a difference.

Please familiarize yourself with the programs and policies contained in this catalog as they will guide you throughout your academic journey at Touro.

I look forward to meeting you and to watching you reach your academic and career goals, first as students and then as alumni. Best wishes for a meaningful experience at Touro.

Sincerely,

Patricia E. Salkin, J.D., Ph.D.

## WELCOME FROM THE DEAN

I would like to welcome you to the Graduate School of Technology at Touro College. We are very excited to offer a new, cutting-edge curriculum with three Master's programs: a Master of Science degree in Information Systems with concentrations in Data Analytics and Database Systems, Network Administration and Cybersecurity, Technology Leadership / Project Management and Web and Application Development, a Master of Arts degree in Web and Multimedia Design, and a Master of Science Degree in Instructional Technology with a K-12 Certification track and a Corporate Education track with a focus on becoming a Distance Learning Specialist. These degrees are designed to enhance your technical skills while also preparing you for a promising career that will rely heavily on management expertise.



In today's challenging economy, graduates with state-of-the-art technology training remain very much in demand. Globalization of the software industry has decentralized substantial software production to offshore locations, creating a vital need for management and leadership positions in the United States. Completion of a Graduate School of Technology degree will qualify you to assume these leadership positions that continue to be US-based.

Graduate School of Technology faculty members are committed to teaching excellence, as reflected in our comprehensive and engaging curriculum. Our instructors are eager to share their years of hands-on experience and real-world knowledge in the classroom.

I encourage you to meet with me or my staff to discuss how an education at the Graduate School of Technology can fit into your plans. We look forward to meeting you and helping you advance your career!

Cordially,

Issac Herskowitz, Ed.D.

## ACADEMIC CALENDARS

Touro University Graduate School of Technology academic calendars can be found on the GST website (See the Academic Calendars for each Master's program on the program pages.)

**Students should regularly check the site for any calendar changes that may have been made.**





## **Touro University Mission Statement**

Touro University is an independent institution of higher education under Jewish auspices, established to promote and perpetuate the Jewish heritage, as well as to serve the general community in keeping with the historic Jewish commitment to intellectual inquiry, the transmission of knowledge, social justice, and service to society. Touro offers undergraduate, graduate and professional programs that serve diverse components of the Jewish community and the larger society, especially those who have been historically underserved. These academic offerings span Jewish studies, the liberal arts and sciences, and medical and health sciences. Touro is a University where personal growth, scholarship and research are fostered and where men and women are prepared for productive lives of dignity, value, and values.

The core values of the University are based on two fundamental components, as reflected in Hillel's dictum in Ethics of the Fathers, "If I am not for myself, who will be for me? And if I am concerned only with myself, what am I?" These values mirror Touro's commitment to quality education as well as integrity, inclusivity, equity and respect for all members of the Touro Community.

### **The following goals support Touro's Mission:**

1. To impart and enrich the Jewish heritage and its tradition of intellectual inquiry and to incorporate its ethos into the University's academic offerings
2. To promote inclusivity, ethical behavior, and social responsibility through the curriculum and community outreach
3. To advance the career interests and professional aspirations of our students through a broad range of academic programs and innovative approaches
4. To advance faculty and student research and scholarship
5. To promote educational opportunities and access, focused on the student experience and student success

## **INTRODUCTION**

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

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

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

## **TOURO UNIVERSITY**

Touro University (“Touro” or “the University”) is a Jewish-sponsored independent institution of higher learning and professional education founded to strengthen Jewish heritage while providing the highest quality educational opportunities to society as a whole.

The University was chartered by the New York State Board of Regents in 1970 and opened a year later as “Touro College.” In 2022, Touro celebrated its 50th anniversary and was granted university status by the Board in recognition of the institution’s advanced academic standing. Shortly thereafter, in 2023, Touro marked yet another new and exciting chapter in its history with the opening of its new Cross River Campus at 3 Times Square. The modern campus brings together eight schools in more than 300,000 square feet, housing state-of-the-art classrooms, research labs and administrative offices on 12 floors.

Touro has grown from an initial class of 35 students in New York City to an international university system of approximately 19,000 students located in six states and four countries. Its commitment to academic excellence and growth through innovative programs continues to inform all of Touro’s endeavors. Today, Touro enjoys the strong leadership of Chancellor Rabbi Doniel Lander and President Dr. Alan Kadish in furthering Touro’s historic purpose.

Touro’s schools serve a variety of communities, providing engaging courses in a range of fields - from medicine and pharmacy to law; business to education; and speech pathology to Jewish studies. The Touro educational experience reflects the Jewish intellectual tradition of commitment to the transmission of knowledge, social justice, and respect for applied knowledge and discovery.

It is this commitment to a Jewish intellectual tradition that fuels the many outstanding achievements by faculty and students throughout Touro. At the same time, the Touro University experience goes beyond classroom instruction - Touro fosters an atmosphere of warmth, in which close faculty-student relationships, student camaraderie and individual attention are nurtured.

### **Enhancing the Jewish Heritage**

Touro’s first college, the Touro College of Liberal Arts and Sciences, was established in 1971. Decades later, the various divisions of the College were designated The Lander Colleges, in honor of Founding President Dr. Bernard Lander, for his historic contribution to higher Jewish education in America. The Lander Colleges embody Touro’s commitment to enriching the college experience for Jewish men and women. They are comprised of three colleges: The Lander College of Arts and Sciences – Flatbush (with separate divisions for men and women); the Lander College for Women – The Anna Ruth and Mark Hasten School in Manhattan; and the Lander College for Men in Queens. Other Touro schools similarly dedicated to the unique needs of the Jewish people include the Graduate School of Jewish Studies, which prepares students for careers in education and community service; the School for Lifelong Education, to serve the academic needs of the Hasidic community; the Institute for Professional Studies – Machon L’Parnasa, which provides practical applications in higher education for the ultra-orthodox community; and Touro College Los Angeles, which follows a curriculum modeled after The Lander Colleges. In 2015, Touro welcomed the Hebrew Theological College of Skokie, Illinois into the Touro system.

### **Fulfilling Needs - and Building Strength - in Healthcare**

Touro has grown into one of the largest healthcare educational systems in the country. Beginning with the School of Health Sciences in New York City in 1972, Touro pioneered the training of physician assistants and established other campuses in the New York area that prepare healthcare professionals to serve a broad range of patient needs including nursing, physical and occupational therapy, speech language pathology, psychology, and mental health. In 2020, Touro responded to the growth of data and security issues in healthcare by expanding its offerings to a new campus in Skokie, Illinois with programs in healthcare cybersecurity, data analytics, nursing and physician assistant studies.

The Touro College of Osteopathic Medicine (TouroCOM) opened in 2007 in Harlem, committed to training underrepresented minorities and to practicing in underserved communities. Subsequently, in 2014, a second campus of TouroCOM opened in Middletown, New York and most recently, in 2023, a third TouroCOM campus opened in Great Falls, Montana - set to further TouroCOM's mission of educating underrepresented minorities in medicine and serving communities in need. The Touro College of Pharmacy, originally established in Harlem with a shared vision to promote wellness, especially among underserved populations, relocated to our new Cross River Campus in Times Square. In 2022, Lovelace Research Institute in Albuquerque, New Mexico joined the Touro system. Founded in 1947, Lovelace is one of the oldest not-for-profit biomedical research institutes in the country, noted for excellence in respiratory disease and neuroscience research, toxicology, drug development and protecting the nation against chemical, biological and nuclear threats.

In 2011, New York Medical College (NYMC), one of the nation's oldest and most prestigious health science universities, joined the Touro system, thereby creating one of the largest affiliations of medical and health education and biological studies programs under one banner. Located in Westchester County, NYMC is the leading academic biomedical research center between New York City and Albany, with nearly \$38.5 million in sponsored research and other programs under management. In 2016, the Touro College of Dental Medicine opened on the NYMC campus, New York State's first new dental school to launch in nearly 50 years.

A Western Division was established in 1997 with Touro University California (TUC) and its several health science schools: Touro University College of Osteopathic Medicine, Touro University College of Pharmacy, and the College of Education and Health Sciences. In 2004, Touro University Nevada (TUN) was created as a branch campus of TUC to help address critical needs in health sciences and education and as a resource for community service in Nevada. TUN includes the Touro University Nevada College of Osteopathic Medicine and the College of Health and Human Services, which offers numerous degree programs in health sciences and education.

### **Charting New Territory in Law, Business and Technology**

Touro University Jacob D. Fuchsberg Law Center, opened in the 1980's, operates out of a new law complex on Long Island that includes a federal and state courthouse – the first law campus of its kind in the country. The Graduate School of Business offers a variety of graduate degree programs and trains graduates to work effectively in a world market of independent economies. The Graduate School of Technology offers multiple degree programs that reflect the power and pace of technological change. Touro University Worldwide, an online university, offers graduate degree programs for lifelong learners or those interested in furthering their professional development.

### **Educating the Educators, Serving the Community**

Touro's Graduate School of Education prepares America's future leaders in education with one of the largest teacher education programs in New York State. Through its Lander Center for Educational Research, public schools are assisted in addressing problems that impact student achievement and equality of educational opportunity. The New York School of Career and Applied Studies was established to provide quality undergraduate education at multiple locations throughout New York City that serve the needs of the city's diverse populations. The Touro College Graduate School of Social Work inspires and prepares graduates for clinical social work practice in a variety of urban and multicultural environments and to advocate effectively for the most underserved in society.

### **Forging Ties with Israel and Revitalizing Jewish Life in Europe**

Touro College in Israel was established in 1986 to provide the English-speaking population in Israel with the opportunity to earn credits towards an academic degree while studying in Israel. In 1991, Touro College became the first American institution of higher education to establish a program of Jewish studies in Moscow. The Lander Institute Moscow, established to afford members of the Jewish community a greater awareness of their Jewish heritage, offers a well-rounded general education and preparation to serve organizations and schools. In 2003, Touro began offering an academic program through Touro College Berlin and later established on the Berlin campus the Lander Institute for Communication about the Holocaust and Tolerance.



## MISSION OF THE GRADUATE SCHOOL OF TECHNOLOGY

The Mission of the Graduate School of Technology is to educate “tomorrow’s technology leaders today” through quality technical and professional programs that position students for significant opportunities in the technology marketplace.

To fulfill this mission, the Touro Graduate School of Technology offers four Master’s degree programs:

- **Master of Science in Information Systems**, with concentrations in Data Analytics and Database Systems, Network Administration and Cybersecurity, Technology Leadership/Project Management, and Web and Application Development
- **Master of Science in Data Analytics**, with concentrations in Technology/Database and Business Analytics
- **Master of Arts in Web and Multimedia Design**, which integrates elements of digital design, programming, and industry standard technologies and procedures
- **Master of Science in Instructional Technology**, with two tracks – one for teachers who lead with the use of technology in the classroom and one for instructional designers in corporate settings

The School also offers the following credential programs:

- **Advanced Certificate in Project Management**
- **Advanced Certificate in User Experience and User Interface Design (UX/UI)**
- **Advanced Certificate in Web and Digital Design**
- **Advanced Certificate in 3D Modeling and Digital Animation**

We prepare graduate students for advanced career achievement by equipping them with the knowledge and technical skills they need to operate in an increasingly complex technological world. Our academic environment encourages the intellectual flexibility students need to adapt to constant change. The School’s programs are designed to offer current professionals, as well as newcomers to these fields, access to real-world experience in a hands-on setting, so they can prepare for the technology and communications opportunities of the future. In doing so, they also gain the managerial skills and technical expertise necessary to transition into desirable information, communications, and educational management positions.



## ADMISSIONS

The Graduate School of Technology welcomes applications from all qualified candidates who hold a Bachelor's degree from an accredited college or university. International candidates who hold the equivalent of a U.S. Bachelor's degree are also encouraged to apply.

### Admission Requirements

1. **A baccalaureate degree** (or its equivalent) from an accredited academic institution; a major in Computer Science, Information Systems, Graphic Design or Digital Media is recommended, but not required.
2. **A minimum of 9 semester hours of computer science courses**, including the prerequisites (or their equivalents) for the desired program/concentration; applicants who lack these prerequisites **must complete the necessary preparatory courses and earn a grade of “B” or better in each** (see programs/concentrations for details).
3. **A minimum undergraduate and/or graduate grade point average of 3.0** (on a 4.0 scale).
4. **Fulfillment of the English Language Proficiency requirement**, if applicable.\*
5. For the MA program in Web and Multimedia Design, **a portfolio of relevant print and/or electronic design work** is also required for review
6. **An essay describing personal goals and objectives** in applying to the desired program.
7. If possible, attach **a current resume**.

\*Applicants whose native language is not English or who did not attend secondary school or college in an English-speaking country must show proficiency in the English language. This can be demonstrated in one of three ways:

- A. On the TOEFL examination, achieving a minimum score of either
  - a. 600 (paper-based) **or**
  - b. 213 (computer-based) **or**
  - c. 80 (Internet-based)
- B. On the IELTS--Academic examination, achieving a minimum Band score of 6.
- C. On the PTE Academic examination, achieving a minimum score of 58.

### Admission Process

Applicants should visit <http://apply.touro.edu>, create an account, and follow the directions for completing our online application. The Touro Office of Graduate Admissions processes applications to all Master's degree programs, and collects the necessary information and documents from each applicant. Admissions officers then partner with GST admissions advisors, who provide initial advisement, on an individual basis, about the academic programs offered by the Graduate School of Technology.

**For those applicants to the MSIS program who did not major in Computer Science or Information Systems as an undergraduate, at least one of the following is required for admission:**

1. A minimum of nine semester hours of undergraduate computer science courses.
2. Documented employment experience in a closely related field.

If neither of these requirements are met, the candidate can still be admitted. However, the program offers up to three preparatory courses that must be completed with a grade of “B” or better before the candidate can begin taking technical computer science or information system courses in the program. The Program Chair and Program Director will determine how many, and which, of the listed preparatory courses are required. (See program/concentration information for details.)

**For those applicants to the Web and Multimedia Design Program who did not major in design as an undergraduate, at least one of the following is required for admission:**

1. Nine semester hours of undergraduate design courses.
2. Documented employment experience in a closely-related field.
3. A professional portfolio of design work.

If none of these requirements are met, the candidate can still be admitted. However, the program offers up to three preparatory courses that must be completed with a grade of “B” or better before the candidate can begin taking technical design courses in the program. The Program Chair and Program Director will determine how many, and which, of the listed preparatory courses are required. (See program information for details.)

All documents should be sent directly to:

*GST Office of Admissions*  
*Touro University*  
*3 Times Square*  
*New York, NY 10036*  
*212.463.0400 x55462*  
[www.touro.edu/gst/MSIN/admissions.asp](http://www.touro.edu/gst/MSIN/admissions.asp)

The admissions office for the Graduate School of Technology is open Mondays through Thursdays from 9:00 AM to 5:30 PM and Fridays from 9:00 AM to 2:00 PM, unless otherwise posted.

## **Transfer Credit**

Students who wish to request transfer credits for prior graduate coursework must present (an) official transcript(s) from the graduate school(s) at which the courses were taken. Only courses in which a grade of “B” or better was earned are eligible to be evaluated for transfer. The Program Chair must approve *in writing* the award of credit.

## **International Students**

The Touro University Graduate School of Technology admits a select number of international students to our Master’s- level degree programs. Educational opportunities at this level offer international students the skills, tools, and technology necessary for effective IT leadership and management.

Non-U.S. citizens who wish to enroll in the School and do not hold a green card must obtain an F-1 (student) visa issued by the U.S. Department of State. Applicants accepted to the School will need to furnish documentation for Touro to issue an I-20 form, one of the items needed for the F-1 visa application. For detailed information, please visit the Touro International Students website at <http://www.touro.edu/departments/international-students>. Also, these staff members are available to help international students navigate the admission and F-1 visa processes:

The Program Director of the Graduate School of Technology is available to further clarify *academic and admission* policies and procedures for applicants. Contact information:

3 Times Square  
New York, NY 10036  
212-463-0400 ext. 55462  
[info.gst@touro.edu](mailto:info.gst@touro.edu)

The Director of International and Veteran Student Affairs/PDSO is available to further clarify *visa procedures* for applicants. Contact information:

3 Times Square  
New York, NY 10036  
212-463-0400 ext. 55607  
[sun.choi3@touro.edu](mailto:sun.choi3@touro.edu)

Please be aware that, regardless of past academic achievement, only persons who possess or qualify for visas permitting the visa holder to pursue higher education in the United States are eligible to enroll.

## Transcript Evaluation

Applications to Touro Graduate School of Technology from students who have studied outside of the United States can only be processed after the school receives the following two documents:

1. An **original transcript** (mark sheet) must be sent to Touro Graduate School of Technology directly from the issuing school. Transcripts issued to students are not considered official documents. Additionally, if your transcript (mark sheet) is in a language other than English, you must provide a certified translation of that transcript.
2. A **course-by-course educational credential evaluation** is usually required to certify academic work completed outside the US. This should be sent directly to the School by a Touro-approved Agency. A list of agencies is available by logging onto <http://www.naces.org/members>. Copies of previous evaluations are not acceptable. Students who have graduated with three-year bachelor degrees from accredited schools need to have their transcripts and course work evaluated by the GST staff.

## Foreign Student Disclaimer

Foreign scholars and students' responsibilities include, but are not limited to, applying for a visa, fulfilling the initial report requirement, maintaining legal status in the United States, obtaining health insurance, and fulfilling residency requirements, if any. It is the student's responsibility to comply with all immigration requirements and deadlines. Assistance by the Responsible Officer ("RO") or Alternate Responsible Officer ("ARO") is advisory only and is not a substitute for professional immigration guidance, which is recommended.

By participating in any Touro program as a foreign student, you waive and Touro further disclaims any liability in contract and tort, including negligence, in connection with any action or inaction of the RO, ARO or Touro in connection with your immigration status or failure to maintain such status.

## TUITION AND FEES

### Tuition & Fees 2022 - 2023\*

MS in Information Systems	\$2,460 per 3-credit course
MA in Web & Multimedia Design	\$2,460 per 3-credit course
MS in Instructional Technology	\$1,860 per 3-credit course
Application Fee	\$50 (non-refundable)
Administrative Fee	\$100 per semester (non-refundable)
Late Registration Fee	\$100 per semester
Late Payment Fee (up to \$500 total)	\$100 per month
Graduation Fee	\$200

Technology Fee	\$100 per semester
Returned Check Fee (bank charge)	\$40
Transcript Fee	(see “Transcripts,” p. 87)

*\* Tuition and fees are subject to change annually. The Board of Trustees of Touro University reserves the right to change the tuition and fee schedule without prior written notice.*

### **TouchNet (also see “Office of the Bursar,” p. 69)**

TouchNet is Touro’s means of providing our student body 24-hour access to account activity, making payments and setting up payment plans online. To access TouchNet, login to TouroOne at [www.touroone.touro.edu](http://www.touroone.touro.edu) following the user and password guidelines, and then select “TouchNet” from the menu. For questions or issues with access, please contact the Touro HelpDesk at 844-868-7666.

Payment methods accepted through TouchNet include all major credit cards or by E-Check using a checking account. Please be advised that payments on student accounts made online by credit or debit card will be charged a 2.85% non-refundable convenience fee by our third-party provider, TouchNet® Pay Path.

### **Tuition Refund Schedule**

#### **Refunds (also see “Office of the Bursar,” p. 69)**

Any student in overpayment of tuition will receive a refund. All refunds are issued within 14 days of the credit balance posted to their student account (check your TouchNet account activity to confirm the posting). Refunds may be processed via paper check or E-check directly to the student’s bank account of choice. Please ensure that you update your account information. The University is not responsible for delays in payments due to incorrect information entered by the student or their representatives. If paid by credit card, that credit card will be refunded.

In the case of application for federal direct loans (i.e., the federal Stafford Loan programs), the student will be notified via mail of the date the loan has been received and credited to the student’s account. To cancel all or a portion of the loan, return the notification to the Financial Aid office within 14 days.

#### **Policy for Withdrawing from All Classes**

Students who wish to officially withdraw from a program are required to complete a “Withdrawal from the Program” (WFP) form, obtain approval from their program advisor (department chair or dean), FA and Bursar and submit it to the Office of the Registrar for processing. The official date of withdrawal from the program is the date on which the completed withdrawal form is submitted and time stamped at the Office of the Registrar.

Non-attendance, non-participation or notification to the instructor/program director does not constitute an official withdrawal.

The Office of the Registrar is the only Designated Campus Official for all official withdrawals. Official notification to the school occurs when a student notifies the Registrar of his or her intention to withdraw. Intent to withdraw means that the student indicates he or she has either ceased to attend the school and does not plan to resume academic attendance or believes at the time he or she provides notification that he or she will cease to attend the school. Notification is not considered provided until the Registrar receives the notification.

Students who wish to withdraw from all courses in a given semester without officially withdrawing from a program must complete an Add/Drop form. (see “Dropping and Adding Courses,” p. 75).

When withdrawing from ALL classes, the following tuition refund schedule will apply:

**Summer Semester (up to 8 weeks in length)**

- Before the first day of the semester: 100% of tuition credit
- During the add/drop period: 100% of tuition credit
- During the week following the add/drop period: 50% of tuition credit
- After the week following the add/drop period: No refund

**For summer sessions running longer than 8 weeks, the tuition refund schedule will follow a regular Fall/Spring policy.**

**Fall & Spring semesters - When withdrawing from all courses:**

- Before the first day of the semester: 100% of tuition
- During the add/drop period: 100% of tuition
- During the week following the add/drop period: 50% of tuition
- After that week: No refund

The Administrative Fee is non-refundable for all semesters.  
All other fees are refundable during the Add/Drop period only.

**Policy for Withdrawing from a Partial Load**

Students are required to submit an add/drop form or other written notification (email from the official Touro email address is acceptable) listing all of the courses that they wish to withdraw from to initiate the process. The form must be approved by the appropriate program advisor (department chair, or dean). The add/drop form must be submitted to the Office of the Registrar by the deadline set by the student's school in order to be processed in the Student Information System. Students must refer to their school's academic calendar and/or college catalog for withdrawal dates and submission deadlines. The official date of withdrawal from the course(s) is the date on which a completed add/drop form is submitted and time stamped at the Office of the Registrar.

Non-attendance, non-participation or notification to the instructor/program director does not constitute an official withdrawal.

For students who add and drop classes of an equivalent credit load, there are no financial implications, and no tuition adjustments are needed.

Students who drop courses placing them in a status below their original load will have their tuition adjusted per course dropped as follows:

**Summer Semester (up to 8 weeks in length) – when withdrawing from a Partial Load**

- Before the first day of the semester 100% of tuition credit for course(s) dropped
- During the add/drop period 100% of tuition credit for course(s) dropped
- During the week following the add/drop period 50% of tuition credit for course(s) dropped
- After that week No refund



**For summer sessions running longer than 8 weeks, the tuition refund schedule will follow a regular Fall/Spring policy.**

**Fall & Spring Semesters – When withdrawing from a Partial Load**

- Before the first day of the semester 100% of tuition credit for course(s) dropped
- During the add/drop period 100% of tuition credit for course(s) dropped
- During the week following the add/drop period 50% of tuition credit for course(s) dropped
- After that week No refund

The Administrative Fee is non-refundable for all semesters.  
All other fees are non-refundable during the Add/Drop period only.

Please note that students in receipt of Title IV funds are subject to Federal Return of Title IV policies when withdrawing from ALL classes. Please contact the Financial Aid Office for further information.



## GRADUATE FINANCIAL AID

The Touro University System is committed to helping students afford the opportunity for a valuable education. In order for Touro to determine eligibility for its financial aid programs, all students except international students must complete the Free Application for Federal Student Aid (FAFSA) at <https://studentaid.gov/h/apply-for-aid/fafsa>. Financial aid is provided through college, state, and federal funds for scholarships, grants, loans, and employment. Awards are designed to recognize scholastic achievement, service, and/or demonstrated need. The variety of financial aid programs available allows many students to greatly reduce their educational costs while attending Touro University.

It is the student's responsibility to request, complete, and submit all forms with necessary documentation for all financial aid programs, including scholarships, in a timely manner. Students who would have otherwise been eligible may not receive funding when they fail to timely submit documents. All financial aid programs are subject to availability and funding levels.

Financial aid awards are not guaranteed and may be reduced or cancelled after being offered or disbursed to students. Financial aid awards are subject to all revisions in federal, state and institutional policies, availability of funds, changes in enrollment, changes in housing status, as well as updates in FAFSA information, failure to meet minimum grade requirements, failure to complete the semester, and failure to timely submit all required documentation.

Students must meet Satisfactory Academic Progress (SAP) requirements at all times in order to receive and retain financial aid.

Because of the nature of federal, state and institutional guidelines affecting financial aid programs, the information contained in this catalog is subject to change. For further information about available financial aid programs and whether you meet eligibility requirements please contact:

<https://studentaid.gov/h/apply-for-aid/fafsa> - federal website for submitting the Free Application for Federal Student Aid

<https://studentaid.gov> - federal website for student and parent loan applications and information

<https://nsls.ed.gov/npas/> - federal website for reviewing the student's financial aid history

<https://www.csac.ca.gov/cal-grants> - state website for California students to apply for various grants

<http://www.isac.org/students/> - state website for Illinois students to apply for various grants

<https://www.hesc.ny.gov/> - state website for New York students to apply for various grants

### Financial Aid Self-Service & Student Administrative Services Help Desk

Financial aid is an enabling element in your educational pursuit. To that end, Touro has implemented the Touro One student portal. With this system, you can review your financial aid awards in real-time, accept or reject loan-based financial aid, gain insight into what might be delaying your financial aid, and much more. You can also register and pay your bill via the student portal. Visit <https://touroone.touro.edu/>

As part of our Financial Aid Self-Service tool, our student services helpdesk aims to assist all students at the Touro University with their student services questions. To assist you off-campus or for general financial aid inquiries, please contact **TouroOne Helpdesk** at [help@touro.edu](mailto:help@touro.edu), via phone at 844-868-7666 or via **Zoom**. **To schedule a meeting with our specialist, visit <https://tcus.service-now.com/sp>**

### Federal Application Requirements and Procedures

All students who wish to apply for financial aid must complete a Free Application for Federal Student Aid (FAFSA or a Renewal FAFSA) and submit it to the U.S. Department of Education (ED) once for each academic year. The



FAFSA can be completed online at <https://studentaid.gov/h/apply-for-aid/fafsa>. Applications become available on October 1 for the upcoming school year that begins with the following summer semester. For example, for the 2022-2023 academic year (which includes the summer 2022, fall 2022 and spring 2023 semesters) the FAFSA was available on October 1, 2021.

Financial aid funding is designed to help bridge the gap between the cost of attending a college and the student’s (and parent’s, when applicable) available resources. Most awards are determined by need. Please note, financial need has no bearing on admission decisions. Touro administers federal, state, institutional and local sources of aid, as detailed in the following pages.

Students who wish to apply for scholarships, grants, work-study and/or parent and student loans are required to complete the FAFSA. The college codes to be used on the [FAFSA](#) for Touro’s locations are listed below.

<b>State</b>	<b>Touro Location</b>	<b>College Code</b>
California	Touro University California (TUC)	041426
California	Touro University Worldwide (TUW)	041425
Illinois	Hebrew Theological College (HTC)	001685
Nevada	Touro University Nevada (TUN)	041426
New York	New York Medical College (NYMC)	002784
New York	All locations except NYMC	010142

The FAFSA is available online at <https://studentaid.gov/h/apply-for-aid/fafsa>. For maximum consideration for all types of financial aid, students should file their FAFSA applications as soon as possible after October 1<sup>st</sup> of each year at <https://studentaid.gov/h/apply-for-aid/fafsa>

### **Requirements for Title IV (Federal) Financial Aid**

In order to qualify for federal financial aid, students:

- Must be accepted into one of Touro’s degree granting programs and must be fully matriculated in that program.
- Must have a high school diploma or its recognized equivalent, such as a general educational development or GED certificate or have completed home schooling at the secondary level as defined by state law.
- Must be making satisfactory academic progress toward their degree.
- Must be enrolled at least half time to receive to receive federal loans.
- Must not have been convicted of possession or sale of illegal drugs for an offense that occurred while receiving federal financial aid (see Question on the FAFSA for additional eligibility information).
- Incarcerated students are not eligible for federal student loans but are eligible for Federal Work Study and Federal Supplemental Educational Opportunity Grants. They are also eligible for Pell Grants if not incarcerated in a federal or state penal institution.
- Must not be in default on a prior federal student or parent loan that has not been rehabilitated. Contact the Office of Financial for loan rehabilitation information.
- Must be a U.S. citizen or permanent resident or other eligible non-citizen.
- Must have a valid Social Security Number.
- With the exception of unsubsidized Loans and PLUS Loans, all other federal student aid requires students to demonstrate financial need.
- agree to use any federal student aid received solely for educational purposes.
- sign a statement of educational purpose/certification statement on refunds and defaults.

### **Federal Verification Requirements**

When the FAFSA is filed, the federal government reviews the data submitted and selects certain applications for a process called Verification. Generally, approximately thirty percent of FAFSA applications are selected for

verification. The verification process helps the federal government to ensure that students' information is accurate and that they receive all funds for which they qualify. If a student's application is selected, the student, his or her spouse and/or parents must submit documents that support the information supplied on the FAFSA to the Touro's Office of Financial Aid. This usually includes copies of the appropriate year's IRS Tax Transcripts, a Verification Worksheet (supplied by Touro) and other supporting documentation as required.

In its review of financial aid files Touro also selects students for verification. Students who are selected for institutional verification are subject to the same rules as those who were selected by the federal government.

Usually, graduate students are only required to complete verification if they are selected and plan to participate in the Federal Work-Study Program.

At times students submit documents and information that contradicts that already provided to Touro. When contradictory information is submitted, the Office of Financial Aid is required by law to resolve the conflict. Resolution of contradictory information typically requires that the student submit additional documents, which lengthens the verification process.

As part of the federal Verification process, Touro may also request proof of High School Completion (or its recognized equivalent), proof of the receipt of Supplemental Nutritional Assistance Program benefits (SNAP), and/or proof of child support payments. Students may also be requested to appear in person and provide government issued photo identification and sign a Statement of Educational Purpose.

The Touro Office of Financial Aid will review the information on the FAFSA and make required corrections where necessary. This process may change a student's financial aid eligibility. Students will be notified if corrections result in a change in eligibility.

Students are advised as to due dates for submission of their documents and information in individual communications about verification. Students (and parents, if applicable) who fail or refuse to complete verification are ineligible for financial aid, including loans.

### **Requirements for Determination of Independent Student Status for Financial Aid**

To be considered an independent student for any federal (and some state) financial aid programs, students must meet one of the following criteria:

- A. Age 24 or older as of Dec. 31 of the award year
- B. For students under 24, one of the following criteria must be met:
  - Orphan, foster child, or ward of the court at age 13 or older
  - Veteran or currently engaged in active duty in the U.S. armed forces for purposes other than basic training
  - Have legal dependents other than a spouse for whom he/she provides more than 50 percent financial support
  - Enrolled in a graduate or professional program
  - Married student (at the time the FAFSA is signed)
  - Classified by the Office of Financial Aid as independent because of other unusual circumstances that have been fully documented and are consistent with federal regulations
  - Have had a legal guardian as determined by a state court
  - An unaccompanied youth who is determined to be homeless, or at risk of being homeless, by a school district, shelter director, or the U.S. Department of Housing and Urban Development
  - Emancipated minor as determined by a court in his/her state of legal residence

Touro reserves the right to revise its financial aid programs. All programs are subject to change due to modifications in government or institutional policies. Additional criteria and information may be obtained from the Office of Financial Aid. Students are responsible for reading the Financial Aid Terms & Conditions before deciding to accept or reject their financial aid. View the disclosures at “View the disclosures” within your account in the Touro One Portal.

### *Apply for Aid in 6 Steps*

#### **Step 1: Create an [FSA ID](#)**

If you haven’t done so previously, you will need to create your own [FSA ID](#) account to complete federal student aid tasks.

**Step 2: [Complete the Free Application for Federal Student Aid \(FAFSA\)](#) on or after October 1<sup>st</sup> or download the FAFSA mobile app on [IOS](#) or [Android](#).**

- [Documents you will need](#)
- [Transfer Tax Information to your FAFSA](#) using the data retrieval tool (DRT).
- **Do not select** “Will File” status
- Touro University Main Campus Code is 010142

#### **Step 3: Review the [Tuition](#) Costs**

The maximum amount of aid applied for in a year cannot exceed the [cost of attendance \(COA\)](#) for that year. The Cost of Attendance is an estimate of a student’s educational expenses for their period of enrollment in the academic year. Students are not required to take out the maximum allowable amount and are able to determine their specific needs based on their own circumstances. Please consult with your financial aid counselor to discuss your specific needs.

#### **Step 4: Complete the Entrance Counseling**

First time borrowers at Touro University must complete the [Entrance Counseling](#). This will ensure you understand the terms and conditions of your loan and your rights and responsibilities. You will learn what a loan is, how interest works, your options for repayment, and how to avoid delinquency and default. **Make sure to complete the Entrance Counseling for Graduate and Professional students.**

#### **Step 5: Sign Master Promissory Note (MPN)**

First time borrowers taking out a Direct Unsubsidized Loan must complete and sign an [MPN](#).

#### **Step 6: For the Graduate Plus loan, please complete:**

- Direct Grad PLUS Loans require a separate [MPN](#).
- **Apply for the [Direct Plus loan](#); credit check is required**
- **Complete the [PLUS Loan Credit Counseling](#)** if your credit is denied and contact the Financial Aid Office for further instructions.

**Once all steps are completed you will receive your financial aid offer and instructions through your Touro University student email. Please monitor your Touro email account daily.**

## **Notes on Financial Aid**

In reviewing your application, we may request additional documentation. Loan funds are disbursed directly to the University to cover the cost of tuition. The Bursar's Office distributes refunds within 14 days of receiving the funds. We verify enrollment and satisfactory academic progress before disbursing funds. For information on fund distribution, please contact the Bursar at [bursar@touro.edu](mailto:bursar@touro.edu).

## **Tuition Payment Plans**

Tuition payment plans are available. Please direct all inquiries to the Office of the Bursar.

## **Federal Work-Study: Undergraduate and Graduate Students**

### **Federal Work-Study (FWS) Program**

Touro participates in the federally funded Federal Work-Study (FWS) Program. The FWS Program provides both on- and off-campus jobs to eligible undergraduate and graduate students who wish to earn money to help cover their educational expenses. Students who work on campus are employed by Touro. Students who receive off-campus placements will usually be employed by a private non-profit organization or a local, state or federal public agency. The work performed must be in the public interest. If the off-campus job is with a private-sector employer, then the job should be related to the student's course of study.

Participation in the FWS program is determined by student eligibility, need, available funding and job availability. Touro is responsible for selecting recipients and determining award amounts. The FWS hourly wage is at least the minimum wage. Students are currently permitted to work up to 20 hours per week when school is in session and up to 30 hours per week when school is not in session.

Interested students should complete the Free Application for Federal Student Aid (FAFSA) at <https://studentaid.gov/h/apply-for-aid/fafsa> and indicate a desire to participate in the Federal Work Study Program on the FAFSA application. The Office of Financial Aid determines the student's eligibility based on demonstrated financial need and availability of FWS funds. Eligible students who would like to participate in the FWS Program must accept the offer of assistance and contact the Office of Financial Aid. If a student fails to contact the Office of Financial Aid by the first week in October for the fall semester, or the first week in February for the spring semester, there is a risk that the FWS award may be cancelled. Funds are limited and there is usually a waiting list of students who would like to obtain positions.

Please be aware that the amount of FWS indicated in the student's portal is not deducted from the student's tuition bill, but rather reflects the amount of money available for the student to earn under the program. It is the student's responsibility to obtain a job through the Office of Financial Aid. Renewal is dependent upon continued demonstration of financial need, availability of federal funds and maintenance of the minimum academic standards established by the U.S. Department of Education and Touro. Students are required to file the FAFSA and indicate a desire to participate each year for continued determination of eligibility.

In order to begin working in the FWS program students must complete and submit various documents and information. The documents and information must be reviewed and approved by the Office of financial aid and other Touro departments. Students who complete hours before being officially approved to participate in the FWS program will not have been added to the payroll system and any hours will be considered to have been volunteered. Students cannot be retroactively paid for any hours they completed before their eligibility to work was established. Until students have received official approval (as detailed in FWS documents and instructions) from Touro to begin working they cannot and will not be paid for any hours they might voluntarily complete.

## **Loans: Undergraduate and Graduate Students**

### **Federal Perkins Loans**

Touro previously participated in the Federal Perkins Loan Program, which ended on June 30, 2018. Perkins was a fixed-rate, low interest (5%) educational loan offered to undergraduate and graduate students with exceptional financial need such as students with the lowest Expected Family Contribution (EFC). Eligibility was based on financial need as determined by federal calculations from the FAFSA. Legislated loan limits were up to \$5,500 for each year of undergraduate study (undergraduate aggregate limit was \$27,500).

No interest accrues while the student is attending school at least on a half-time basis. Repayment begins for existing Perkins Loan borrowers nine months after graduation, or after a student drops below half-time status. For first-time loans disbursed after Oct. 1, 1992, the borrower will make minimum monthly payments of \$40. Borrowers are allowed up to ten years to repay the loan depending on the amount borrowed. An additional extension is permitted for low-income borrowers.

As of June 30, 2018, all colleges, including Touro, stopped disbursing Perkins loans and were not permitted to make any additional payments to students.

### **Federal Direct Stafford Loans**

The William D. Ford Federal Direct Stafford Student Loan Program is sponsored by the U.S. Department of Education (ED), offers low interest rates with a variety of repayment terms. The loan is not credit based and only requires that student's meet specific eligibility requirements. All students must file a FAFSA in order for the Office of Financial Aid to determine eligibility for a Federal Direct Stafford Loan. Depending on enrollment status, FAFSA results, Cost of Attendance and other factors, an amount and type (Subsidized or Unsubsidized) of Federal Direct Stafford Loan will be awarded to eligible students. The federal government is the lender for student or parent loans received through the Federal Direct Stafford Loan Program.

As a result of regulatory changes affecting loans first disbursed on or after July 1, 2012 through July 1, 2014, the federal government has eliminated the grace period interest subsidy on Federal Direct *Subsidized* Stafford loans (the period immediately following graduation, withdrawal or less than half-time attendance and prior to the repayment start date). The federal government will continue to pay interest that accrues on the Direct Subsidized Stafford Loan during in-school and other eligible deferment periods.

The federal government does not pay interest on Direct Unsubsidized Stafford Loans at any time. Students have the option to pay interest on the unsubsidized portion of a Direct Stafford loan while in school, or during other eligible periods of deferment or let interest accrue until repayment begins. Deferred interest payments on Direct Unsubsidized Stafford Loans will be added to the principal loan amount and capitalized by the lender (meaning accrued interest will be added to the principal amount borrowed at repayment).

Applicants must be enrolled at least half-time to be eligible for a Federal Direct Stafford Loan and to maintain eligibility for in-school deferments (minimum six credits per semester, with all credits applicable to the degree program of study).

### **Subsidized Federal Direct Stafford Loan**

Undergraduate students who borrow a need-based Federal Subsidized Stafford Loan benefit from the federal government paying the interest while they are in school or in deferment. These loans are called Subsidized Federal Stafford Loans because the government subsidizes (or pays) the interest on these loans until the student's repayment begins.

**As of the 2012-2013 academic year, graduate students are no longer eligible to receive Federal Direct Subsidized Stafford Loans.**

## Unsubsidized Federal Direct Stafford Loan

Both undergraduate and graduate students may qualify for Unsubsidized Federal Stafford loans. The federal government does not pay interest on students' behalf for these loans. Students are responsible for the interest that accrues on the loan during their period of enrollment, during the grace period, and during periods of repayment authorized for deferment. There are two ways to pay interest during these periods:

1. The students may make monthly or quarterly payments to their lender.
2. The student and lender may agree to add the interest to the principal of the loan, but no more often than quarterly (this is called capitalization). If the student does not make interest payments on schedule while in school or authorized periods of deferment, the interest will be capitalized. Loan amounts will be disbursed in multiple payments sent to the school and made co-payable to the student and to Touro.

Borrowers are given a six-month grace period after they graduate, leave school or drop below half time. Subsidized loan borrowers do not have to pay principal or interest during that period (unless they previously used their grace period). Unsubsidized loan borrowers will be responsible for the interest during the six months grace period. Borrowers will be notified of the date repayment begins but are responsible for beginning repayment on time regardless of whether they receive notification.

The following chart describes annual and aggregate maximum eligibility for the Federal Direct Stafford Loan Program, based on dependency status and grade level.

### Annual and Aggregate Federal Direct Stafford Loan Limits

#### *Dependent Undergraduate*

	Freshman	Sophomore	Junior	Senior	Aggregate Limit
<b>Stafford (Subsidized / Unsubsidized)</b>	\$3,500	\$4,500	\$5,500	\$5,500	\$23,000
<b>Additional Unsubsidized Stafford</b>	\$2,000	\$2,000	\$2,000	\$2,000	\$8,000
<b>Total Stafford</b>	\$5,500	\$6,500	\$7,500	\$7,500	\$31,000

#### *Independent Undergraduate/Dependent Undergraduate with PLUS Denial*

	Freshman	Sophomore	Junior	Senior	Aggregate Limit
<b>Stafford (Subsidized / Unsubsidized)</b>	\$3,500	\$4,500	\$5,500	\$5,500	\$23,000
<b>Additional Unsubsidized Stafford</b>	\$6,000	\$6,000	\$7,000	\$7,000	\$34,500
<b>Total Stafford</b>	\$9,500	\$10,500	\$12,500	\$12,500	\$57,500

(cont'd)

**Graduate**

	<b>Graduate Limit</b>	<b>Aggregate Limit</b>			
<b>Unsubsidized Stafford</b>	\$20,500*	\$138,500			

**Federal Perkins Loan Program**

	<b>Freshman</b>	<b>Sophomore</b>	<b>Junior</b>	<b>Senior</b>	<b>Aggregate Limit</b>
<b>Perkins</b>		Up to \$5,500 per academic year \$11,000 aggregate 0-62 credits			\$27,500

Through the possible combination of Subsidized and Unsubsidized Direct Stafford Loans, every student meeting all academic and eligibility requirements should be able to participate in the Federal Direct Stafford Loan Program.

Regulations also require the Office of Financial Aid to offer financial aid based on the results of the needs analysis from the FAFSA (calculated by the federal government) and to perform an eligibility file review for every student applying for the Federal Direct Stafford Loan. The Office of Financial Aid must review each application and will recommend an amount according to the number of credits attempted, the number of credits completed, the grade level, the cost of attendance, the outside resources available to each student and the expected family contribution (as derived from the FAFSA). Loan repayment will not be required while the student maintains at least half-time attendance (minimum six credits per semester, with all credits applicable to the degree program of study). Repayment of principal and interest begins six months after the student leaves school or drops below half-time attendance.

Effective for Federal Direct Stafford Loans first disbursed on or after July 1, 2006, the interest rate is fixed. Prior to this date, Federal Direct Stafford Loan interest rates were variable. Federal Direct Loan interest rates change from year to year (in July) and may also change specifically for one type or the other; Subsidized or Unsubsidized, Graduate or PLUS. Students who received loans prior to the aforementioned dates and who still have balances outstanding on those loans will continue with the interest rate rules in effect at the time of their original loans. Borrowers will be charged an origination fee also. The Origination Fee represents the lenders (the federal government) fee for making the loan.

**Below is a table of current interest rates (as of July 1, 2020) and origination fees, by loan type:**

	<b>Origination Fee</b>	<b>Interest Rate</b>
<b>Undergraduate Subsidized Stafford</b>	1.057%	2.75%
<b>Undergraduate Unsubsidized Stafford</b>	1.057%	2.75%
<b>Graduate Unsubsidized Stafford</b>	1.057%	2.75%
<b>Parent PLUS</b>	4.228%	5.30%
<b>Graduate PLUS</b>	4.228%	5.30%

Public Law 112-141 also includes a new limit on eligibility for Direct Subsidized Stafford Loans for new borrowers on or after July 1, 2013. On or after July 1, 2013 a borrower will not be eligible for new Direct Subsidized Stafford Loans if the period during which the borrower has received such loans exceeds 150 percent of the published length of the borrower's educational program. The law also provides that a borrower reaching the 150 percent limit becomes ineligible for interest subsidy benefits on all Direct Subsidized Stafford Loans first disbursed to that borrower on or after July 1, 2013.

Information about the William D. Ford Federal Direct Loan Program can be found at <https://studentaid.gov/> or by contacting the Office of Financial Aid.

### **Federal Direct PLUS Loan Program**

**The Federal Direct PLUS Loan** is an unsubsidized loan for the parents of dependent students or for graduate/professional students. PLUS Loans help pay for education expenses up to the cost of attendance minus all other financial assistance. The application process includes a credit approval requirement and interest is charged during all periods, including eligible periods of deferment.

Creditworthy borrowers (Graduate students or the parents of Dependent students) may borrow up to the full Cost of Attendance (COA) minus any other aid received by the student. Repayment begins 60 days after the last disbursement is made and can be deferred by contacting your loan servicer to request a deferment. Direct PLUS Loans can be deferred while the parent borrower or child, or graduate student is enrolled at least half-time and for an additional six months after the child or graduate student ceases to be enrolled at least half-time. If the Direct PLUS Loan is deferred, interest will accrue on the loan during the deferment. You may choose to pay the accrued interest or allow the interest to capitalize when the deferment period ends. Your loan servicer will notify you when your first payment is due. Information about the William D. Ford Federal Direct Loan Program can be found at <https://studentaid.gov/>.

Previous PLUS loan borrowing will be governed by rate rules in effect at the time of borrowing. There is an origination fee that will be deducted from the principal amount borrowed. When denied, applicants may reapply with a creditworthy endorser. Alternatively, students whose parents have been denied the Direct PLUS loan (based on credit), may apply for an additional \$4,000 (first-year and second-year students) or \$5,000 (third-year students and beyond) Direct Unsubsidized Stafford Loan (described under the subheading for Federal Direct Stafford Loans). The benefit of additional Unsubsidized Stafford eligibility does not apply to Graduate students whose Direct Graduate PLUS application has been denied due to credit.

### **Federal Direct Graduate PLUS Loans**

Borrowers under the Grad PLUS program must be enrolled in an approved graduate level of study. Students' eligibility criteria are comparable to those for Stafford Loans. Student borrowers must not have an adverse credit history. Borrowers who are denied the PLUS loan may reapply with a cosigner. The amounts borrowed for any academic year cannot exceed the student's Cost of Attendance (COA) less all other financial aid received. To apply for the PLUS loan the borrower must sign a Master Promissory Note (MPN) agreeing to repay the loan. Repayment must begin sixty days after the loan is disbursed. Students may apply for deferments by contacting their lending institution.

*Students and parents should note that Touro can refuse to certify a loan application, or can certify a loan for the amount less than the students' parents would be eligible for, if the institution documents its reason for the action and informs the parents of the reason in writing. Touro's decision in such cases is final and cannot be appealed to the U.S. Department of Education.*



For detailed information regarding the rights and responsibilities of a borrower, deferments, or cancellations please visit <https://studentaid.gov> or consult with a financial aid administrator.

**All students are required to complete an Entrance Interview prior to receiving Federal Direct Loans. Students who borrow are required to complete an Exit Interview when they graduate, cease enrollment or drop below half-time.**

### **Private Loans**

In addition to the above loans, students and parents may apply for private loan programs. These loans are not need-based, require a credit check and may require other evaluations of the borrower's credit-worthiness. Alternative loans may require that the borrower apply with a co-signer.

Students who owe balances from prior years or who are ineligible for federal loans may wish to explore private loan funding. **[ELM Select](#) is a tool that may aid you in selecting a private educational loan.**

Touro is not affiliated with any private educational lender and encourages students to use all federal and state funding prior to seeking funds from private educational lenders. The Office of Financial Aid will offer advice to students on resources to finance their educational expenses.

### **Alternate Sources of Aid**

#### **Financial Aid for Consortium Agreements**

Touro students who want to attend other institutions in the United States or abroad for a semester or more) may be able to use federal financial aid under a consortium agreement. Students must be approved by their respective academic department prior to attending another institution for the semester(s). At least four weeks prior to the start of the semester(s), students must contact the Office of Financial Aid to complete the Consortium Agreement and to provide documentation of the Cost of Attendance (COA), course registration, contact information at the other school and their Touro academic department's approval.

### **AmeriCorps**

AmeriCorps is a national service initiative that engages individuals from all backgrounds in community-service activities. In return for the successful completion of their service, participants receive money for school in the form of education awards that can be applied to outstanding student loans or used for future higher educational and vocational training pursuits. Award amounts vary, and awards are prorated for part-time participants. For more information, call (800) 942-2677 or visit <https://www.nationalservice.gov/>

### **Veterans Benefits**

Veterans may qualify for additional benefits, including the Yellow Ribbon Program (described below). For more information, contact the following agencies:

- U.S. Department of Veterans Affairs (VA), <https://www.va.gov>
- GI Bill<sup>®</sup><sup>1</sup>, <https://www.gibill.va.gov>
- Office of Financial Aid at Touro

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<sup>1</sup> "GI Bill<sup>®</sup>" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).

## **Yellow Ribbon GI Education Enhancement Program**

Touro is proud to be a part of the Yellow Ribbon GI Education Enhancement Program. The program is a provision of the Post-9/11 Veterans Educational Assistance Act of 2008 and allows degree-granting institutions of higher learning in the United States to voluntarily enter into an agreement with the VA to fund tuition expenses that exceed either the Post 9/11 GI Bill® annual cap for private institutions or the resident tuition and fees for a public institution. The participating educational institution can contribute up to 50% of those expenses, and the VA will match the same amount as the institution.

Students must be eligible for the Post-9/11 GI Bill® at the 100% rate to be considered for the Yellow Ribbon Program. Specific eligibility requirements for the Yellow Ribbon Program may be found online at <https://www.gibill.va.gov>.

Eligible students fit the criteria as follows:

- Served an aggregate period of active duty after Sept. 10, 2001 of at least 36 months.
- Were honorably discharged from active duty for a service-related disability and served 30 continuous days after Sept. 10, 2001.
- Are dependents eligible for Transfer of Entitlement under the Post-9/11 GI Bill® based on his/her service under the eligibility criteria listed above.

Students who wish to be considered should complete and submit an application form available online at <https://www.gibill.va.gov>. The VA will inform students via written notification with an explanation of its decision on program eligibility. If approved, students will receive a Certificate of Eligibility confirming their service meets the requirements of the Yellow Ribbon Program. All Certificates of Eligibility should be presented to the Office of Financial Aid for Touro's records. The Certificate of Eligibility does not guarantee Yellow Ribbon funding as the availability of annual funds for Touro's Yellow Ribbon Program is limited. Student eligibility is determined by the university's veteran certifying officer. For more information on selection criteria for Touro's Yellow Ribbon Program, contact the Office of Financial Aid.

## **Transfer of Post-9/11 GI-Bill® Benefits to Dependents**

The transferability option under the Post-9/11 GI Bill® allows service members to transfer unused benefits to their spouses or dependent children. The U.S. Department of Defense determines whether or not veterans can transfer benefits to family members. Eligible candidates are members of the Armed Forces (active duty or selected reserve, officer or enlisted) on or after Aug. 1, 2009, qualify for the Post-9/11 GI Bill®, and:

1. Have at least 6 years of service in the Armed Forces (active duty and/or selected reserve) on the date of approval and agree to serve four additional years in the armed forces from the date of election.
2. Have at least 10 years of service in the Armed Forces (active duty and/or selected reserve) on the date of approval, are precluded by either standard policy (service or Department of Defense) or statute from committing to four additional years and agree to serve for the maximum amount of time allowed by such policy or statute.
3. Are or will become eligible for retirement during the period from Aug. 1, 2009 to July 31, 2012 and agree to serve an additional period of service noted in bulleted points a to d (see list below). Service members are considered eligible for retirement if they have completed 20 years of active federal service or 20 qualifying years as computed pursuant to section 12732 of title 10 U.S.C. This will no longer be in effect on Aug. 1, 2013; on or after this date, all members must comply with items 1 and 2.
  - a. For individuals eligible for retirement on Aug. 1, 2009, no additional service is required.
  - b. For individuals eligible for retirement after Aug. 1, 2009 and before Aug. 1, 2010, one year of additional service is required.
  - c. For individuals eligible for retirement on or after Aug. 1, 2010 and before Aug. 1, 2011, two years of additional service is required.
  - d. For individuals eligible for retirement on or after Aug. 1, 2011 and before Aug. 1, 2012, three years of additional service is required.
4. Such transfer must be requested and approved while the member is in the Armed Forces.

## Eligible Dependents

An individual approved to transfer an entitlement to educational assistance under this section may transfer his/her entitlement to:

- A spouse
- One or more children
- Any combination of spouse and children
- A family member must be enrolled in the Defense Eligibility Enrollment Reporting System (DEERS) and be eligible for benefits at the time of transfer in order to receive transferred educational benefits.

A child's subsequent marriage will not affect his/her eligibility to receive the educational benefit; however, after an individual has designated a child as a transferee under this section, the individual retains the right to revoke or modify the transfer at any time.

A subsequent divorce will not affect the transferee's eligibility to receive educational benefits; however, after an individual has designated a spouse as a transferee under this section, the eligible individual retains the right to revoke or modify the transfer at any time.

## Nature of Transfer

An eligible service member may transfer up to the total months of unused Post-9/11 GI Bill<sup>®</sup> benefits, or the entire 36 months if the member has used none (unless the U.S. Departments of Defense or Homeland Security limit the number of months an individual may transfer). The use of transferred educational benefits by family members is subject to:

Spouse:

- May start to use the benefit immediately.
- May use the benefit while the member remains in the Armed Forces or after separation from active duty.
- Is not eligible for the monthly housing allowance while the member is serving on active duty.
- Can use the benefit for up to 15 years after the service member's last separation from active duty.

Child:

- May start to use the benefit only after the individual making the transfer has completed at least 10 years of service in the Armed Forces.
- May use the benefit while the eligible individual remains in the Armed Forces or after separation from active duty.
- May not use the benefit until he/she has attained a secondary school diploma (or equivalency certificate) or reached 18 years of age.
- Is entitled to the monthly housing allowance stipend even though the eligible individual is on active duty.
- Is not subject to the 15-year delimiting date, but may not use the benefit after reaching 26 years of age.

For more information, please visit [www.gibill.va.gov](http://www.gibill.va.gov).

## New York State Aid

### Standard of Satisfactory Academic Progress for the Purpose of Determining Eligibility for New York State Aid

For purposes of financial aid eligibility, the chart below indicates the number of credits the student must complete and the minimum GPA that must be achieved to maintain satisfactory progress for New York State financial aid purposes. **A student is also expected to maintain Satisfactory Academic Progress as measured in terms of credits attempted toward his/her degree, as described above.** To determine the number of credits a student must complete and the minimum grade point average that must be achieved to remain in good academic standing, locate the student's semester of study in the first row and read down the columns.

## Academic Standard Chart

Program: Graduate Divisions other than the Law Center (eligible only for NYS Scholarship)								
Before being certified for this payment;	1st	2nd	3rd	4th	5th	6th	7th	8th
<b>A student must have accrued this many credits</b>	0	6	12	21	30	45	60	75
with at least this grade point average	0	2.0	2.5	2.75	3.0	3.0	3.0	3.0

## Touro University Employee Benefits/Tuition Remission

Touro University full-time employees who wish to attend classes at Touro University take advantage of the Employee Benefits Tuition Remission policy must:

- Complete an Employee Benefits Tuition Remission form prior to the start of each semester they are planning to attend school;
- File a FAFSA and submit federal and state tax returns along with documentation of all other sources of income.

Once the financial aid office verifies eligibility, has the Pell and TAP awards (Pell and TAP awards are limited to undergraduate students) on hand and can verify registration, the tuition remission amount will be entered. Tuition Remission is extended to full-time faculty and staff, their spouses and dependent children. Anyone in default of a student loan is excluded from receiving this benefit.

Employees taking classes in an undergraduate program will receive 100% tuition remission. Employees taking classes in a professional or graduate level program will receive up to 25% tuition remission.

- When an official notification was not provided by the student because of circumstances beyond his/her control (i.e., illness, accident, grievous personal loss, or other circumstances), the date of the onset of such circumstances will be serve as the withdrawal date as determined by the Office of the Registrar.

## In-House Scholarships

A minimum undergraduate GPA of 3.0 or its equivalent is required to be eligible for Graduate School of Technology scholarships. Students not awarded a scholarship upon their initial enrollment may reapply for a scholarship for the following academic year if their first-year program GPA is at least 3.0. Scholarship amounts are determined by the Dean based on merit.

Scholarships must be renewed annually, each fall. Students must submit a new scholarship application to apply for scholarship renewal. A student whose cumulative GPA falls below 3.0 is not eligible for scholarship renewal, by may reapply for the following academic year.

**Should a refund check generated by Institutional funds which is issued to a student remain unclaimed for one (“1”) year, Touro reserves the right, in its sole discretion, to make adjustments to any internal funds which remain on a student’s account as unclaimed. The student shall not have any right to the adjusted funds.**

## **Withdrawal Policy, Federal Return to Title IV (R2T4)**

### **Objective**

The Title IV Student Withdrawal Policy is designed to ensure the accurate and timely determination of:

- 1) The date of the institution's determination that a student withdrew;
- 2) The student's withdrawal date; and
- 3) The student's last date of attendance.

The policy maintains the proper disposition of Title IV funds, in accordance with 34 CFR 668.22 of the Code of Federal Regulations.

### **Background**

Title IV or federal financial aid is awarded to students based upon the assumption that they will complete their semesters of enrollment and earn satisfactory grades. When students fail to complete their classes, they may lose eligibility for federal funds that they already received or could have received.

When a recipient of Title IV grant(s) and/or loan(s) withdraws (voluntarily or involuntarily) from Touro during a payment period (or semester) in which he/she began attendance, the college must determine the amount of the grant and/or loan assistance earned by the student as of his/her withdrawal date. This policy establishes steps that Touro must take to ensure compliance with federal regulations.

### **Policy**

Touro must always return any unearned Title IV funds that it is responsible for within 45 days of the date Touro determined the student withdrew and offer any post-withdrawal disbursement of loan funds within 30 days of that date. Reference: [Student Financial Aid Handbook, Volume 5; Chapter 1 Withdrawals and Return of Title IV Funds](#).

### **Withdrawal Date**

A student's withdrawal date varies depending on the type of withdrawal. Reference: Determining a student's withdrawal date at a school that is not required to take attendance in the Student Financial Aid Handbook, [Volume 5; Chapter 1 Withdrawals and Return of Title IV Funds](#).

### **Official Notification Provided**

- In a case when the student provides official notification of his/her intent to withdraw, Touro will use the date of notification as follows:
- In the event that a student begins Touro's withdrawal process,\* the date the student begins the process is the date of withdrawal.
- In the event that a student sends written notification of intent to withdraw, the date Touro receives the written notice is the date of withdrawal.
- In the event that a student makes an oral notification to the Office of the Registrar, which is Touro's designated office for beginning the withdrawal process, the date will be documented by this office. The date of withdrawal will be recorded as of the date of oral notification, unless there is subsequent written notification, in which case the date that Touro receives the written notification may be the withdrawal date.

\*To begin the withdrawal process, the student contacts the Office of the Registrar to obtain the appropriate withdrawal form. If the student both begins the withdrawal process and provides a notification to Touro, the earlier of the two dates will be used as the withdrawal date.

### **Official Notification Not Provided**

In a case when the student does not provide official notification of his/her intent to withdraw, Touro may use the midpoint of the payment period as the date of withdrawal, with the following exception:

- When an official notification was not provided by the student because of circumstances beyond his/her control (i.e., illness, accident, grievous personal loss, or other circumstances), the date of the onset of such circumstances will be serve as the withdrawal date as determined by the Office of the Registrar.

### **Last Date of Attendance**

Touro may always use the withdrawal date as the student's last date of attendance at an academic activity reported by a faculty member on a course enrollment roster or final grade sheet. Examples of academic activities are exams, tutorials, computer-assisted instruction, academic counseling, turning in class assignments, or attending a study group assigned by the University. The faculty member will maintain documentation of the last date of attendance.

### **Date of Institution's Determination of Student Withdrawal**

The date of Touro's determination that a student withdrew varies depending upon the type of withdrawal. Reference: [Determining a student's withdrawal date at a school that is not required to take attendance, Student Financial Aid Handbook, Volume 5; Chapter 1 Withdrawals and Return of Title IV Funds.](#)

### **Date of Official Notification Provided**

This is the date the student provides official notification to Touro or begins the withdrawal process, whichever is later.

### **Date of Official Notification Not Provided**

This is the date that Touro learns the student has ceased attendance. Touro will perform the Return to Title IV Funds calculation and return any unearned funds no later than 45 days after the end of the payment period determining the withdrawal date. For a student who withdraws without providing notification to Touro, the institution must determine the withdrawal date no later than 30 days after the end of the earliest:

- Payment period or period of enrollment (as appropriate)
- Academic year
- Educational program

Reference: [Student Financial Aid Handbook, Volume 5; Chapter 1 Withdrawals and Return of Title IV Funds.](#)

### **Calculation of Earned Title IV Assistance**

U.S. Department of Education software will be used to perform all refund calculations. A copy of the completed calculation worksheet will be kept in the student's file in the Office of Financial Aid. The amount of Title IV assistance earned by the student is calculated by determining the percentage of grant and/or loan assistance earned by the student and applying that percentage to the total amount of grant and/or loan assistance disbursed to the student or on the student's behalf for the payment period, as of his/her withdrawal date. The percentage of Title IV assistance earned will be equal to the percentage of the payment period completed by the student, when said percentage is less than 60%. If the student's withdrawal date occurs after the completion of 60% of the payment period, the percentage earned is 100%.

## **Post-Withdrawal Disbursements**

If the total amount of the Title IV grant and/or loan assistance earned by the student is more than the amount that was disbursed to the student as of the withdrawal date, the difference between the two amounts will be treated as a post-withdrawal disbursement. In the event of outstanding charges on the student's account, Touro will credit his/her account for all or part of the amount of the post-withdrawal disbursement, up to the amount of allowable charges.

If Direct Loan and/or Federal Perkins Loan Program funds are used to credit the student's account, Touro will notify the student (or parent for a PLUS Loan) and provide the student (or parent) with the opportunity to cancel all or a portion of the loan(s).

Any amount of a post-withdrawal disbursement that is comprised of loan funds and has not been credited to a student's account will be offered to the student (or parent for a PLUS Loan) within 30 days of the date the college determined the student's withdrawal. Any earned grant funds that the student is eligible to receive due to a post-withdrawal disbursement will be provided within 45 days of the date of determination. Students will be notified of such disbursements in writing. The notification will include:

- Identification of the type and amount of the Title IV funds that make up the post-withdrawal disbursement (not to include any amounts that have been applied to the student's account);
- Explanation that the student (or parent for a PLUS loan) may accept or decline some or all of the post-withdrawal disbursement (that which has not been applied to the student's account); and
- Advisement that Touro is not required to make a post-withdrawal disbursement if the student (or parent for a PLUS Loan) does not respond within 14 days of the date that Touro sent the notification.

Upon receipt of a timely response from the student or parent, Touro will disburse funds in the manner specified in the response. Distribution will occur within 180 days of the date of determination of the student's withdrawal date. If no response is received from the student or parent, Touro will not disburse any of the funds. Touro maintains the right to decide whether or not to make a post-withdrawal disbursement in the event that the student (or parent for a PLUS Loan) responds after 14 days of the date that notification was sent to them. If Touro decides not to make this post-withdrawal disbursement, it will inform the student (or parent) in writing. In the case of a post-withdrawal disbursement, grant funds will be disbursed prior to loan funds.

## **Refund of Unearned Funds to Title IV**

If the total amount of Title IV grant and/or loan assistance that was earned by the student is less than the amount that was disbursed to the student as of the withdrawal date, the difference between the two amounts will be returned to Title IV programs and no further disbursements will be made. Funds will be returned as follows:

### **Refunds by the University**

In the event that Touro is responsible for returning funds to Title IV programs, the funds will be returned in the order prescribed by the U.S. Department of Education (listed below) within 45 days of the date of determination of a student's withdrawal.

- Unsubsidized Federal Direct Student Loans
- Subsidized Federal Direct Student Loans
- Perkins Loans
- Federal Direct PLUS Loans
- Federal Pell Grants for the payment period for which a return of funds is required
- Academic Competitiveness Grant (ACG) for the payment period for which a return of funds is required

- National Science and Mathematics Access to Retain Talent Grant (SMART) for the payment period for which a return of funds is required
- Federal Supplemental Educational Opportunity Grants (FSEOG) for the payment period for which a return of funds is required
- Teacher Education Assistance for College and Higher Education Grant (TEACH) for the payment period for which a return of funds is required
- Other assistance under Title IV for which a return of funds is required

### **Refunds by the Student**

In the event that the student is responsible for returning grants funds to Title IV programs, Touro will notify the student within 45 days of the date of determination of his/her withdrawal. The student will be advised concerning making arrangements for repayment.

In some cases, both the student and Touro are each responsible for returning funds to the U.S. Department of Education under the R2T4 regulations.

### **Payment Period or Enrollment Period**

Withdrawals and the return of Title IV funds will be based on a payment period for all standard term (or semester) programs.

### **Documentation**

Touro must document a student's withdrawal date and the date of determination that the student withdrew. The documents will be kept in the student's academic file in the Office of the Registrar. The Title IV funds calculation and other accompanying documentation will be secured in the Office of Financial Aid.

### **Additional Financial Aid Policies for Graduate Students**

#### **High School Diploma**

If you enroll in higher education for the first time on or after July 1, 2012, in order to be eligible for federal student aid, you must have either a high school diploma or a recognized equivalent (such as a General Educational Development certificate (GED) or a *home school* education). You no longer have the option of becoming eligible for federal student aid by passing an approved test or completing at least six credit hours or 225 clock hours of postsecondary education. This may also apply to state grant and other state funded programs.

Touro also reserves the right to evaluate any high school diploma presented by a student. Touro may, at any time, request a copy of a high school transcript to validate a high school diploma. A high school diploma or recognized equivalent is required to receive federal student aid.

#### **Transfer Students**

All students transferring from other institutions will have their credits evaluated. The Office of Admissions will notify the Office of Financial Aid of the number of accepted credits.

The financial aid package will be prepared based on the number of accepted transfer credits. If a financial aid package is prepared prior to the final transfer credit evaluation, federal loans will be awarded based on the grade level for which the transfer credits have been accepted. If additional transfer credits are accepted, the Office of Admissions will notify the Office of Financial Aid. In addition, a student must contact the Office of Financial Aid to determine if he/she is eligible for an increase in federal student loans based on academic grade level.



## **Financial Aid for Repeated Coursework: Financial Aid Impact**

Repeating courses may significantly impact Satisfactory Academic Progress (SAP) and eligibility for Title IV federal financial aid and institutional aid. All course repeats will count as attempted credits and be used in the quantitative and maximum timeframe components of the SAP policy. Students should consult with a financial aid advisor before registering for a repeated course.

The rules regarding repeated coursework will further impact recipients of Title IV federal financial aid funding. Students are allowed to repeat coursework under these circumstances for Federal Financial Aid:

- May repeat a previously passed course only once (and receive aid for the repeated course).
- May repeat a failed course until it is passed (aid eligibility will be limited to one repeat).
- May not repeat a previously passed course due only to a student's failure to pass other coursework.

## **STANDARDS OF SATISFACTORY ACADEMIC PROGRESS**

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

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



## DEGREE AND CREDENTIAL PROGRAMS

### Master of Science in Information Systems (MSIN)

The **Master of Science in Information Systems (MSIN)** is a 33-credit program that equips students with the skills, tools, and technology necessary for effective IT leadership and management. Outsourcing of IT services has grown dramatically, yet it is projected that most management and leadership positions will continue to be based within the United States. Acquiring the skills to manage these complex information systems is more critical than ever.

The MSIN program is designed around a core of foundation courses in technology management appropriate for students of all backgrounds. Building on this broad foundation, students then define their academic focus by choosing one of four concentrations:

- Data Analytics and Database Systems
- Network Administration and Cybersecurity
- Technology Leadership / Project Management
- Web and Application Development

### Program Requirements

1. Core Management Courses (12 credits)
  - MSIN 605** Strategic Management of Technology
  - MSIN 607** Effective Oral and Written Communication
  - MSIN 609** Information Technology Project Management
  - MSIN 695** Capstone Course: Information Systems Research Project
2. Four Required Courses in Chosen Concentration (12 credits)
3. Three Elective Courses in Chosen Concentration (9 credits)

*All courses carry 3 credits.*



## Data Analytics and Database Systems Concentration

The Data Analytics and Database Systems concentration prepares students to make sense of real-world situations, conditions, and frequent everyday activities by synthesizing and mining big data with the intention of uncovering patterns, relationships, and trends. It serves industry professionals seeking to broaden their knowledge base and upgrade their administrative skill set. It also offers a detailed introduction to the industry for newcomers seeking to change careers or to recent graduates in either Computer Science or Information Systems.

The Data Analytics and Database Systems concentration is most suited for those with an undergraduate degree in a computer science or information systems-related field. However, persons with an undergraduate degree in another field and a strong interest in database systems are also encouraged to apply for admission to the program with this concentration. Such individuals may be accepted into the program on the condition that they complete preparatory courses offered at Touro University or their equivalents at other accredited institutions.

### Preparatory Courses

*(Students with insufficient background in computer science or information systems may be required to complete some or all of these courses. **Each course required must be completed with a grade of “B” or better.**)*

- GCON 141\*** Introduction to Programming
- GCON 147\*** Computer Hardware and System Security
- MSIN 411** Computer Concepts Tutorial (1 credit)
- WMMN 607** Database Concepts and Design

### Required Courses

- MSIN 615** Database Management and Administration
- MSIN 616** Advanced Database Management and Data Analytics
- MSIN 627** Multi-Dimensional Analytics and Visualization Technologies
- MSIN 637** Principles of Data Analysis

### Electives (choose any three)

- MSIN 614** Data Transformation, Migration and Integration
- MSIN 618** Cloud Based Database Systems
- MSIN 620** Data Warehousing and Data Mining
- MSIN 626** Principles and Applications of Data Security
- MSIN 630** Web Database Application Development
- MSIN 632** Enterprise Data Analytics and Database Systems
- MSIN 633** Data Modeling, Analysis, and Visualization - Alteryx
- MSIN 675** Professional Internship Experience
- MSIN 676** Special Topics in Data Analytics
- MSIN 677** Advanced Data Visualization

Any Other Elective Approved by the Dean

*All courses carry 3 credits, unless otherwise noted.*

### Choose this concentration if you aspire to become a:

- Data Analyst
- Business Intelligence Analyst
- Data Scientist
- Data Engineer
- Database Administrator

\*for description of these courses, see the New York School of Career and Applied Studies Catalog <http://nyscas.touro.edu/media/schools-and-colleges/nyscas/documents/NYSCASCatalog.pdf>.

## Network Administration and Cybersecurity Concentration

The Network Administration and Cybersecurity concentration focuses on the planning, managing and securing of sophisticated networks, both within organizations and across the Internet. It updates the knowledge base of current industry professionals, while fine-tuning their management skills at the same time. Newcomers to the industry seeking to change professions, or recent graduates in either Computer Science or Information Systems, will also benefit from this introduction to network analysis, administration, and engineering.

The Network Administration and Cybersecurity concentration is most suited for applicants with an undergraduate degree in a computer science or information systems-related field. However, persons with a strong interest in Network Administration and Cybersecurity, and undergraduate degrees in other areas, are also encouraged to apply for admission to this program. Such individuals may be accepted into the program on the condition that they complete preparatory courses offered at Touro University or their equivalents at other accredited institutions.

### Preparatory Courses

*(Students with insufficient background in computer science or information systems may be required to complete some or all of these courses. **Each course required must be completed with a grade of “B” or better.**)*

- GCON 147\*** Computer Hardware and System Security
- GCON 202\*** Networking Essentials
- GCON 223\*** Wide Area Networks I
- GCON 354\*** Local Area Network Concepts and Software (LAN)
- MSIN 411** Computer Concepts Tutorial (1 credit)

### Required Courses

- MSIN 640** Fundamentals of Cybersecurity and Networking Technologies
- MSIN 641** Advanced Cybersecurity and Internet Technologies
- MSIN 645** Network Security and Cyber Defense
- MSIN 647** Computer Networking Routing and Switching

### Electives *(choose any three)*

- MSIN 643** Advanced Topics in LAN
- MSIN 644** Wireless and Secure Networks
- MSIN 646** Network Architecture and Design
- MSIN 648** Secure Virtualization Technologies
- MSIN 652** Unix/Linux System Administration
- MSIN 655** Advanced Computer Networking: High Performance Networks
- MSIN 672** Special Topics in Cybersecurity
- MSIN 675** Professional Internship Experience

Any Other Elective Approved by the Dean

*All courses carry 3 credits, unless otherwise noted.*

### Choose this concentration if you aspire to become a:

- Cybersecurity Specialist
- Network / Cybersecurity Administrator
- Network / Cybersecurity Analyst
- Network / Cybersecurity Architect
- Network / Cybersecurity Consultant
- Network / Cybersecurity Engineer
- Network / Cybersecurity Manager
- Cloud Computing Specialist

\*for description of these courses, see the New York School of Career and Applied Studies Catalog <http://nyscas.touro.edu/media/schools-and-colleges/nyscas/documents/NYSCASCatalog.pdf>.

## Technology Leadership / Project Management Concentration

The Technology Leadership / Project Management concentration introduces the administrative concepts, the legal and financial skills, and social and ethical issues required to successfully manage growing, complex technology organizations. The course of study is designed to benefit seasoned industry professionals, but may also prove valuable for recent graduates with Bachelor's degrees in Computer Science or Information Systems who are seeking to broaden their knowledge base and join the ranks of tomorrow's technology leaders.

### Preparatory Courses

*(To enroll in this concentration, you must have an undergraduate degree in Computer Science, Information Systems, Information Technology or equivalent relevant industry experience. Students with insufficient background in computer science or information systems may be required to complete some or all of these courses. **Each course required must be completed with a grade of "B" or better.**)*

- GCON 141\* Introduction to Programming
- GCON 202\* Networking Essentials
- MSIN 411 Computer Concepts Tutorial (1 credit)
- WMMN 607 Database Concepts and Design

### Required Courses

- MSIN 610 Project Management Tools
- MSIN 611 Leadership in the Technology Organization
- MSIN 612 Team Management Skills for IT Project Managers
- MSIN 622 IT Service Management

### Electives *(choose any three)*

- MSIN 649 Information Security Management
- MSIN 662 Governance of Enterprise IT
- MSIN 666 Agile Project Management
- MSIN 667 Special Topics in IT Project Management
- MSIN 671 Risk Management
- MSIN 675 Professional Internship Experience

Any Other Elective Approved by the Dean

*All courses carry 3 credits, unless otherwise noted.*

### Choose this concentration if you aspire to become a:

- Manager
- Project Leader
- Technology Manager
- Project Executives
- Chief Information Officer

\*for description of these courses, see the New York School of Career and Applied Studies Catalog <http://nycas.touro.edu/media/schools-and-colleges/nycas/documents/NYSCASCatalog.pdf>.

## Web and Application Development Concentration

The Web and Application Development Concentration offers students the tools to become expert back-end web and application programmers. Students may also gain the skills and credentials needed for developer management positions. The concentration is designed for industry professionals, recent computer science graduates, as well as newcomers to the industry.

### Preparatory Courses

*(Students with insufficient background in computer science or information systems may be required to complete some or all of these courses. Each course required must be completed with a grade of “B” or better.)*

<b>MSIN 411</b>	Computer Concepts (1 credit)
<b>GCON 147*</b>	Computer Hardware and System Security
<b>GCON 232*</b>	Advanced Programming
<b>WMMN 607</b>	Database Concepts and Design

### Required Courses

<b>MSIN 615</b>	Database Management and Administration
<b>MSIN 617</b>	Web and Application Development
<b>MSIN 625</b>	Advanced Web and Application Development
<b>MSIN 636</b>	Website Engineering

### Electives (choose any three)

<b>MSIN 630</b>	Web Database Application Development
<b>WMMN 613</b>	Interactive Design for the Web
<b>WMMN 614</b>	Interactive Design for Mobile
<b>WMMN 636</b>	Mobile Application Development II
<b>MSIN 675</b>	Professional Internship Experience

Any Other Elective Approved by the Dean

*All courses carry 3 credits, unless otherwise noted.*

### Choose this concentration if you aspire to become a(n):

- Web Developer
- Application Developer
- Web programmer
- Mobile App Developer
- Mobile Engineer

\*for description of these courses, see the New York School of Career and Applied Studies Catalog <http://nyscas.touro.edu/media/schools-and-colleges/nyscas/documents/NYSCASCatalog.pdf>.

## Master of Science in Data Analytics

The Master of Science in Data Analytics program provides students with the critical skills necessary to become a Data Analyst or Data Scientist working in a variety of fields across all industries. The integration of Data Analytics and Informatics has created a demand for professionals who can make data-driven decisions that propel their organizations forward.

### Preparatory Courses

*(Students with insufficient background in computer science or information systems may be required to complete some or all of these courses. Each course required must be completed with a grade of “B” or better.)*

<b>MBAN 503</b>	Introduction to Statistics
<b>MDAN 608</b>	Introduction to Programming (Python)
<b>MDAN 609</b>	Introduction to Excel
<b>MSIN 411</b>	Computer Concepts (IT Essentials) (1 credit)

### Program Requirements

1. Core Data Analytics Courses (12 credits)
  - MDAN 623** Statistics for Data Analytics
  - MSIN 627** Multi-Dimensional Analytics and Visualization Technologies
  - MSIN 637** Principles of Data Analytics
  - WMMN 607** Database Concepts and Design
2. Thesis Requirement Courses (choose one, 3 credits)
  - MDAN 615** Data Analytics Internship
  - MDAN 617** Advanced Research in Data Analytics
3. Required Courses in Technology/Database Concentration (12 credits)
  - OR**
  - Required Course in Business Analytics Concentration (3 credits)
4. Elective Courses in Technology/Database Concentration (6 credits)
  - OR**
  - Elective Course in Business Analytics Concentration (12 credits)

*All courses carry 3 credits, unless otherwise noted.*



## Technology/Database Concentration

The Technology/Database concentration focuses on building skills to develop and use databases, including SQL, and to become proficient in modern programming languages such as Python and R. These skills are applied in learning best data management practices. After gathering the raw data, students learn how to analyze and visualize this information using unique software products such as Tableau and Power BI.

### Required Courses

- MSIN 615** Database Management and Administration
- MSIN 616** Advanced Database Management and Data Analytics

### Electives (*choose any two*)

- MDAN 621** R for Data Analytics
- MDAN 622** Python for Data Analytics
- MSIN 620** Data Warehousing and Data Mining
- MSIN 626** Principles and Applications of Data Security
- MSIN 633** Data Modeling, Analysis, and Visualization - Alteryx
- MSIN 675** Professional Internship Experience
- MSIN 677** Advanced Data Visualization

Any Other Elective Approved by the Dean

*All courses carry 3 credits, unless otherwise noted.*

### Choose this concentration if you aspire to become a(n):

- Data Scientist
- Data Analyst
- Database Manager
- Data Manager
- Systems Analyst
- Operations Analyst
- Data Consultant





## Business Analytics Concentration

The Business Analytics concentration builds skills that can be applied to all types and sizes of business operations. In the business world, a data analyst works with data and databases from both financial and business management perspectives to increase profits and overall success of a company. Skills developed in this concentration include financial analysis, management, trend analysis and risk modeling.

### Required Course

**MDAN 641** Data Analytics: History and Comparison of Software Tools

### Elective Courses (*choose any four; Offered by the Graduate School of Business*)

**MBAN 606** Quantitative Analysis

**MBAN 602** Information Technology for Effective Management

**MDAN 642** Digital Marketing Analytics

**MDAN 643** Data Driven Decision Making: For Small Businesses

**MDAN 644** Revenue Management and Pricing Analytics

**MDAN 645** Six Sigma: The DMAIC System

**MDAN 646** Financial Risk Modeling

*All courses carry 3 credits, unless otherwise noted.*

### Choose this concentration if you aspire to become a(n):

- Financial Analyst
- Business Analysts
- Risk Analyst
- Operations Analyst
- Marketing Analyst
- Business Consultant
- Financial Consultant



## Advanced Certificate in Project Management

The Advanced Certificate in Project Management is a 12-credit program that equips students with the introductory skills, tools, and technology necessary to begin a career in technology project management. Structured for IT professionals to expand their horizons into the management world, this program exposes members of diverse communities to technology project management expertise.

The Advanced Certificate program is designed around a core of foundation courses in technology management appropriate for students of all backgrounds.

### Program Requirements

Core Management Courses (12 credits)

- MSIN 609** Information Technology Project Management
- MSIN 610** Project Management Tools
- MSIN 622** IT Service Management
- MSIN 666** Agile Project Management

*All courses carry 3 credits.*



## Master of Arts in Web and Multimedia Design

The Master of Arts in Web and Multimedia Design is a 33-credit program that takes a user-centered design approach, teaching future UX/UI designers, product designers, and creative professionals how to leverage research techniques and design thinking to achieve impactful results. Students learn how to create digital products and develop their portfolios by using design, video and audio, animation, prototypes, and other tools of the professional designer. The curriculum can particularly benefit professionals who want to learn more about designing digital products for mobile and web, since students gain a firm understanding of the interaction of design apps and websites using front-end scripting languages such as HTML, CSS, and JavaScript. Program faculty work full-time in the design field, incorporating the latest techniques and trends into their teaching.

### Preparatory Courses

(Students with insufficient background in computer science or information systems may be required to complete some or all these courses. ***Each course required must be completed with a grade of “B” or better.***)

<b>WMMN 608</b>	Introduction to Multimedia Design
<b>WMMN 609</b>	Foundations and History of Design
<b>WMMN 611</b>	Foundations of Web Design

### Required Courses

<b>WMMN 600</b>	Design Thinking and Methodology
<b>WMMN 601</b>	UX/UI Design Principles
<b>WMMN 603</b>	Responsive Web Development for UX/UI Designers
<b>WMMN 613</b>	Interactive Design for the Web
<b>WMMN 614</b>	Interactive Design for Mobile
<b>WMMN 694</b>	Thesis Project (capstone)

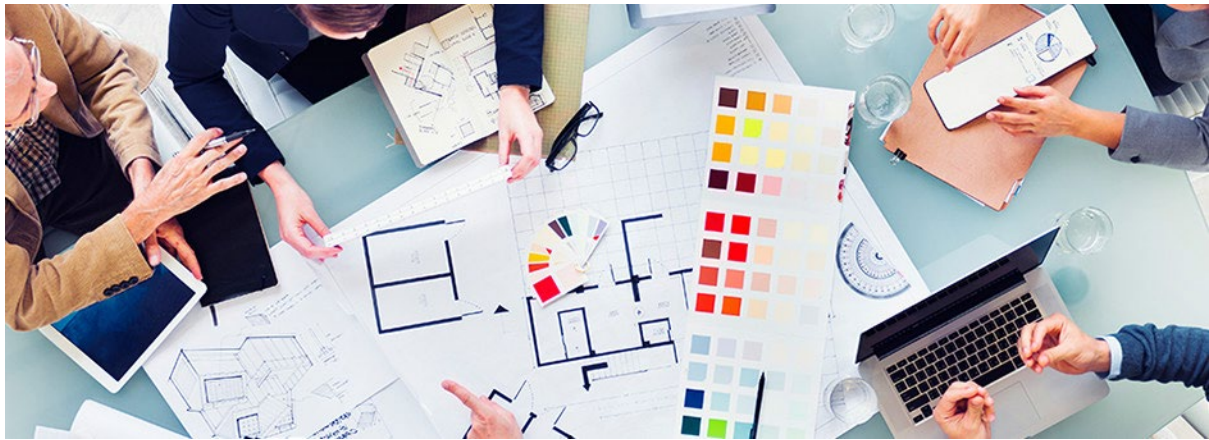
### Elective Courses (*choose any five*)

<b>WMMN 602</b>	Intro to Web Development for UX/UI Designers
<b>WMMN 604</b>	Entertainment and Instructional Design
<b>WMMN 607</b>	Database Concepts and Design
<b>WMMN 612</b>	Visual Design Foundation
<b>WMMN 615</b>	Advanced Topics in Web and Applications Technology
<b>WMMN 620</b>	Advertising in the Digital Age
<b>WMMN 622</b>	Special Topics in Web and Multimedia
<b>WMMN 625</b>	Corporate Design
<b>WMMN 630</b>	The Business of Web and Multimedia Design
<b>WMMN 635</b>	Mobile Application Development I
<b>WMMN 636</b>	Mobile Application Development II
<b>WMMN 637</b>	Advanced Mobile App Development
<b>WMMN 640</b>	Principles of 2D Animation
<b>WMMN 641</b>	3D Animation and Modeling I
<b>WMMN 642</b>	3D Animation and Modeling II
<b>WMMN 650</b>	Type in Motion
<b>WMMN 660</b>	Digital Photography for Designers
<b>WMMN 670</b>	Video and Audio Production Studio
<b>WMMN 675</b>	Professional Internship Experience

*All courses carry 3 credits, unless otherwise noted.*

**Choose this program if you would like to develop your skills in:**

- Digital product creation
- Interface design
- Interactive design
- User experience design
- Graphic design
- Motion graphics
- 3D modeling and animation
- 2D animation



## Advanced Certificate in User Experience and User Interface Design

This twelve-credit advanced certificate program provides the candidate with a solid foundation in user experience and user interface design. A core design concept, UX/UI design features human-centered design thinking – an innovative approach that encourages designers of all types to truly understand users, while enhancing the development of new products, services, systems, processes, and experiences. The advanced certificate offers a direct hands-on approach to the relationship between interactive media and human perception through ideation, research and prototyping techniques, always putting the end user at the center of the experience and stressing the importance of aesthetics and accessibility in a design system. As a result, the candidate develops a basic, yet professional, portfolio of work without needing to commit to earning a Master’s-level degree.

### Semester I

WMMN 609	Foundation and History of Design
WMMN 600	Design Thinking and Methodology*

### Semester II

WMMN 601	UX/UI Design Principles*
WMMN 614	Interactive Design for Mobile*

\* *double-counts as a core course in the Master of Arts program in Web and Multimedia Design (also see below)*

### Course Sequence

The courses in this Advanced Certificate program are taken over two semesters: two courses during the first semester and two courses during the second semester. Students who enroll in more than one Advanced Certificate program and so have already taken WMMN 609 may substitute an elective for that course.

### The candidate will be able to:

1. understand and apply the basic principles of UX/UI design.
2. engage in successful customer and competition research.
3. prototype a variety of design ideas.
4. present design ideas in group settings.
5. enter the Touro Master of Arts in Web and Multimedia Design program with 6 graduate credits.
6. compete successfully for entry level design positions.

### Applying Advanced Certificate Credits to the M.A. in Web and Multimedia Design

- The Master of Arts program in Web and Multimedia Design comprises 33 credits; students complete 6 required core courses and 5 electives (see p. 43 and <https://gst.touro.edu/academics/web-and-multimedia-design.php>).
- Students who complete the Advanced Certificate in UX/UI may apply 6 credits of coursework (specified above) toward the M.A.; they would need to complete the remaining 24 credits (3 required courses, 5 electives) to earn the degree. Based on their background and review of previous work, they may also be required to take additional preparatory courses see p. 43).
- **Please note:** Students who wish to apply to the M.A. program *must do so within 6 years* of completing the Advanced Certificate.



## Advanced Certificate in Web and Digital Design

This twelve-credit advanced certificate program provides the candidate with a solid foundation in web and digital design. Candidates are introduced to the key concepts, strategies, and tools needed to develop functional and responsive interactive websites. The program explores the important preliminary design activities of interface development, case studies, research and planning, asset creation, optimization, user testing, buying a website domain and publishing. Then candidates learn how to use SASS, a CSS preprocessor, scripting languages such as Hypertext Markup Language (HTML5), Cascading Style Sheets (CSS3), Bootstrap 4 Library, JavaScript and the Lean UX process to design websites from scratch. Candidates also create interactive projects that explore web, smart phone, tablet, and kiosk navigation, information architecture, user accessibility, metaphor, and user interaction. As a result, the candidate develops a basic, yet professional, portfolio of work without needing to commit to earning a master's degree.

### Semester I

WMMN 609	Foundation and History of Design
WMMN 611	Foundations of Web Design

### Semester II

WMMN 602	Intro to Web Development for UX/UI Designers*
WMMN 603	Responsive Web Development for UX/UI Designers**

\* **double-counts as an elective course in the Master of Arts program in Web and Multimedia Design (also see below)**

\*\* **double-counts as a core course in the Master of Arts program in Web and Multimedia Design (also see below)**

### Course Sequence

The courses in this Advanced Certificate program are taken over two semesters: two courses during the first semester and two courses during the second semester. Students who enroll in more than one Advanced Certificate program and so have already taken WMMN 609 may substitute an elective for that course.

### The candidate will be able to:

1. Understand and apply the basic concepts and current practices of front-end interactive Web design.
2. Engage in competitive research and planning.
3. Obtain, develop, and organize design assets.
4. Prototype and wireframe web site organization.
5. Construct a web site from scratch using current tools and languages.
6. Prototype a variety of design ideas for multiple end-uses.
7. Present design ideas in group settings.
8. Enter the Touro Master of Arts in Web and Multimedia Design program with 6 graduate credits.
9. Compete successfully for entry level web design positions in startup or corporate design settings.

### Applying Advanced Certificate Credits to the M.A. in Web and Multimedia Design

- The Master of Arts program in Web and Multimedia Design comprises 33 credits; students complete 6 required core courses and 5 electives (see p. 43 and <https://gst.touro.edu/academics/web-and-multimedia-design.php>).
- Students who complete the Advanced Certificate in Web and Digital Design may apply 6 credits of coursework (specified above) toward the M.A.; they would need to complete the remaining 27 credits (5 required courses, 4 electives) to earn the degree. Based on their background and review of previous work, they may also be required to take additional preparatory courses see p. 43).
- **Please note:** Students who wish to apply to the M.A. program *must do so within 6 years* of completing the Advanced Certificate.

## Advanced Certificate in 3D Modeling and Digital Animation

This twelve-credit advanced certificate program provides the candidate with a solid foundation in 3D modeling and the basic principles of 3D animation, including lighting, animation, texturing, 3D environments, props, rigging and character modeling. Using the most up-to-date version of Autodesk Maya, the curriculum includes tools for Poly modeling, UV mapping, painting custom textures, introduction to NURBS, 3D lighting and camera effects, displacement maps, bump maps, and texture projections. As a final project, candidates create a basic character that is textured, rigged, and animation-ready. As a result, the candidate develops a basic, yet professional, portfolio of work without needing to commit to earning a Master's degree.

### Semester 1

<b>WMMN 609</b>	Foundation and History of Design
<b>WMMN 641</b>	3D Animation and Modeling I*

### Semester 2

<b>WMMN 640</b>	Principles of 2D Animation*
<b>WMMN 650</b>	Type in Motion*

\* double-counts as an elective course in the Master of Arts program in Web and Multimedia Design (also see below)

### Course Sequence

The courses in this Advanced Certificate program are taken over two semesters: two courses during the first semester and two courses during the second semester. Students who enroll in more than one Advanced Certificate program and so have already taken WMMN 609 may substitute an elective for that course.

### The candidate will be able to:

1. Understand and apply the basic principles of 3D animation.
2. Engage in detailed character and movement research.
3. Prototype a variety of design ideas.
4. Utilize the basic and mid-level functions of current animation software such as Autodesk Maya.
5. Learn the principles and techniques of texturing, lighting, rigging, camera movement, and character modeling.
6. Present animation ideas in group settings.
7. Enter the Touro Master of Arts in Web and Multimedia Design program with 9 graduate credits.
8. Compete successfully for entry level animation positions.

### Applying Advanced Certificate Credits to the M.A. in Web and Multimedia Design

- The Master of Arts program in Web and Multimedia Design comprises 33 credits; students complete 6 required core courses and 5 electives (see p. 43 and <https://gst.touro.edu/academics/web-and-multimedia-design.php>).
- Students who complete the Advanced Certificate in 3D Modeling and Digital Animation may apply 9 credits of coursework (specified above) toward the M.A.; they would need to complete the remaining 27 credits (5 required courses, 4 electives) to earn the degree. Based on their background and review of previous work, they may also be required to take additional preparatory courses see p. 43).
- **Please note:** Students who wish to apply to the M.A. program *must do so within 6 years* of completing the Advanced Certificate.

## Master of Science in Instructional Technology

The Master of Science in Instructional Technology is a 33-credit program offered jointly by the Graduate School of Technology and the Graduate School of Education. The program offers two tracks:

- Teacher Certification Track
- Corporate Trainer Track

The **Teacher Certification Track** is designed for candidates who already hold New York State initial teacher certification and who aspire to become state-certified technology teachers, technology trainers, and/or technology coordinators in K-12 schools. Upon successful completion of the MS in Instructional Technology Teacher Certification Track, the student will be eligible for NYS professional teacher certification as an Educational Technology Specialist, as well as for the UFT contractual “30 credits above the Master’s” salary differential.

The **Corporate Trainer Track** is designed for students who seek to become technology trainers and educators in corporate settings. Students who complete the Master’s program in the Corporate Trainer track will possess the skills necessary to work as a Corporate Trainer, Instructional Designer, or Staff Developer.

The academic calendar is available in the Catalog of the Touro Graduate School of Education:

<http://gse.touro.edu/academics/academic-calendar/>

### Teacher Certification Track Required Courses

<b>EDSN 600</b>	History and Philosophy of Education and Special Education
<b>EDIN 601</b>	Foundations of Computers
<b>EDIN 617</b>	Foundations of Instructional Technology - Teaching with Computers
<b>EDIN 622</b>	Networking in the Education Environment
<b>EDIN 623</b>	Foundations of Instructional Design
<b>EDIN 651</b>	Internet Technology in the Classroom
<b>EDIN 653</b>	Technology Integration for School Leaders
<b>EDIN 670</b>	The Educational Technology Specialist
<b>EDIN 692</b>	Projects in Educational Technology

### Teacher Certification Track Elective Courses (*choose any two*)

<b>EDIN 621</b>	Advanced Web Applications in the Classroom
<b>EDIN 626</b>	Teaching Computer Applications in the Classroom
<b>EDIN 641</b>	Programming in the Classroom
<b>EDIN 642</b>	Multimedia Education Applications in Software Development
<b>EDIN 643</b>	Children, Technology and Media Literacy
<b>EDIN 646</b>	Distance Learning Applications
<b>EDIN 652</b>	Assistive and Special Needs Technology
<b>EDIN 654</b>	21st Century Instructional Technology Models
<b>EDIN 673</b>	Designing Online Instruction

*All courses carry 3 credits unless otherwise noted.*

### Teacher Certification Track Additional Requirement

*Degree candidates must already hold New York State initial teacher certification in any subject area.*

### Choose this track if you aspire to be a(n):

- Computer Lab Teacher / Technology Teacher
- Computer Cluster Teacher
- Professional Staff Developer
- Instructional Technology Coordinator
- Director of Technology



### **Corporate Trainer Required Courses**

- EDSN 600** History and Philosophy of Education and Special Education
- EDIN 601** Foundations of Computers
- EDIN 617** Foundations of Instructional Technology – Teaching with Computers
- EDIN 622** Networking in the Education Environment
- EDIN 623** Foundations of Instructional Design
- EDIN 646** Distance Learning Application
- EDIN 651** Internet Technology in the Classroom
- EDIN 673** Designing Online Instruction
- EDIN 693** Projects in Educational Technology - Corporate

### **Corporate Trainer Elective Courses** (*choose any two*)

- EDIN 626** Teaching Computer Applications in the Classroom
- EDIN 641** Programming in the Classroom
- EDIN 642** Multimedia Education Applications in Software Development
- EDIN 643** Children, Technology and Media Literacy
- EDIN 652** Assistive and Special Needs Technology
- EDIN 653** Technology Integration for School Leaders
- MSIN 605** Strategic Management of Technology
- MSIN 607** Effective Oral and Written Communication for Managers
- MSIN 609** Information Technology Project Management
- MSIN 610** Project Management Tools
- MSIN 615** Database Management and Administration
- MSIN 675** Professional Internship Experience
- WMMN 601** Interface Design Principles
- WMMN 604** Entertainment and Education Design
- WMMN 607** Database Concepts and Design
- WMMN 608** Introduction to Multimedia Technology
- WMMN 611** Foundations of Web Design
- WMMN 660** Digital Photography for Designers
- WMMN 670** Video and Audio Production Studio
- WMMN 675** Professional Internship Experience

*All courses carry 3 credits unless otherwise noted.*

### **Choose this track if you aspire to be a(n):**

- Corporate Trainer
- Corporate Staff Developer/Teacher Trainer
- Online Course Developer
- Educational Software Developer
- Educational Sales Representative
- Instructional Designer

## **COURSE DESCRIPTIONS**

*All courses carry 3 credits, unless otherwise noted.*

### **EDIN 601 Foundations of Computers**

Introduces the technological underpinnings of information technology in the educational environment. Students become proficient in integrating word processing, spreadsheet, database, and presentation software into educational settings, learning about the general operations of computer hardware, telecommunications, and operating systems. Students gain a general appreciation of the complexity of modern information and of information literacy.

### **EDIN 617 Foundations of Instructional Technology - Teaching with Computers**

Based on discussions of theory and research, this course examines the transition from the oral/aural classroom to the written/visual learning environment introduced through various forms of instructional technology, including the computer. Students explore many forms of instructional and educational technology, copyright and intellectual property laws, learning theories in reference to technology, assistive technologies, technology planning, theories of distance education, and the national educational technology standard (ISTE).

### **EDIN 621 Advanced Web Applications in the Classroom**

Social networking environments have had a profound impact on how students communicate, collaborate and publish materials. This course explores web applications such as a portfolio-based Wiki that allows for collaboration through shared calendars, collaborative websites, shared online documents, and discussion forums. In addition, the course presents such technological innovations as Webspiration, Google Apps, Blogger, Voki, and VoiceThread. Because new technologies are always being introduced, students learn to create differentiated learning experiences at all grade levels by leveraging many tools that are free and accessible to all. Prerequisite: EDIN 601

### **EDIN 622 Networking in the Education Environment**

Introduces students to the fundamentals of data communications in the classroom and the school district environment. Students learn how to design, support, and troubleshoot Local Area Networks (LAN). Students also learn the complex details of network information security. Prerequisite: EDIN 601

### **EDIN 623 Foundations of Instructional Design**

Teaches students to design instructional activities that are consistent with curriculum goals, based on accepted pedagogy and effective in helping students synthesize information in a meaningful way. Students explore the foundational theories of learning and investigate models of instructional design. The focus is on the process of learning, the instructional plan, the technologies that support this process, and the many ways that teaching and learning effectiveness can be assessed.

### **EDIN 626 Teaching Computer Applications in the Classroom**

Introduces students to a variety of computer applications and how to integrate them into lessons across the curriculum. Students develop lesson plans that incorporate each of the tools in line with ISTE standards. Students also develop effective techniques to teach computer tools and applications at all grade levels. Prerequisite: EDIN 601

### **EDIN 641 Programming in the Classroom**

Introduces programming using the Java programming language. Students learn to design and implement Java programs, develop and select appropriate algorithms and data structures to solve problems, code fluently in an object-oriented paradigm, and understand large programs consisting of several classes with interacting objects. These skills form the framework for teaching the new AP Java course available to high school students. Prerequisite: EDIN 601

### **EDIN 642 Multimedia Education Applications in Software Development**

Students develop computer-based educational software using hypermedia, and either an authoring language or programming language. Some background in instructional design is recommended. Prerequisite: EDIN 601

### **EDIN 643 Children, Technology and Media Literacy**

Grounded in social science theory and research, this course examines the complicated effects of mass media on children. Students learn to analyze and evaluate images and electronic forms of communication in such major contested areas as the effects of media violence, pro-social programming and its impact, cognitive processing of media content, the effects of advertising, and the impact of media consumption on children's emotional health. Beyond theory, the course examines appropriate intervention strategies for countering negative impacts on students.

### **EDIN 646 Distance Learning Applications**

Explores various technologies that are used to provide platforms for distance learning. Students produce and evaluate materials for the delivery of online instruction and learn instructional design concepts that uniquely apply to learning outside the classroom. Prerequisite: EDIN 601

### **EDIN 651 Internet Technology in the Classroom**

Examines the Internet and World Wide Web as technology integration tools for collaborative learning activities, data collection and exchange, virtual field trips, Web Quests, and online mentoring. Students also develop a more comprehensive understanding of how to carry out successful Internet research. Prerequisite: EDIN 601

### **EDIN 652 Assistive and Special Needs Technology**

Designed to expand the knowledge base of educational leaders who specialize in providing assistive and special needs technology. In addition to knowledge of specific hardware and software solutions that aid students with disabilities, the course provides theoretical and practical knowledge on how to conduct assistive technology evaluations and identify a variety of funding sources to support assistive technology for students with disabilities. Prerequisite: EDIN 601

### **EDIN 653 Technology Integration for School Leaders**

Because educational technologies change and update constantly, this course teaches the necessary skills to evaluate and select the appropriate software and hardware to integrate into the curriculum and the classroom. Students learn how to use specific technologies to support general education students and students with special needs. A primary objective is to empower our students with the skills and knowledge they need to become agents of change for school reform. Prerequisite: EDIN 601

### **EDIN 654 21st Century Instructional Technology Models**

Focuses on the use of technology as a vehicle to transform the learning environment from an outdated teacher-centered model to one that is student-centered and more personalized. Participants will study the problems facing our schools, while looking at emerging innovations aiming to better meet the needs of our students through exploration of: The National Education Technology Plan, 21st century pedagogy, models, frameworks, and tools of innovation. Learning experiences align to four main topic areas: Model technology schools and programs, innovations in instructional technologies, problem-based learning, and, school leadership and strategic planning.

### **EDIN 670 The Educational Technology Specialist**

This course is required for professional certification track students. In the course, The Educational Technology Specialist as School Leader, students explore the role of the Educational Technology Specialist, a school or district-based resource and support person and leader. The course prepares students to assess needs and plan, implement, and assess best practices in the use of Educational Technology. The course explores: 1) how to mentor and support colleagues in using technologies to improve teaching and learning, and 2) how to select and implement appropriate technology resources to assure that students receive the most appropriate and effective educational experience possible. Prerequisites: EDIN 601, EDIN 617, EDIN 651

### **EDIN 673 Designing Online Instruction**

This course is required for Corporate Track students and can be used as an elective for Certification Students. It teaches instructional design as a creative process that uses a variety of strategies to address the unique needs of learners. To architect highly effective online learning experiences, participants will focus on such topics as project planning, content expertise, communication skills, and current technologies to design relevant learning experiences. Students will synthesize content, evaluate new technologies, and develop learning solutions that best meet the needs of a diverse audience. As a culminating project, students will create, implement and evaluate a short online course about an engaging topic of their choice.

### **EDIN 692 Projects in Educational Technology**

This capstone course requires certification track candidates to synthesize their theoretical and practical learning by designing a substantial, innovative educational technology project and integrating it into an active classroom in real time. Candidates meet together once as a class at the beginning of the semester. Then each candidate works independently with the support of the professor to first define a real-world problem in their classroom or school and then draw from theory and their varied teaching experiences to apply a new and emerging set of technologies to facilitate learning, communication, and mobility in the classroom, while meeting local, state, and/or federal standards in a particular curriculum area. The project includes a research component which supports the idea that graduate candidates are scholar-practitioners who conduct appropriate research and apply the locally-relevant results to improve professional practice. Candidates are especially encouraged to innovate in the area of special education and pay close attention to the needs of diverse learners, although the project may focus on any curriculum area in the K-12 realm. A minimum of 135 hours of work is required for successful completion of the course. The 135 hours includes a practicum of supervised field experience of at least 50 hours, with two observed and assessed class lessons. Prerequisites: EDIN 651 and EDIN 670

### **EDIN 693 Projects in Educational Technology - Corporate**

This capstone course requires corporate track candidates to synthesize their theoretical and practical learning by designing a substantial, innovative instructional design project and testing it in real time with selected adult learners. Candidates meet together once as a class at the beginning of the semester. Then each candidate works independently with the support of the professor to first define a real-world problem that they can address with their project. They then draw from theory and experience to apply a new and emerging set of technologies to facilitate learning, communication, and mobility in the workplace, while meeting local, state, and/or federal standards in a particular curriculum area. The project includes a research component which supports the idea that graduate candidates are scholar-practitioners who conduct appropriate research and apply the locally-relevant results to improve professional practice. Candidates are especially encouraged to innovate in the area of special education and pay close attention to the needs of diverse adult learners. A minimum of 135 hours of work is required for successful completion of the course. Prerequisites: EDIN 646 and EDIN 673

### **EDSN 600 History and Philosophy of Education and Special Education**

Explores the historical and philosophical underpinnings of modern educational theory and practice, dating back to ancient Greek, Jewish, Christian, and Muslim writings on education and tracking developments into the present. It specifically examines the forces that have shaped educational policies in the United States, highlighting the current debate around meeting the educational and social-emotional needs of students from diverse communities. The role of technology in education and society at large, critical thinking skills, information literacy, and research-based instruction are also featured. *Offered by the Graduate School of Education.*

### **MBAN 503 Introduction to Statistics**

This course is structured to enable students to develop and increase their competence in the broad area of statistics and quantitative analysis. Each PowerPoint module will provide definition of terms, the statistics, examples of applied usage & its interpretation. External readings and audiovisual recordings of key concepts will also be required. 1 credit. *Offered by the Graduate School of Business.*

### **MBAN 602 Information Technology for Effective Management**

Focuses on information technology management in the workplace. The course explores the role of information technology as a tool for communication and control of all functions of product or service providers. IT is examined from a variety of viewpoints including its position in the digital economy, concepts and management, and strategic information systems used to gain competitive advantage. Ethical issues such as abuse by employees and preservation of privacy are also examined. *Offered by the Graduate School of Business.*

### **MBAN 606 Quantitative Analysis**

This course covers general statistical concepts related to business management. Students will work on basic statistical analysis using various numeric and algebraic techniques. Students learn the advantages and disadvantages of the various tools used in inferential statistics and when and how to apply those methods. Topics to be covered include: descriptive statistics, basic inferential statistics, analysis of variance methods and nonparametric statistics for categorical data. *Offered by the Graduate School of Business.*

### **MDAN 608 Introduction to Programming (Python)**

This course introduces core programming basics—including data types, control structures, algorithm development, and program design with functions—via the Python programming language. The course discusses the fundamental principles of Object-Oriented Programming, as well as in-depth data and information processing techniques. Students will problem solve, explore real-world software development challenges, and create practical and contemporary applications using graphical user interfaces, graphics, and network communications.

### **MDAN 609 Introduction to Excel**

This course will allow the student to comprehend and appreciate creating and working with excel lists. Using multiple worksheets and workbooks. Applying excel editing and web tools. Developing an excel application. Students will use tutorial lab exercises to grasp the above excel concepts. 1 Credit

### **MDAN 615 Data Analytics Internship**

This course provides students with the opportunity to work as an intern in the Data Analytics area, and then to formulate a paper or project based on the approved internship. The internship must be pre-approved and should provide the student with the ability to combine his/her conceptual, technical, and applied knowledge in a business environment. This internship should draw on the skills and knowledge gained throughout the program. Regular progress reporting is expected throughout the internship.

### **MDAN 617 Advanced Research in Data Analytics**

The Advanced Research course is designed to give students an individualized research project including reading and reporting on a specific topic approved by an instructor. The subject, topics and related material must be relevant and advanced regarding data analytics either from a technology perspective or from a business perspective depending on the student's area of concentration.

### **MDAN 621 R for Data Analytics**

Students will learn about the basics and fundamentals of R programming/syntax to eventually being able to write R scripts. R will be used to solve problems related to data. Students will learn to assign variables and perform simple operations with vectors. Students will also learn about lists, matrix, arrays and data frames. To complete the basics, the course will cover conditional statements, functions, classes and debugging. Students will advance to reading and writing data in R, in either table format (CSV, Excel) or in a text file (.txt). Finally, students will cover important functions for character strings and dates in R.

### **MDAN 622 Python for Data Analytics**

This course introduces the basics of the python programming environment, including fundamental python programming techniques such as lambdas, reading and manipulating csv files, and the NumPy library. The course will introduce data manipulation and cleaning techniques using the popular Python *pandas* data science library and introduce the abstraction of the Series and DataFrame as the central data structures for data analysis, along with tutorials on how to use functions such as group by, merge, and pivot tables effectively. By the end of this course, students will be able to take tabular data, clean it, manipulate it, and run basic inferential statistical analyses.

### **MDAN 623 Statistics for Data Analytics**

This course introduces univariate data analysis methods using statistics. Data visualization methods and practices, and an overview of sampling techniques for data collection. Specifically, this course teaches introductory statistical methods for the analysis and visualization of data and basic concepts of probability theory. Course topics include descriptive statistics, data visualization techniques, an introduction to statistical inference (confidence intervals and hypothesis testing) for decision making, linear regression models, data sampling techniques. The students will learn the statistical package SPSS to analyze data sets from real-world applications.

### **MDAN 641 Data Analytics: History and Comparison of Software Tools**

Data analysis (rooted in statistics) and computer technology have been developing and affecting each other, ever since the advent of computing. As the collected data size gets larger, new methods of data analysis have been introduced in each stage, out of necessity. As data collection and computing gets even cheaper, we should continue to see breakthroughs in the area of big data. This course provides the students with an understanding of the history of data analytics (which some say dates back to ancient Egypt), its evolution, its uses & applications, challenges, benefits, threats and its opportunities for growth/changes that can be made in the field. It also compares and contrasts the various software packages that are being used in business today. *Offered by the Graduate School of Business.*

### **MDAN 642 Digital Marketing Analytics**

This course is meant to integrate a virtually frictionless system for moving from data to decision, action to results! The course will explore how to: use analysis to craft experiences that profoundly reflect customers' needs, expectations, and behaviors; measure real digital media ROI: sales, leads, and customer satisfaction; track the performance of all paid, earned, and owned digital channels; leverage digital data beyond PR and marketing: for strategic planning, product development, and HR; start optimizing digital content in real time; implement advanced tools, processes, and algorithms for accurately measuring influence; make the most of surveys, focus groups, and offline research synergies; focus new marketing investments where they'll deliver the most value; and identify and understand important audiences across the digital ecosystem. *Offered by the Graduate School of Business.*

### **MDAN 643 Data Driven Decision Making: For Small Businesses**

This course's focus is on how to use business data to make an impact on business performance. It will inform students on how to use data to reduce inventory, determine product and customer profitability, gain insight into customer ordering behavior, how to determine if your cash flow is getting better or worse, and determining if a business is becoming more or less efficient as it grows. The intent of this course is to show the students what is possible rather than teaching mathematical techniques. Using real-world case studies from various functional areas, from simple to the more advanced, the course will deliver a series of analytics using software that most businesses already possess, suitable for anyone wishing to take their business to the next level. The course will also examine the advantages and disadvantages of trying to build these capabilities in-house and will provide a realistic view of the challenges associated with analytics in the business world. Different data analysis and visualization tools will also be discussed. *Offered by the Graduate School of Business.*

### **MDAN 644 Revenue Management and Pricing Analytics**

The practices of Revenue Management and Pricing Analytics (RMPA) use historical sales data to analytically estimate demand forecasts that are then used in optimization models to set and update capacity (or prices) through the various channels to specific customer segments in an attempt to maximize profits. The practice of segmentation has transformed the transportation and hospitality industries and are increasingly important in industries as such retail, telecommunications, banking, health care and manufacturing. However, while capacity-constrained industries such as the airlines and hotels typically optimize on the capacity to make available to each customer segment, price optimization (by customer segmentation in the forms such as seasonal time-based pricing; package-based pricing; channel-based pricing; and coupons, mail-in rebates, and promotion codes) is more frequently used for less capacity constrained industries such as retailing and banking. This course guides students & professional on how to identify and exploit revenue management and pricing opportunities in different business contexts. *Offered by the Graduate School of Business.*

### **MDAN 645 Six Sigma: The DMAIC System**

The goal of this course is to assist professionals to turn their own Six Sigma projects into reality. This course will guide the students through all aspects of Six Sigma from identifying and defining a suitable project topic, to sustainably managing its success in the control phase. By demonstrating all of the necessary steps supported by a “Define, Measure, Analyze, Improve, Control” (DMAIC) software guide, it makes the application of the sequentially linked DMAIC tools transferable to typical Six Sigma business projects. This course will give students the knowledge and confidence to continue their studies to take the Green Belt certification. *Offered by the Graduate School of Business.*

### **MDAN 646 Financial Risk Modeling**

Too often, finance courses stop short of making a connection between textbook finance and the problems of real-world business. Financial Risk Modeling bridges this gap between theory and practice by constructing a financial model from scratch and providing a nuts-and-bolts guide to solving common financial models using Excel. This course takes a variety of investment topics in the construction of Portfolio Models (i.e., efficient portfolio management and short sales, Variance-Covariance matrices, estimating betas and security market line, value at risk, option-pricing models, bonds and term structure of interest rates) and an introduction to Visual Basic for Applications (VBA) functions and applications. *Offered by the Graduate School of Business.*

### **MSIN 411 Computer Concepts Tutorial\***

The IT Essentials (ITE) curriculum emphasizes practical experience to help students develop fundamental computer and career skills. ITE helps students prepare for entry-level career opportunities in ICT and the CompTIA A+ certification. The course also provides a learning pathway to Cisco CCNA. 1 credit.

### **MSIN 605 Strategic Management of Technology**

The strategic management of technology and its application on the path to innovation, from the perspective of the general manager at the product line, business unit, and in the executive suite. Students develop an understanding of the tools used in technology and innovation management. Case studies and examples from a variety of industries are a major element of the course.

### **MSIN 607 Effective Oral and Written Communication for Managers**

The course emphasizes the importance of good communication skills for corporate managers in the business world. This course identifies and reviews the foundations of business communication — listening, speaking, writing, and reading — and broadens students’ experience by building communication skills using technologies and practical business applications. The goal of this course is for students to become confident, flexible, and resourceful communicators in the competitive intercultural global business community.

### **MSIN 609 Information Technology Project Management**

The principles of project management and organizing and managing resources in order to complete projects in designated time-frames. In this course, students learn how to use IT architecture to bring order to the sometimes chaotic world of information systems, by defining a set of guidelines and standards and then adhering to them. Students learn to view IT architecture as a reflection and integral part of business strategy, rather than as a stand-alone entity. Students also gain a unique perspective on the issues surrounding the management of information technology in various organizations. Each topic is viewed pragmatically, through case studies analyzing how selected companies implemented various IT strategies and how those strategies affected the bottom line.

*\*IMPORTANT: Students must earn a “B” or better in this course to be eligible for entry into the Network Administration and Cybersecurity or Technology Leadership/Project Management concentrations of the Master of Science program in Information Systems.*

### **MSIN 610 Project Management Tools**

Builds on the skills and knowledge gained in Information Technology Project Management to provide students with an in-depth understanding of the principles of project management. Students learn how to organize and manage resources to complete projects in designated time-frames. Students explore project phases and processes in the context of the disciplines of project management including: scope, time constraints, integration, cost analysis, procurement, risk analysis, resource evaluation, identification and confirmation of business requirements, quality control, communication, and project tracking. Each topic is viewed from a business perspective, using case studies analyzing how selected companies implemented various IT strategies. Prerequisite: MSIN 609

### **MSIN 611 Leadership in the Technology Organization**

Issues considered include: the nature of leadership; preparing for opportunities; characteristics of exemplary leadership; understanding structural dynamics in technology organizations; knowledge management; using creativity to develop the right vision and strategy; leveraging the current environment to create a dynamic and sustainable culture; bad leadership and how to avoid it; fostering collaboration and preserving integrity; and vendor relationship management. Pre- or corequisite: MSIN 605

### **MSIN 612 Team Management Skills for IT Project Managers**

A crucial role in cultivating business growth, being in charge of team management requires a fusion of interpersonal, technical, and of course, organizational skills. In this course, you'll learn essential leadership skills, including how to inspire and motivate individuals, manage talent, influence without authority, and lead teams.

Prerequisite: MSIN 611

### **MSIN 615 Database Management and Administration**

Addresses the basic concepts of sound database design. The course covers database normalization; data integrity, including setting domain constraints, triggers, and referential integrity constraints; design presentation tools such as Visio; E-R diagrams; data manipulation and retrieval using SQL; database implementation using SQL Server; transaction processing; and database issues such as concurrency control, database recovery, and query optimization. Prerequisite: Completion of required prerequisite "bridge" courses (if applicable).

### **MSIN 616 Advanced Database Management and Data Analytics**

Building on Database Management and Administration, the course explores additional data modeling techniques, concepts of database integrity and transaction management, stored procedures, user-defined functions, database programming, query optimization, performance and tuning, and other advanced SQL topics. Prerequisite: MSIN 615

### **MSIN 617 Web and Application Development**

Introduces the development of Internet-based applications using client/server-side scripting. Modern programming principles and best practices related to web and application development are reviewed, as well as the creation of dynamic websites and mobile applications. The course addresses organizational concerns about web applications, maximum use of technology in today's market, and retention of data integrity. Students develop and implement dynamic, interactive, database-driven client/server applications using various technologies. Prerequisite: Completion of required preparatory courses (if applicable).

### **MSIN 620 Data Warehousing and Data Mining**

This course combines lectures with hands-on labs to teach students necessary skills to administer SQL Server instances and databases. Topics covered in the class will include System Databases, Data Files, Log Files & Check Points, Memory CPU and Disk Redundancy Discussions, Functions, Stored Procedures, Triggers, indexing and query optimization, Database backup and restoration, Log Shipping, Database Mirroring, Database Replication, Database Snapshots, Security, Policy Based Management, SQL Agent & Task Scheduling/Automation, Database Maintenance Plans, Monitoring, Alerting & Tuning, New Features, Blocking Transitions & Dedicated Administrator Connection. Prerequisite: MSIN 616



### **MSIN 621 Budgeting and Finance for Technology Managers**

Examines finance and accounting systems designed to track IS/IT expenditures as well as support IS/IT expenditure forecasting. Additional issues considered include: acquisition strategies; “buy versus build”; purchase or lease; maintenance and support costs; optimizing help desk resources; equipment depreciation; the learning curve and human capital; return on investment; true cost of network administration; and the cost of removing obsolete equipment. The relationship of IS/IT systems’ plans and strategies to those of the overall organization within the parameters of budgetary and financial constraints are a particular focus, with actual case studies reviewed and analyzed. Pre- or corequisite: MSIN 609

### **MSIN 622 IT Service Management**

Addresses the legal, social and ethical effects of technology on the workplace and on society in general. Issues considered include: the responsibilities and risks of computing; equity of access; privacy and data security; legal boundaries of intellectual property; appropriate use of e-mail and technology resources; cryptography; encryption; and accuracy of information. Particular attention is focused on the roles, responsibilities, processes and powers of technology leaders. Prerequisite: None

### **MSIN 623 Database Concepts for Financial Systems**

Focuses on the intersection of global financial markets and database concepts. The course considers the various business processes involved that affect investors, savers, borrowers, and corporations and how global financial markets rely on data and information. Activities explored include trading, risk management, and portfolio management, among others, and the essential database concepts and data content required to support these functions. Prerequisite: MSIN 615

### **MSIN 625 Advanced Web and Application Development**

Expands on the material covered in MSIN 617 by presenting advanced concepts of server-side languages used to develop more robust web or mobile applications and increase the level of interaction between client and server communication. Explores advanced techniques for web and application programming using current technologies, with a focus on applying advanced scripting technologies to the design and development of large web applications. Major topics include tiered application design, transacted web applications, components, and web services. Prerequisite: MSIN 617

### **MSIN 626 Principles and Applications of Data Security**

Introduces database security, which greatly impacts the design of today’s information systems. This vendor-neutral course provides an overview of database security concepts and techniques and discusses new directions of database security in the context of Internet information management. The course expounds on the security context of database technologies and examines the exploitation of database vulnerabilities. It also provides an overview of security issues in database systems and shows how current and future commercial systems may be designed to ensure secrecy and confidentiality. Students will learn about common pitfalls of database design and how to identify and avoid them. Also covered are basic security mechanisms and software, database security, intrusion detection, and security models for next-generation databases. Prerequisite: MSIN 616

### **MSIN 627 Multi-Dimensional Analytics and Visualization Technologies**

The course introduces the practice of managing data as corporate assets by organizations to gain competitive advantage and meet regulatory demand. The course will also describe the data management emerging profession, and skills required to perform the various data management functions for each role. Prerequisite: MSIN 615

### **MSIN 628 Special Topics in Databases**

Explores in-depth theoretical and practical issues of advanced database management systems. The main focus is on the introduction of specific concepts, methodologies and techniques related to advanced database topics, which may include database application development, storage and indexing, transactions, query management and optimization, concurrency control, and recovery. Prerequisite: MSIN 615

### **MSIN 630 Web Database Application Development**

Introduces the principles and practice of implementing and designing medium-sized web database applications. Students learn to apply web programming technology and tools for database implementation to the web, including server-side scripting, session management, and authentication. Students also investigate Internet database application issues including database design, human computer interface (HCI) techniques, and evaluation criteria for designing good web database applications. Prerequisite: MSIN 615

### **MSIN 632 Enterprise Data Analytics and Database Systems**

A hands-on approach to the effective management of large-enterprise databases. The objective is for students to acquire the skills for designing, maintaining, and optimizing these databases. Concepts and techniques needed to install, configure, administer, maintain, query and generate reports, troubleshoot, backup and recovery data, and fine-tune such systems are explored. Prerequisite: MSIN 616

### **MSIN 633 Data Modeling, Analysis, and Visualization - Alteryx**

Introduces the details of various database structures in several database systems in common use in today's market, such as Oracle, SQL Server, MySQL, Sybase, and DB2. The course covers the implementation of database features including indices, keys, foreign keys, triggers, cursors, stored procedures, and concurrency and transaction management, among other topics. Rudimentary proprietary extensions to SQL are also studied and compared.

Pre- or corequisite: MSIN 616

### **MSIN 634 DB2 System Administration I**

Discusses the implementation of many typical database concepts using Microsoft's SQL Server database. Some basic computer science data structures and operating system concepts are covered, as well, in the context of SQL Server internals. Pre- or corequisite: MSIN 616

### **MSIN 636 Web Site Engineering**

Focuses on web engineering methods and processes that support e-commerce development. Presents the website engineering life cycle and user-centered design, including site goals, business models, value propositions, user analysis, information architecture, interface and navigation design, usability guidelines, database, testing, hosting strategies, usage metrics, and collaborative development. Technologies for e-commerce, shopping cart, digital payments, promotion strategies, and security issues are discussed. Students build fully functional e-commerce websites using database and client- and server-side technologies. Advanced server-side languages are presented which reinforce and build upon concepts and principles outlined in MSIN 625. Prerequisite: MSIN 625

### **MSIN 637 Principles of Data Analysis**

This course is a hands-on introduction to the field of Data Analytics where students will learn the concepts and tools needed throughout the analysis process from formulating the research question to obtaining, cleaning, and collating data to making inferences and publishing results. Students will also learn how to formulate research questions in "data terms" so that it can be analyzed and identify the limitations imposed by the available data. Students will become versed in sorting data, filtering data and creating data totals. They will learn how to use Pivot Tables. They will also master Statistical Functions, Text Functions, Database Functions, Lookup Functions, and Date and Time Functions among others. Students will be introduced to data types, control structures, functions, and debugging tools. They will learn how to acquire data, what it means to clean data by removing inconsistencies and reformat data so that it can be analyzed by statistical tools. Corequisite: MSIN 616

### **MSIN 638 Mobile Application Development**

Learn how to build mobile applications with this advanced course in app development. The course explores the creation of applications for current popular mobile computing devices. Emphasis is placed on the processes, tools and frameworks required to develop applications for current and emerging mobile computing devices, as well as the entire software development life-cycle. Prerequisite: MSIN 625

### **MSIN 640 Fundamentals of Cybersecurity and Networking Technologies**

Introduces students to Network Administration and Cybersecurity and related terminology, including LAN/WAN network components and their corresponding functions. Students learn how data flows throughout a network and how "connections" and "communications" are achieved in various network configurations. Students also develop an in-depth understanding of the functionality of the Internet and gain knowledge of data communications networking technologies. Prerequisite: Completion of required prerequisite "bridge" courses (if applicable).

### **MSIN 641 Advanced Cybersecurity and Internet Technologies**

This course covers critical design process issues, such as TCP/IP V4 subnetting and supernetting, VLSM and CIDR, ipv6 addressing, name resolution (DNS), security issues as related to TCP/IP communications (NAT and Firewalls), network management (SNMP), Directory Services Protocol (LDAP), Storage Area Networking (SAN), and cloud computing. The contents of the course are based on industry best practices, lessons learned, and practical knowledge obtained by the instructor and other subject matter experts. This course will complement the basic knowledge learned by students in some of these topics from earlier courses and prepares them for life as a networking IT Architect or IT Specialist following graduation. Prerequisite: MSIN 640 and MSIN 647

### **MSIN 643 Advanced Topics in LAN**

Expands students' knowledge of the LAN network environment by introducing the two most common corporate e-mail server applications, Microsoft Exchange Server/Outlook and IBM Lotus Domino Messaging Server/Notes. With an understanding of these two popular e-mail server applications, students make in-depth comparisons of their installation, messaging protocols, recipient and distribution lists, address lists, storage and mailboxes, public folders, and message routing. Prerequisite: MSIN 640

### **MSIN 644 Wireless and Secure Networks**

Provides the background knowledge and practical skills needed to design, deploy, manage, and troubleshoot wireless local area networks (WLANs). Starting with an overview of the technology and architecture of WLANs, this course explains the services and advanced features that such networks can provide. Students receive practical design guidance and deployment recommendations, beginning with an overview of Ethernet technologies, 802.11 standards, and physical layer technologies, and how to address challenges and solutions associated with security, mobility, and Quality of Service (QoS). Radio frequency fundamentals and site-surveying methods are reviewed in detail. A series of case studies that highlight WLAN design considerations in various business environments help place all the concepts covered in the context of real-world applications. Prerequisite: MSIN 640

### **MSIN 645 Network Security**

Key aspects of information security, from the basics to advanced cryptography, authentication, secure Web and e-mail services, and emerging security standards. Students gain the knowledge and skills needed to design a secure network infrastructure. They also learn how to model threats and analyze security risks in order to meet business requirements for securing computers in a networked environment. The course develops decision-making skills through simulation of scenarios that may be encountered in real life; students learn how to collect information and sort through the details in order to resolve given security requirements. Prerequisite: MSIN 647

### **MSIN 646 Network Architecture and Design**

A historical perspective and structured approach to the design of networks in today's environments. The course presents both strengths and weaknesses of current technologies and discusses methods of using these elements to produce workable solutions for emerging communication needs. Beginning with how networks meet basic

connectivity requirements, it expands to how networks interconnect and how they are optimized to satisfy the needs of applications layered upon them. Sample case studies may include current initiatives in VoIP and Video over IP. A special focus on Internet optimization lends relevance to these discussions with real-world engineering challenges. Prerequisite: MSIN 647

### **MSIN 647 Computer Networking Routing and Switching**

Routing and Switching Uses a structured approach to explain how networks work, including the physical layer of networking, computer hardware and transmission systems, network applications such as e-mail, the domain name system (DNS), the World-Wide Web, and various forms of multimedia. It also encompasses current network technologies including wireless networks, Bluetooth, video conferencing, streaming video, and Voice-over IP (VoIP). Pre- or corequisite: MSIN 640

### **MSIN 648 Secure Virtualization Technologies**

Focuses on the managerial aspects of information and network security. Students study information security concerns and techniques utilized in the current business environment to protect against the risk of revenue loss. Prerequisite: MSIN 645

### **MSIN 649 Information Security Management**

Beginning with the technical aspects of information system security, this course goes on to address both formal as well as informal controls regarding the normative structures that exist within organizations. Issues considered include: the nature and scope of information system (IS) security; models for technical specifications of IS security; cryptography and technical IS security; IS risk management; corporate governance for IS security; security standards; legal aspects of IS security; and computer forensics. Case studies of actual security systems, including a selection of security system failures, are analyzed. Prerequisite: MSIN 611

### **MSIN 650 Social Web Technologies**

You will learn how to program web applications powering current popular social networks, including web technologies powering Web 2.0 services, web-based applications that are highly interactive, conversational and participatory. Topics to be covered in this course may include folksonomy, tagging, social networks, blogs, wikis, geospatial web, Semantic Web, Ajax, REST web services, RSS syndication and mashups. Students will be expected to evaluate new web technologies from a cultural and business perspective and develop proof-of-concept web applications. Pre- or corequisite: MSIN 617

### **MSIN 652 UNIX/Linux System Administration**

This course provides students with knowledge of standard and advanced techniques needed to set up and maintain a UNIX/Linux environment. Focusing on aspects of configuring and managing an Internet-based server with the Linux operating system. Students learn Linux software configuration and installation, user management, security, and data integrity. Prerequisite: MSIN 640

### **MSIN 653 Web Application Security**

This course presents the foundational principles of information and web security in the context of the systems development and security life cycle process. The focus is on both managerial as well as technical aspects. Students will learn how to protect web servers from cross-site scripting and SQL injection attacks and employ the principles of least privilege, fail-safe stance, and protecting against the weakest link to achieve security. Pre- or Corequisite: MSIN 617

### **MSIN 655 Advanced Computer Networking: High Performance Networks**

High Performance Networks Performance concepts and issues regarding the TCP/IP protocol over wired, wireless, optical, and satellite networks. Concepts covered include TCP/IP network performance evaluation methods, network traffic management in routers and hosts, and implementations of the TCP/IP protocol stack in hardware and software. Prerequisite: MSIN 647

### **MSIN 656 Intranet and Portal Development**

Intranets and portals allow organizations to exploit inexpensive web technologies for in-house applications, such as corporate information dissemination, internal social networking, and more. Various open-source and commercial portal technologies will be explored. Students will learn how to develop and design intranet and portal applications. Pre- or corequisite: MSIN 617

### **MSIN 657 Knowledge Management**

Emphasizes the direct connection between an organization's intellectual assets and positive business results. The "knowledge component" of business activity is examined as a discrete area of concern reflected in strategy, policy, and practice at all levels of the organization. The continuously-accelerating rate of knowledge growth in general, and of technology change in particular, is viewed not only as a phenomenon posing challenges, but also as a source of opportunity. Prerequisite: MSIN 605

### **MSIN 661 Strategic Collaboration Technologies**

Trains students to identify and apply strategic collaboration technologies both within the organization and in the broader external environment. Students explore innovative collaboration technologies such as wikis, weblogs, online communities, intranets, portals, webinars, video conferencing, GPS, and internet document sharing. More traditional collaboration tools, such as forums, conferences, small and large group meetings, workshops, shared calendars, email, flowcharts, and knowledge sharing and management, are also analyzed. Students design and implement projects using a variety of collaboration tools and technologies, with a focus on their role within the organization and the role of their organization within the wider competitive, economic-minded business community. Prerequisite: MSIN 605

### **MSIN 662 Governance of Enterprise IT**

This course on Governance of Enterprise IT is taught from the perspective of an Enterprise Solution Architect deploying IT technology and services into an Enterprise Environment. Touro University Graduate School of Technology has an Academic Use License with "The Open Group (TOG)". As a Text for this course The TOG Architecture Framework Standards (TOGAF v9.2) was used. The class teaches students the breadth and depth of "The Open Group" and specifically what the TOGAF Standards provides with its application of the Architecture Development Method (ADM). The students are encouraged to deeply discuss the Frameworks and Methods with an emphasis on real life implementations in their future professional career / work environment. The course is about the management of IT architecture and infrastructure, but the students ultimately go much deeper into real understanding of all the nuances, processes and procedures related to IT architecture, systems and best practices. The suggested prerequisite is MSIS609 Introduction to Project Management because the students are encouraged to compare how the TOGAF relates to the Project Management Body of Knowledge (PMBOK), since there is much overlap in the concepts, but applied in different ways. The overall objective of the course is the understanding and tying together things learned in other classes to ultimately build a greater general framework of relevant IT knowledge. Prerequisite: MSIN 611.

### **MSIN 663 Business Process Management**

Presents the activities necessary for planning, managing and monitoring the performance of business processes (e.g. the methods and techniques of designing and managing a software development environment). Students explore how the adoption of a process approach enhances the effectiveness of a quality management system. Prerequisite: MSIN 609

### **MSIN 666 Agile Project Management**

Agile methodologies have revolutionized approaches to product development and project management. This course is designed for those students who have a foundational understanding of traditional project management tools and processes, e.g., timelines and budgets, tools such as Microsoft Project, and Gantt charts, either through formal training or practical experience. Several agile methodologies will be introduced, such as Scrum, XP, Lean, and Kanban. While learning how to break down a project into pieces that can be scheduled, tracked, and controlled,

attention will also be given to the human element in product lifecycles, including how to foster group engagement. The nature and types of project risk involved will also be examined. Completing this course will prepare students to apply for Agile certification. Pre- or corequisite: Permission of the Program Chair

### **MSIN 667 Special Topics in IT Project Management**

This course covers emerging trends in IT Project Management in order to broaden students' understanding of the topic. Specific contents and applications will be determined by the interests and expertise of faculty and students. Pre- or corequisite: Permission of the Program Chair

### **MSIN 668 Designing Cloud Solutions**

Cloud computing gives businesses the ability to balance their needs with available resources. You will learn how to properly design cloud solutions and deploy web and software applications, databases, and user interfaces in a cloud environment. The focus of the course is upon architecture and design considerations within the cloud, as well as practical experience in designing, developing, and deploying cloud-based solutions.

### **MSIN 671 Risk Management**

This course provides the understanding and application of how organizations identify, analyze, quantify, and manage risk in order to develop techniques and processes that will enable them to make decisions that balance risk and reward tradeoffs. Students will learn to assess and measure risk, as well use risk management tools and will apply these skills using case studies. Pre- or corequisite: Permission of the Program Chair.

### **MSIN 672 Special Topics in Cybersecurity**

This course covers emerging trends in Cybersecurity to broaden student understanding of the topic. Specific content and applications will be determined by the interest and expertise of faculty and students. Topics may include but are not limited to Advanced Topics in Cryptography; Cyberspace Operational Planning; Software Vulnerability and Security; Mobile Device Management and Security; Insider Threats; International Cyber Power; Perspectives and Implications. Prerequisite: MSIN 647

### **MSIN 675 Professional Internship Experience**

The student works in a professional environment, for a minimum of 480 hours over a period of at least two semesters. Weekly logs and examples of work are required for the successful completion of the internship, and are reviewed by the Faculty Internship Coordinator, upon completion of the internship. The purpose of the internship is to provide students with practical, hands-on experience in their chosen field of expertise to complement their coursework. Prerequisite: Permission of the Program Chair.

### **MSIN 677 Advanced Data Visualization**

Provides an introduction to Transactional Databases and compares them to a Data Warehouse, Data Marts, Big Data, No SQL Databases, Fact and Dimension Tables and various other tools to understand, analyze and visualize hidden information in raw data. It combines lectures with hands on exercises and labs to create charts, dashboards and stories containing visual presentation of data and their summaries to help make sense of huge collections of such raw data and to communicate the same to decision makers so they can quickly spot trends, see patterns and discover other pieces of information buried in such data to make day to day decisions quickly and efficiently. Prerequisite: MSIN 615

### **MSIN 695 Capstone Course: Information Systems Research Project Seminar**

Provides students with the opportunity to plan a major research paper or project and implement it from start to finish using a combination of their conceptual, technical, and applied knowledge. As the capstone course in the program, the project developed draws on the skills and knowledge gained throughout the program. Project deliverables have deadlines staggered throughout the semester. Must be taken in last semester.

### **WMMN 600 Design Thinking and Methodology**

In this introductory course in human-centered design thinking, students will learn new innovative approaches to truly understand users and enhance new products, services, systems, processes, and experiences. Through hands-on projects, students will learn media design fundamentals through ideation, research, and prototyping techniques, always putting the user as the center of the experience. At the end of the course, students will be able to create and present a final project that reflects these best practices and meaningful insights from research and problem solving.

### **WMMN 601 UX/UI Design Principles**

This hands-on course explores the relationship between interactive media and human perception, stressing the importance of aesthetics and accessibility in a design system. As such, it is both an investigation of visual and conceptual design issues in software interfaces, and a context for technical research and critical evaluation. Using style guides, students create interactive projects that explore web, smart phone, tablet, and kiosk navigation, information architecture, user accessibility, metaphor, and user interaction. Students are assessed based on class participation and on the merits of their effectively designed portfolio projects. The course also helps students evaluate career options in the field.

### **WMMN 602 Intro to Web Development for UX & UI Designers**

This foundation course introduces key concepts, tools, and technologies needed to design, build, and troubleshoot web and multimedia projects, including HTML5, CSS, JavaScript, JQuery, and other server-side technologies. The goal is not to make students into full-time programmers, but rather to develop the solid proficiency needed to participate in the web development process and client/server communications. The course also teaches students how to collaborate more effectively with web developers and to continue to learn on their own.

### **WMMN 603 Responsive Web Development for UX/UI Designers**

In this advanced-level web design and development course, students are introduced to the key concepts and tools needed to develop functional and responsive interactive websites. The course explores interface design and user experience, case studies, research and planning, asset creation, optimization, user testing, buying a website domain, and publishing the site to the Internet. Students will learn how to use SASS, a CSS preprocessor, scripting languages such as Hypertext Markup Language (HTML5), Cascading Style Sheets (CSS3), Bootstrap 4 Library, JavaScript and the Lean UX process for product design. At the end of the course, students either design a website from scratch or select a website in need of a redesign for their final project presentation.

### **WMMN 604 Entertainment and Instructional Design**

This course focuses on advanced techniques used to deliver educational material to people of all ages, abilities, and special needs in an entertaining manner. Students use a combination of images, text, animations, audio and video on the web, and other digital delivery systems to successfully communicate educational messages and help users retain the information. Current Industry applications are employed to produce an educational multimedia game or story presentation in which students are encouraged to explore and develop their personal design style with accessibility in mind. All student designs are analyzed and critiqued in class.

### **WMMN 607 Database Concepts and Design\*\***

This course covers the database concepts that are the foundation and building blocks of sound database design and management. It explains why good database design is critical to the accurate and efficient storage and retrieval of data. The course will explore database design techniques such as database models, database modeling/design tools. The course identifies the functions provided by a database management system to help ensure the integrity of data. It teaches students how to design a database that maximizes data integrity using normalization techniques. It also covers the use of SQL to create and populate tables, retrieve, and update data.

**\*\*IMPORTANT:** *Students must earn a “B” or better in this course to be eligible for entry into the Database Management or Technology Leadership concentrations of the Master of Science program in Information Systems.*

### **WMMN 608 Introduction to Multimedia Design<sup>+</sup>**

This course introduces students to the basic topics and terminology, as well as the tools and applications, in the web and multimedia field. Students learn the basic elements and principles of design using the latest industry software such as the Adobe Creative Cloud. Students create images, edit images, and create professional design layouts in hands-on projects that employ most of the key functions and tools available in current design industry applications.

### **WMMN 609 Foundations and History of Design<sup>+</sup>**

This course explores the principles and elements of visual design, including the basic vocabulary of visual forms, the various materials used in the field, related technical and computer skills, and important creative problem-solving strategies. A variety of creative projects are designed to challenge students to demonstrate their visual creative skills, their grasp of visual literacy, and their growing technical competence. Students submit their work to class critiques that assess their cumulative understanding of the concepts and skills taught.

### **WMMN 611 Foundations of Web Design<sup>+</sup>**

This course presents students with the information and skills needed to use HTML and CSS to build responsive websites. The course includes presentations, demonstrations, exercises, assignments, quizzes, and two major projects (one personal and one completed with the class team). Students develop sitemaps, wireframes, and style guides to help them conceptualize an effective web design strategy. They also learn how to create effective email advertising. Students complete the course with the necessary skills and knowledge to jumpstart their career in web design and development.

### **WMMN 612 Visual Design Foundation**

This course builds on the Foundations and History of Design curriculum and provides a deeper exploration into the rich and complex global history of design. Complex interrelationships between styles, culture, technology, and materials will inform student projects. Pre- or corequisite: Permission of the Program Chair

### **WMMN 613 Interactive Design for the Web**

This hands-on web prototyping course focuses on the behavior of web components. Students learn how to build a fully responsive website and demo it by using high end prototyping tools such as InVision. Using the latest concepts of interactive design, students either construct a website from scratch or select a website in need of a redesign and create a full prototype website for their final project.

### **WMMN 614 Interactive Design for Mobile**

In this mobile prototyping course, students are first introduced to mobile interactive concepts for both the iOS and Android platforms and learn how to create basic to high-end prototypes for a mobile app. Students either design a mobile app from scratch or select a mobile app in need of a redesign and present their prototype as a final project for a class critique.

### **WMMN 615 Advanced Topics in Web and Applications Technology**

This course covers advanced topics related to app and web development, including programming technologies in advanced interactive design work. The course enables students to competently realize their advanced design concepts and fine tune their programming and database skills through real-world projects.

<sup>+</sup> **IMPORTANT:** *Students must earn a “B” or better in each of these courses to be eligible to take technical design courses in the Master of Arts program in Web and Multimedia Design.*



### **WMMN 620 Advertising in the Digital Age**

Appreciating marketing and the rich history of advertising, this course explores the latest commercial trends that impact this field on the Internet and the array of current means through which people connect. Students develop concepts, a marketing plan, and appropriate research methods to understand and present the effectiveness and reach of today's digital advertising. Students also learn about the various media used in digital advertising, as well as the ethical issues in marketing that arise from the history of PR and Advertising.

### **WMMN 622 Special Topics in Web and Multimedia**

This course explores in-depth theoretical and practical issues of web and multimedia design to broaden student understanding of the field. The main focus is on the introduction of specific concepts, methodologies and techniques related to advanced topics and leading trends in the industry. Specific content and applications are determined by both student and faculty interest and expertise. Students work independently, guided one-on-one by a faculty member. Enrollment is only by permission of the Department Chair.

### **WMMN 625 Corporate Design**

This course explores the world of coordinated identity branding within a digital context and introduces the many applications required to reach all levels of stakeholders in the corporate audience. After analyzing relevant cases, students design original identity systems that are visual expressions of corporate culture and goals and designed to be effective in any format. Students learn how to create print and online graphic standards guides that demonstrate how corporate brand identity communicates an organization's strategy in a universal way to reach large audiences.

### **WMMN 630 The Business of Web and Multimedia Design**

In this course, students take the first steps towards establishing their own web and multimedia design businesses by defining their career goals, and developing business and marketing plans. They also analyze successful projects, research target clients, and learn to articulate their own interests, personal style, design, and technical skills.

### **WMMN 635 Mobile Application Development I**

This course focuses on the application development process for iOS platforms. Students apply the iterative design process while building a product that has been developed from the wire-frame stage through a rough minimally functional stage, and finally through user-testing in the deployment stage. Students are exposed to the Xcode Integrated Development Environment and Apple's Swift programming language.

### **WMMN 636 Mobile Application Development II**

In this course, students build upon their existing App Development knowledge to craft applications for phones and tablets that are informed by contemporary production practices and design principles. Students will have a chance to work in groups to design, develop, and test a mobile application in the Android platform. The class will also discuss how to best market a mobile application.

### **WMMN 637 Advanced Mobile App Development**

This course covers advanced features and functionality of both iOS and Android Mobile App development, while also focusing on application interfaces for web access and multimedia capabilities. Students analyze how mobile front-end applications utilize and access functionality hosted in a cloud computing environment. Students learn how social networking software like Facebook and Twitter, In-App purchases, and ads can be used to promote and extend mobile applications.

### **WMMN 640 Principles of 2D Animation**

This course explores the modern techniques and applications of 2D animation, both technological and artistic. The class begins with simple analysis and re-production of observable phenomena from the standpoint of Newtonian physics and will progress to developing full character-based animations, with an eye toward producing realistic/believable motion and performances. Because of the focus on drawn animation, the course reviews the historical development of frame-by-frame animation techniques from the zoetrope, to simple flipbook creation, to full cell (celluloid) animation. Students work with the most current industry animation software.

### **WMMN 641 3D Animation and Modeling I**

In this course, students learn 3D modeling, lighting, animation, and texturing tools to create 3D environments, props, and models using Autodesk Maya. The curriculum includes tools for Poly modeling, UV mapping, painting, custom textures, introduction to NURBS, 3D lighting and camera effects, displacement maps, bump maps, and texture projections. Students also learn the basic principles of 3D object animation. Upon completion of the course, students create an original 3D environment with textures, props, lights, and basic animation that they can showcase in their final portfolio.

### **WMMN 642 3D Animation and Modeling II**

This intensive course teaches students the fundamentals of 3D character development, modeling, rigging, and character animation. Students learn how to create a character model, apply basic textures, rig, animate, and render a 3D character in Autodesk Maya, including applying deformers, creating skeletons with controls, painting skin weights, forward and inverse kinematics, using the animation timeline, creating UV layouts, and setting up cameras and lights in a 3D environment. As a final project, students create a basic character that is textured, rigged, and ready to be animated.

### **WMMN 650 Type in Motion**

This course explores the use of dynamic typography, FX, and motion graphics. Building on the rich history of title design, students use typography as a tool for telling a text-based story through animated words, supplemented by graphics, animations, still images and/or video.

### **WMMN 660 Digital Photography for Designers**

As a practical introduction to the craft of digital photography, this course focuses on how photography can support and enhance the communicative power of web and interactive designs. Significant historical styles and contemporary photographs are critically examined to stimulate the student's creativity, using both traditional and experimental applications of photographic processes. Students explore the use of the still camera, photographic technologies, and image processing to become more technically savvy, increasingly sensitive to really “seeing” the world around them, and more adept at applying classic design principles to visual imaging. Students are required to provide their own cameras and basic materials.

### **WMMN 670 Video and Audio Production Studio**

In this course, students learn the aesthetics and technical aspects of creating quality visuals and sound designs to effectively communicate messages in a variety of digital distribution platforms. Hands-on projects help students develop concepts, shoot video, capture audio effectively, and edit all these elements using current industry software. Students also learn to manage post-production workflows and distribution.

### **WMMN 675 Professional Internship Experience**

The student will work in a professional environment, for a minimum of 480 hours over a period of at least two semesters. Students may secure an internship independently or may work with the GST Department of Career Services. Weekly logs and examples of work are required for the successful completion of the internship, and are reviewed by the Faculty Internship Coordinator, upon completion of the internship. The purpose of the internship is to provide students with practical, hands-on experience in their chosen field of expertise to complement their coursework. Prerequisite: Permission of the Program Chair

### **WMMN 694 Thesis Project (capstone)**

In this essential and cumulative course, students research, plan, and develop an original, substantial media product that showcases their specific skills in web, app and/or multimedia design. Developed independently of all other coursework, the outcome of this class is a professional-level project of functional and presentation-worthy work that is viewed live in a school-wide showcase presentation at the end of the semester. This prepares students to showcase their thesis projects by learning to use the same presentation skills needed for successful job interviews. The thesis project can become a major anchor in the student's graduating portfolio.

## STUDENT SERVICES

Student Services representatives are available to prospective, current, and prior students at the campuses listed in the Directory at the back of this catalog or by contacting the Student Services Call Center:

- Web: <https://help.touro.edu/hc/en-us>
- 1-844-868-7666
- [help.touroone@touro.edu](mailto:help.touroone@touro.edu)
- Email: [studentservices@touro.edu](mailto:studentservices@touro.edu)
- Phone: 212-463-0400 x55736

### Office of the Registrar

The Registrar's Office for the Graduate School of Technology is located on the second floor of 3 Times Square, in Manhattan. The office is open to students five days a week: Mondays through Thursdays from 9:00 am to 5:30 pm, and Fridays from 9:00 to 2:00 pm, unless otherwise posted.

The Registrar's Office maintains students' academic records. The functions of this office include coordinating the semester course registration process and processing "Change of Name," "Leave of Absence," and other official forms. The Registrar's Office also provides the following services: prepares official transcripts, handles matters pertaining to veterans, verifies fulfillment of academic graduation requirements, processes certificates of enrollment status for insurance or certification purposes, addresses all matters related to student visas and, issues diplomas upon graduation.

### Touro University Web-Based Student Services (TouroOne)

Touro University's TouroOne portal, <https://TouroOne.touro.edu> enables students to do the following:

- Search current course offerings
- Register for courses
- Add/drop courses during the registration period
- View and print class schedules
- View grades
- Check for any holds on their accounts
- Check financial aid status
- Download financial aid forms
- Access TouchNet for online e-bills and tuition payments
- Print unofficial transcripts
- Order official transcripts
- Access student's email
- Access to Canvas

### Office of Financial Aid

The goal of the Financial Aid Office at the Graduate Division of Touro University is to offer financial aid guidance, counseling, and assistance during a student's academic career. These services are available both online and in-person. The Office assists students in understanding, applying for, and securing financing for their education. Touro University participates in Federal, state, and local programs, some of which may include Federal Direct Unsubsidized Loans, Federal Direct Graduate Plus Loans, the GI Bill®, and the Federal Work Study Program. Students also have the option to apply for private loans. The Financial Aid Office operates in compliance with applicable Federal and state rules and regulations.

## Office of the Bursar

The Bursar's Office, as part of Student Services, is responsible for maintaining all students' tuition accounts and the University's receivables. This includes reviewing charges and payments, issuing refunds, collection activities and providing support and guidance to create a seamless experience for our students. These functions are accomplished while servicing the needs of our students within the framework of Touro's policies and legal guidelines.

### Tuition Payments

You will not be sent a bill! TouchNet is Touro's means of providing our student body 24-hour access to account activity, making payments, enrolling in payment plans and direct deposit online. To access TouchNet, login to TouroOne at <https://touroone.touro.edu/> following the user and password guidelines, and then select "TouchNet" from the menu. For questions or issues with access, please contact the TouroOne Helpdesk at [help@touro.edu](mailto:help@touro.edu).

Payment methods accepted through TouchNet include all major credit cards or by E-Check using a checking account. Please be advised that payments on student accounts made online by credit or debit card will be charged a 2.85% non-refundable convenience fee by our third-party provider, TouchNet® Pay Path. Students can avoid this fee by simply choosing to pay with our electronic check (E-check) option. To pay by E-check, log into your online student account, select electronic check for your method of payment and provide your bank routing number and account number.

The Office of the Bursar is committed to guarding our students from unlawful acts of identity theft. The University takes very seriously the privacy rights of students, including the protection of personal credit card and bank account information.

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

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

If you are an Authorized User (other than the student) log in here:  
[https://secure.touchnet.net/C21513\\_tsa/web/login.jsp](https://secure.touchnet.net/C21513_tsa/web/login.jsp).

The bank account holder must have knowledge and authorize this transaction. To authorize a third party, such as a parent or spouse, to access the student's TouchNet account and make a payment on his/her behalf, select "Authorize Payers," then select "Add New." Enter the authorized payer's name and email address, then create a username and password. The authorized payer will receive the TouchNet link and their personal username and login information via email.

## **Student Refunds**

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

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

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

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

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

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

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

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

## **Student Advisement**

Program chairs (or designated program staff) from each of the three Master's programs meet with each student registered in their programs at least twice a year. During the first meeting, advisors help students to select areas of concentration, where appropriate; in subsequent meetings, they guide and advise students in matters relating to course requirements, choice and sequence of course and internship experiences, as well as tracking their progress toward completion. Program chairs and staff also provide assistance with registration and tuition matters. Students are encouraged to contact program chairs and their staff members whenever a problem arises or if they need to discuss particular issues related to their program of study. Instructors meet with their students at mutually convenient times for guidance or advice as needed. This open-door policy, a strength of the Touro University experience, extends to the Office of the Dean as well.

## Library Services

The Touro University Libraries aspire to be a primary partner in the intellectual pursuits of the University. The mission of the Libraries is to promote a collegial and academic atmosphere, in support of the University's mission to further personal growth and intellectual inquiry. Key to the accomplishment of this mission is an expert and responsive staff who understand teaching and research. The Touro University Libraries acquire, organize, preserve, and provide access to information resources in a broad range of formats. All library facilities have study areas, computer workstations, audio-visual equipment, and photocopiers. All library personnel promote information literacy as an integral part of the University experience by offering a comprehensive program of library instruction, individualized research advice, and reference assistance to foster and encourage our students to become lifelong learners.

Graduate Division students, faculty and administrative staff have access to all collections and services provided by the Touro University Libraries. The gateway to these resources is the libraries' website, [www.tourolib.org/](http://www.tourolib.org/). The Midtown campus library (212.460.0400 ext. 55323), located at 3 Times Square (2nd floor), Manhattan, is open Monday thru Thursday 9 AM – 9 PM, Friday 9 AM – 2 PM and Sunday 10 AM – 6 PM. The Kings Highway Graduate Center (718.301.2032), located at 946 Kings Highway (entrance on Coney Island Avenue) is open Monday thru Thursday 9 AM – 9 PM and Sunday from 9 AM – 5 PM. The Bay Shore campus library (631.665.1600 ext. 6224) located at 1700 Union Boulevard, Bay Shore, is open Monday – Thursday 8 AM – 10 PM, Friday 9 AM – 2 PM and Sunday 8 AM – 4 PM. Hours of operation for all other locations throughout the city are available by going to the Locations and Hours page on the libraries' homepage.

Important library links include Find Books & more, the library online catalog, which identifies print and non-print items located throughout the Touro University library system. The catalog contains links to 3,996 Ebooks on education which can be read remotely. Links to ejournals and databases provide access to 986 journals on education. The link to Student Services provides links to: Identifying Different Sources Types, Conducting the Search, Writing the Paper, Citing Sources, and Tutorials. Linking to Faculty Services includes Library workshops, Citation guides and tutorials and Copyright & Fair Use tutorials. Ereserves provides electronic remote access to required course reserve material. To seek assistance remotely patrons are encouraged to use Ask a Librarian (email response within 24 hours) or CHAT (instant messaging for reference questions).

Off-campus access is available for students and faculty who have active Touro IDs and who have registered at a Touro University library. Access to library resources is authenticated using your *TouroOne* credentials

## Publications

The Graduate Division provides a variety of printed materials to assist prospective and registered students in better understanding the University's mission, the goals and objectives of the programs, and special projects. The Graduate Division's *Touro Links* includes up-to-date informal information about faculty, programs and alumni. For further information, call 212-463-0400 ext. 55786.

## Academic Computing

Computer lab time is available to all graduate students, Graduate Division faculty, and administrative staff at the Main Campus and at the Graduate Division's other locations throughout the city. For information regarding specific lab schedules contact the Main Campus computer lab (3 Times Square, Manhattan) at 212-463-0400, ext. 55240/55674/55498/55347, or log onto Touro University's website [www.touro.edu](http://www.touro.edu) and link to Student Services – Computer Labs. The Director of Academic Computing can be reached at 212-463-0400, ext. 55231.

The computer labs at 3 Times Square is available Monday through Thursday from 9 a.m. to 9:00 p.m., Friday 9:00 a.m. to 2:00 p.m. and Sunday from 9:00 a.m. to 4:00 p.m. except when classes are in session.

The Graduate Center at Kings Highway, located at 946 Kings Highway, includes a computer lab, which is available from Monday through Thursday from 9:00 a.m. to 9:00 p.m. and Sunday from 9:00 a.m. to 4:00 p.m., except when classes are being held in the lab.

## Students with Disabilities

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

The University is committed to providing reasonable accommodations to students with documented disabilities who request accommodations. Policies and procedures ensure that students with a disability will not, on the basis of that disability, be denied full and equal access to academic and co-curricular programs or activities or otherwise be subjected to discrimination under programs offered by the University. The University has a centralized Office of Student Disability Services headed by an Executive Director who oversees Student Disability Services operations in the Undergraduate, Graduate, and Professional Divisions. Graduate School of Technology students with disabilities seeking reasonable accommodations should do so through the Office of Student Disability Services (OSDS) Coordinator for GST, Professor Arjun Mahat, [arjun.mahat@touro.edu](mailto:arjun.mahat@touro.edu).

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

Students seeking reasonable accommodations must:

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

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

The process, including all submitted documentation, remains confidential. The *Receipt of Accommodations* (“Receipt”) should not contain any disability-specific information; rather it only lists approved accommodations. The Receipt is shared with the program in which the student is registered to ensure that the approved accommodations are implemented. A copy of the *Application for Accommodations & Services* may be available by contacting the Office of Student Disability Services Coordinator for GST, Arjun Mahat, [arjun.mahat@touro.edu](mailto:arjun.mahat@touro.edu).

## Student Rights and Responsibilities

### Student Rights

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

## **Student Responsibilities**

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

## **Grievance Policy**

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

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

## **Alumni Relations**

The Graduate Division actively seeks to maintain a relationship with its alumni. An Alumni Advisory Board is composed of supporters of Touro University from the fields of law, medicine, education, government, the private sector and religious institutions, meets to explore ways to make the public aware of the many programs offered by Touro University. Education seminars and professional development workshops are some of the special activities offered to alumni. For more information regarding alumni support services, call 212-463-0400, ext. 55785.

## **Health Care Options for International Students**

Health insurance is currently optional for F-1 students; it is highly recommended that you purchase health insurance throughout your stay, especially since health care in the U.S. can be very expensive.

Medical insurance is available for International Students through Student Secure International Student Insurance (not affiliated with Touro). For details on what's covered and how to apply, visit: <http://internationalstudentinsurance.com> or call Toll Free USA: (888) 247-1387, direct +1 (904) 247-1387.



*Other health insurance plans for international students:*

Compass Benefits Group <http://www.compassbenefits.com/>  
International Student Organization <http://isoa.org>  
Study USA-Health Care <https://my.travelinsure.com/studyusa/>

Should you have questions, please contact our International Student Coordinator, Lita Cabezas at [lita.cabezas@touro.edu](mailto:lita.cabezas@touro.edu) or (212) 463-0400 x55644

AMG Medical Group (not affiliated with Touro) also provides medical services. For details visit: [www.amgmedicalgroup.com](http://www.amgmedicalgroup.com) or call (877) 264-1027.

For other Health Care Programs offered by New York City, visit: <https://www1.nyc.gov/assets/ochia/downloads/pdf/guide-to-health-insurance-for-immigrants.pdf> .

U.S. citizens without health insurance, Qualified Immigrants, or Persons Permanently Residing under Color of Law (PRUCOL) may go to a Community Health Center, HHC Hospital, or DOHMH clinic. You can find a list of locations that provide affordable services at: <http://www.nychealthandhospitals.org/>

Non-residents may apply for a Discount Prescription Drug Card, provided by New York City. For details, visit: [www.bigapplerx.com](http://www.bigapplerx.com)

In a severe or life-threatening medical emergency, you should go immediately to the walk-in emergency room at the hospital nearest to you at the time of the emergency.

***Touro University does not endorse any particular health insurance provider for international students.***

## **Housing**

While Touro Graduate School of Technology does not provide housing for its students, there are many affordable options available in New York City. Educational Housing Services (not affiliated with Touro) is a company that provides student housing. For details, visit: [www.studenthousing.org](http://www.studenthousing.org) or call (888) 466-8056.

## **Career Services**

The Touro University Graduate School of Technology has an active Career Services Office with a dedicated professional staff to assist students. Our staff develops and sustains relationships with employers, connecting these employers with our students and alumni to enable them to secure internships and permanent employment. Our staff also works cooperatively with students and alumni on resume preparation, interview techniques, networking and career planning. Presentations by Career Services experts on Career Nights, recruitment events with executive search firms, and student-alumni networking encounters are all staples of GST's aggressive Career Services program.

Our academic and administrative staff prioritize working with our students and alumni to help them determine career options, gain valuable work experience through internships, and optimize their ability to find employment and realize their career objectives. Call us at 212-463-0400 ext. 55462, or stop by our office, to make an appointment with our Career Services Specialist.

# ACADEMIC RULES AND REGULATIONS

## New York State Proof of Immunization Requirement

In accordance with New York State law, students born on or after January 1, 1957 must demonstrate proof of immunization against measles, mumps, and rubella. They must also complete and submit the Meningococcal Meningitis Vaccination Response Form at [https://las.touro.edu/media/schools-and-colleges/lander-college-for-arts-and-sciences/documents/Meningitis\\_Form\\_fillable.pdf](https://las.touro.edu/media/schools-and-colleges/lander-college-for-arts-and-sciences/documents/Meningitis_Form_fillable.pdf)

Students must submit acceptable medical proof of immunization. Forms are available with registration materials or from the Registrar's office. Students who fail to provide the required proof of immunization will not be permitted to register or to attend classes until a properly completed form has been submitted to the Office of the Registrar. Immunization forms can be obtained in the Office of the Registrar at various campus locations, or downloaded at [https://las.touro.edu/media/schools-and-colleges/lander-college-for-arts-and-sciences/documents/Immunization\\_Form\\_73019.pdf](https://las.touro.edu/media/schools-and-colleges/lander-college-for-arts-and-sciences/documents/Immunization_Form_73019.pdf).

## Attendance

Students are expected to maintain good attendance throughout the semester. In one semester, 1 absence per course is allowed. Two absences will lower the final grade by one full letter, and 3 absences may require that the course be dropped. In the event that a student misses a class, he or she is responsible for the activities of that class period. Make-up exams are given solely at the discretion of the instructor and are not guaranteed.

## Registration

The Graduate School of Technology uses online registration procedures for all students. To register for courses, students must first meet with their program advisors to ensure that they will be registering for the courses approved for them. Once student and advisor agree on which courses the student will take, the advisor will issue a temporary PIN number to the student that will allow him or her to access the online registration system. Please note that you may register **only for the courses approved by your advisor** and for a maximum of twelve (12) credits per semester.

**Final responsibility for any academic transaction rests with the student.** Students who are not registered may NOT attend classes under any circumstances or for any reason.

## Dropping and Adding Courses

**IMPORTANT:** Also see "Policy for Withdrawing from All Classes," p. 13, and "Policy for Withdrawing from a Partial Load," p. 14, under "Tuition Refund Schedule."

### Adding a Course

A student may add (a) course(s) online through the TouroOne portal during the official add/drop period, typically scheduled within the first two weeks of the Fall or Spring semester and within the first few days of the Summer semester. Students who experience any problem with the online method should contact the Office of Advisement or the Office of the Registrar.

## **Dropping a Course**

A student may drop (a) course(s) by the midpoint of the Fall or Spring semester and up to the midpoint of the Summer session. During the established official add/drop period, this can be done online through the TouroOne portal. After those points, or if a student wishes to drop all courses at any point in the semester, the online method cannot be used. Instead, the student must file an “Add/Drop” form signed and dated by his/her advisor with the Office of the Registrar. In those cases, the effective date of the program change is the day that this form is received by the Office of the Registrar. Any form submitted to the Registrar by a student more than two weeks after the date of the advisor’s signature will have to be re-signed. Forms submitted directly to the Registrar’s Office by an advisor or other University official will be processed effective the date they are received. Forms lacking a written date will also be processed effective the day they are received by the Registrar.

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

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

## **Credit Load**

Matriculated students (those accepted and enrolled in a degree or certificate program) may take courses on either full-time or part-time basis.

Full-time students should take at least 9 credits per semester, and may register for a maximum of 12 credits per semester. Note: students who wish to take 12 credit allowed in the summer must take those credits throughout the *entire* semester rather than attempting to complete the credits during only *half* of the semester.

Non-matriculated students may register for a maximum of 12 credits per semester unless advised otherwise, and a maximum of 18 credits *in total*.

## **Contact Hours**

The standard unit for measuring a student’s course of study is the “semester hour.” For undergraduate classroom courses, one semester hour is equal to one academic hour (50 minutes) per week of classroom or direct faculty instruction and homework and assignments, (estimated as two hours of out-of-class work) over a fifteen-week semester, or the equivalent amount of work distributed over a different amount of time. College-level lecture courses are normally assigned one credit per semester hour. Generally, lecture courses that include laboratory assignments will include additional contact hours (see below).

For graduate courses, one semester hour similarly represents one hour of class and two hours of out-of-class student work per week over a 15-week semester, or a total of three hours of time-on-task per week. Since, in graduate courses, the expectation for out-of-class work and research is enhanced, the ratio of in-class to out-of-class time may vary by program, with the total of approximately three hours of time-on-task-maintained.

In accord with academic practice, the Touro University will also award college credit for an equivalent amount of work as described above for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

For students taking developmental courses that carry no credit, contact hours with the associated homework and preparations are used to determine full-time status for financial aid purposes in a fashion identical to that used in credit courses.

## **Online Courses Offered Through the Department of Online Education**

The Graduate School of Technology offers some courses via an online format; students should consult the program sections of this Catalog for details and check with their advisors regarding their eligibility to take specific online courses.

Touro University's Department of Online Education expands students' educational options by providing online courses that offer greater flexibility in scheduling courses and enable students to take courses that are not offered at their own division or location. The Department offers approximately 60 courses in the Fall and Spring semesters and 20 in the Summer semester. The Department of Online Education follows a different academic calendar than various other academic divisions. Students cannot take a majority of their academic program through online courses and are limited in the total number of courses that can be taken in this modality.

Online courses use the same syllabi as similar classroom courses and are designed to foster learner engagement through course material and both individual and interactive group assignments. Courses are taught asynchronously and require a high degree of independent work, which means that online learners are expected to assume greater responsibility for their own learning than students in traditional classroom-based courses. They must understand and address their own learning needs; complete weekly assignments; take initiative in asking questions and obtaining help; and be prepared to deal with technical difficulties, independently or through the help-desk.

Recognizing this, Touro University has developed and provides the necessary information and learner support systems to assist learners in carrying out their learning activities and using the available resources. Touro University has structured the online courses so that each student will have a high level of personal accessibility to professors. It is the policy of Touro University that all student e-mail inquiries will receive an initial reply within one business day of receipt by the professor. Faculty members are expected to have weekly online office hours.

## **Student Identity Verification Procedures for Distance Learners**

In compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) of 2008, Public Law 110-315, concerning the verification of student identity in online learning, Touro University has established and will periodically evaluate its process to confirm that a person who is enrolling in the University is the person who is completing the enrollment form, that a student taking an examination is the student who registered to take the examination, and that the student who is registered for an online course is the same student who participates in, completes, and receives credit for the course. To authenticate identities, Touro University will use one or more of the following methods for verification:

- A secure login with username and password
- Proctored examinations (on-site or at a distance)
- New or emerging technologies and practices that are effective in verifying student identification
- Comparison of student work with previously-assigned work or plagiarism databases

There are additional costs associated with taking an online proctored exam. Students testing at a distance are informed in advance of these additional costs, both through e-mail and on our website <http://nyscas.touro.edu/academics/course-schedules/online-courses/> (See link at bottom of homepage for additional details regarding Online Exams.)

All methods of verifying student identity must protect the privacy of student information in accordance with the Family Educational Rights and Privacy Act (FERPA), as well as any other applicable laws or regulations regarding the confidentiality of personally identifiable information.

Personally-identifiable information collected by the University may be used as the basis for identity verification. This information may include a combination of the following:

- Student ID number
- Last 4 digits of the student's Social Security Number
- At least 2 other pieces of information, such as the student's email address on file, date of birth, address, or username

### **Identity Verification for New Students**

1. All students who enroll at the University are required to create a user account in Touro's portal (with secure student user name and password) and are authenticated through an identity management system. Students must go through this system in order to register for online courses.
2. Students access Canvas after they are authenticated by the portal and set up an avatar. The avatar is a picture of the student that appears next to their names in each of their courses.

### **Identity Verification for Exam Takers**

#### **Online exam**

1. Getting onto Canvas: Students must be authenticated through the portal, which requires that they know the secure portal password.
2. Exam password: The professor must supply the proctor with the exam password.
3. Student privacy during a proctored exam at a distance is maintained through direct communication and the use of a secure testing service.
4. Touro University uses an external online proctoring service which also maintains its own security and verification policies.

### **General Information Concerning Touro University's Online Courses**

Online course offerings for each semester will be available to Touro students at registration. Touro students who are interested in taking online courses should read the Online Student Guide, which is available on the Touro website [https://nyscas.touro.edu/media/schools-and-colleges/lander-college-for-men/content-assets/documents/bulletins/Online\\_Student\\_Guide\\_2022-2023.pdf](https://nyscas.touro.edu/media/schools-and-colleges/lander-college-for-men/content-assets/documents/bulletins/Online_Student_Guide_2022-2023.pdf).

- Students who have never used email or the Internet before should become familiar with them BEFORE attempting to register for an online course.
- Almost all of interaction with classmates and the instructor will be in writing, mainly via the Internet and e-mail. Students who value face-to-face communication will be better off in a traditional classroom.
- Online courses cover the same amount of material as their in-class counterparts. They require independent work for at least the number of hours normally spent in class PLUS the time spent doing homework for a course.
- Homework and assignments are required to be completed on a regular basis and not left for the end of the semester. Full credit may not be given for any assignment handed in after the due date.

## **Student Eligibility for Taking Courses Online**

You can register for an online course only if ALL of the following apply to you:

- You are NOT on probation.
- You have at least a 3.0 ("B") average.
- You are not in an Associate's degree program.
- No more than two courses can be taken online per semester.

*If you do not meet the above eligibility criteria for registering for an online course, you will need a Dean's signature in order to register.*

## **Registering for an Online Course**

You may register online for online courses as you would for the classroom courses you are taking within your division of Touro. Use the course code listed in the course offerings online. Students registering for online courses use regular registration procedures—use the course code listed in the schedule in this catalog and online.

After completing the course registration process, students will be able to access their online class(es) via their Canvas accounts by logging onto the appropriate link on the TouroOne portal.

## **Technical Requirements for an Online Course**

A current list of technical requirements for an online course can be found in the Online Student Guide on the Touro website [here](#).

## **Getting in Touch with Your Instructor**

When emailing an instructor, an online student can expect a response within 24 hours (note: this excludes weekends and vacation days). If one fails to get a response from your instructor within 24 hours, one should email [info.onlineeducation@touro.edu](mailto:info.onlineeducation@touro.edu) with name, course code, and the instructor name, so that Touro can track down the problem.

## **Preparing for the Semester for an Online Course—Reading Course Outlines, Acquiring Textbooks, etc.**

### **Course Outlines**

Course outlines are posted on the course website prior to the first week of classes. Students will be asked to read the course syllabus and confirm by e-mail when they have done so.

### **Announcements and Assignments**

The online semesters are comprised of 15 modules. Module start and end dates and due dates of assignments in each module will be posted by the first day of class. Students should review the dates and watch for new announcements and instructions as each module becomes available.

### **Textbooks and Course Material**

A textbook will be assigned for most courses. Students are required to obtain a copy of this textbook before the beginning of class, if possible. Do not delay purchasing a textbook—the nature of an online course requires the student to use the textbook during the first week of class. Students are encouraged to purchase the required textbooks online. Faculty members generally assign additional course material, including articles, book chapters, and related videos.

## Homework and Exams

In addition to weekly learning activities, each online course includes a midterm and a final exam. Students are informed about exam dates and times in the course syllabus before the start of the semester. Exams must be taken on the scheduled date and time. Some online courses will also require a term paper.

## Midterm Exams

Midterms are scheduled by faculty members and are administered either on-site by faculty member, or online through an online proctoring company. Some online courses may require an additional fee for midterm exams. Faculty members will inform students regarding the midterm in their course syllabus.

## Final Exams

- Final exam dates are announced on the first day of class and in the syllabus. Students who have extenuating circumstances that prevent them from taking the exam on the designated days may reach out to their instructor for further direction.
- Final exams are administered online through an online proctoring company.
- The final exam fee is included with the registration fee for each online course.
- Final exams must be taken using a desktop or laptop computer; iPads and tablets cannot be used. A microphone, webcam, and hi-speed internet are required as well.
- More information about online testing, including any additional technical requirements, can be found in the Canvas course once you are registered.

## Class Cancellations

For information regarding class cancellations or school/location closings due to snow or other adverse natural or situational conditions, log on to the Touro University website, [www.touro.edu](http://www.touro.edu) and click on the School Closing/Weather tab. You may also call the Main Campus number at (212) 463-0400 and press option #4. Instructions will be given as to which location(s) is closed and what you should do regarding your classes. Beginning in late Spring 2016, depending on the contact information they have entered in the new TouroOne Portal, students will be able to receive notifications via text, email, automated calls.

## Grade Values

The following grade values are assigned for each credit:

A+= 4.000  
A = 4.000  
A- = 3.667  
B+= 3.333  
B = 3.000  
B- = 2.667  
C+= 2.333  
C = 2.000  
C- = 1.667  
D+= 1.333  
D = 1.000  
D- = 0.667  
F = 0.000  
INC = Incomplete

Students must maintain a minimum grade-point average (GPA) of B (3.0) to remain in good academic standing.

## Other Grade Definitions

**P:** Passing

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

**W:** (No penalty.) This grade is assigned when a student officially withdraws from a course after the add/drop period by filing an Add/Drop form (see “Dropping a Course,” p. 64) with the Office of the Registrar, signed by an academic advisor. A student who does not withdraw from a course officially will receive a failing grade of “F” or “WU” depending on the number of class sessions attended and the amount of work completed.

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

**WNA:** Student never attended class. When this grade is assigned, it is not calculated in the student’s grade point average (GPA). Additionally, Touro University reserves the right to assign the grade of “WNA” when necessary, in limited circumstances.

**INC:** May be issued to a student who did not complete all assignments in a course, according to the procedure detailed below (see ‘Grade of “Incomplete”’ below).

## Grade Point Average (GPA)

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

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

GRADE IN ONE 3-CREDIT COURSE	NUMERIC VALUE OF GRADE	(GRADE MULTIPLIED BY 3 = # OF QUALITY POINTS)
A	4.000	12.000
B+	3.333	9.999
B	3.000	9.000
		<b>TOTAL 30.999</b>

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

## Grade of “Incomplete”

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



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

If the student is permitted to apply for an Incomplete, he or she will fill out a Contract for Grade of Incomplete. The Contract is considered a request until it is approved and signed by the student, faculty member, and department/program chair. Signed copies of the Contract are given to the student, the faculty member, the department/program chair, and a copy is forwarded to the Registrar’s Office. The faculty member is asked to record the grade of “Incomplete.”

Although the time allowed for the completion of any single project may vary depending on the magnitude of the project, a grade of “Incomplete” should not be allowed to stand longer than one semester from the end of the semester in which the course was given. The faculty member will specify the amount of time allowed to finish an incomplete project in the contract. The amount of time should be appropriate to the project. For instance, a faculty member may only want to allow a relatively short amount of time to complete a missing exam. Under special circumstances, the Dean may extend the deadline beyond one semester. In such a case, the contract should be revised to reflect the change. Once the student completes the required project, the faculty member determines the final grade for the course and notifies the Registrar by using the standard Change of Grade form.

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

### **Preparatory Course Passing Grade Policy**

**IMPORTANT:** Students must earn a “B” or better in each required preparatory course to be eligible for entry into any of the four concentrations of the Master of Science program in Information Systems or to register for technical courses in the Master of Arts program in Web and Multimedia Design.

### **Academic Probation and Dismissal**

Students must maintain Satisfactory Academic Progress (3.0 GPA) to remain in good academic standing. Students whose grade-point average (GPA) fall below 3.0, or who receive a grade of D or lower in any course or grades of C in two courses, are automatically placed on academic probation. Notification of placement on probation is made to the student in writing by the Program. Probation may be grounds for dismissal from the program. Students on probation may address the program chair in writing within two weeks of notification regarding their status to appeal their case.

Probation is lifted when the student achieves a cumulative GPA of 3.0. Students who fail to achieve a GPA of 3.00, or to show sufficient progress toward their degree, after two consecutive semesters on probation may register for courses only with the permission of the Program Chair. If this permission is denied, the result is academic dismissal. Students subject to academic dismissal are notified in writing by the Graduate School via registered letter using the contact information on file with the University. Students who have been dismissed and seek to re-enter the School at a later time must reapply for admission and meet the admission criteria in place at the time of their reapplication.

## Grade Challenge Policy

Students have the right to challenge a course grade that they feel it is an unfair assessment of their work in a course. The student initiates an appeal by submitting, in writing, a formal request to the professor for a grade change within 14 days of receipt of the grade. The student must provide evidence to support the appeal. The professor should, in turn, respond to the student's request within 14 days of receiving it. The professor's response should include evidence that supports the basis for the grade. If the student's appeal to the professor is denied or goes unanswered, the student may appeal, again in writing, to the Dean, who will assign an independent faculty committee of reviewers to examine the basis of the appeal. After assessing the appeal, the committee will make a recommendation to the Dean, which may be to lower or raise the grade, or to retain the original grade. The Dean will then make a final decision in the matter based on the independent faculty committee's recommendation. The Dean's decision is final and not subject to appeal.

## Repeating a Course

With the permission of a Program Chair or Deputy Chair, a student may repeat a course in which the grade of “B-” or lower (including the grade of “F”) was received. No course may be repeated more than once, and no more than two courses in the student’s program may be repeated. The course for which the student registers as a repeat must be the same (i.e., course number and title) as that in which the original grade was received. (In rare cases, under unusual circumstances, the Dean may authorize that a different course, with similar content, be substituted.)

In these instances, both courses appear on the student’s official transcript, but the code “E” (“Excluded”) will be added to the earlier course entry on the transcript, indicating that the grade received will not be calculated in the student’s GPA. The repeated course entry will appear with the code “I” (“Included”) added, indicating that the grade received will be calculated in the GPA. Therefore, only the second grade received – whether higher or lower than the original one – is calculated in the student’s GPA.

**IMPORTANT:** At the time of registration, the student must file a completed “Request to Repeat a Course” form – with the necessary approvals from the Program/Deputy Chair and the Financial Aid Office – with the Office of the Registrar. Failure to do so may result in the exclusion of the second grade received, and the inclusion of the original grade, in the GPA calculation. Please also be aware that passed courses or failed courses not calculated in a student’s GPA may affect his/her eligibility to receive financial aid. Therefore, students should consult with the Financial Aid Office before submitting a course repeat form.

## Leave of Absence

A matriculated student enrolled at Touro who chooses to interrupt his/her attendance but intends to return and continue his/her study at Touro must submit to the Office of the Registrar a completed “Leave of Absence (LOA)” request form signed by all parties noted on the form. A LOA should be requested after the semester the student is in is completed and before the following semester starts. If extenuating circumstances arise, a student may request a leave of absence mid-semester and/or beyond one semester. These circumstances include, but are not limited to, a death in the family, medical reasons, military leave and personal well-being. Any LOA requested during the semester or for a period beyond one semester will be considered as a non-reportable LOA for purposes of administering federal financial aid.

**PLEASE NOTE:** *This regulation may impact only students who wish to take leaves of absence extending beyond one semester.* Therefore, students receiving Title IV financial aid funds must meet with a Financial Aid officer to discuss their situation before filing a “Leave of Absence” request form.

A student whose leave of absence is approved, and who is registered for courses at the point of approval, is automatically withdrawn from all courses. Tuition will be refunded in accordance with Touro's published refund policy.

Students who are on leave must contact the Office of the Registrar and submit a Petition to Return to Classes form at least 30 days prior to the start of the semester in which they wish to resume their studies. To return from a medical Leave of Absence, the student must also submit evidence, such as a letter from the student's physician or an evaluation by a responsible medical authority, that there is no medical impairment that would prevent the student from fully participating in all phases of the program.

## **Withdrawal**

**[IMPORTANT: Also see "Policy for Withdrawing from All Classes," p. 13, under "Tuition Refund Schedule"]**

A student, who, for personal reasons, must withdraw from his or her graduate studies with no expectation of returning, may do so in good standing by filing a completed "Withdrawal from the Program" (WTP) form with the Registrar's Office. Although most withdrawals and leaves are voluntary, involuntary withdrawals and leaves are sometimes mandated by the School. In all cases, the School's decision is final.

Psychological medical leaves or withdrawals are warranted when students are:

- Psychologically unable to perform academically or in field work.
- Dangerous to themselves, others or School property.
- In need of treatment that prevents their continuation at the School.

Students wishing to return from a psychological medical leave must be evaluated by the Academic, Disciplinary, and Human Rights Committee.

## **Readmission**

Students who withdrew from the School, whether voluntarily or involuntarily, must complete and submit a new Application for Admission. It is strongly recommended that such students submit their completed Application for Admission at least two months prior to the beginning of the semester in which they plan to resume studies. Completed applications received less than two months prior to the semester in which the applicant wishes to resume studies may not be processed in time for the applicant to commence his or her studies as planned. In all cases, the School's decision regarding readmission is final.

If approved for readmission, a program for completion of degree requirements will be filed in writing, ensuring, among other things, that the readmitted student does not repeat content of courses previously completed.

## **The Academic, Disciplinary, and Human Rights Committee**

The function of the Academic, Disciplinary, and Human Rights Committee is to assess and provide a disposition of problems or issues concerning students enrolled in the Graduate School of Technology. Problems or issues may include matters related to student academic integrity, academic or field learning performance, ethics, or behavior.

The Academic, Disciplinary, and Human Rights Committee consist of a Chairperson appointed by the Dean and at least two Program Chairs or their designees.

## Procedures

1. Referrals of concern that fall within the purview of the Academic, Disciplinary, and Human Rights Committee should be made to the student's advisor who, in turn, notifies and consults with the Chair of the Academic, Disciplinary, and Human Rights Committee.
2. The result of the consultation will be a determination as to whether to initiate the Academic, Disciplinary, and Human Rights Committee process.
3. The student's advisor and the Chair, alone or together, will meet with the student and provide information regarding the Academic, Disciplinary, and Human Rights Committee process. This will serve as the notice to the student.
4. Hearings conducted by the Academic, Disciplinary, and Human Rights Committee will be governed by the following protocols:
  - a. All hearings are closed to the public;
  - b. Attorneys are not allowed to be present at any hearings;
  - c. Students have the right to present any evidence they deem relevant, to make opening and closing statements, and to ask questions during the proceedings;
  - d. The rules of evidence will not strictly apply to the proceedings. The preponderance-of-evidence burden will govern the decision-making process;
  - e. Decisions will be made by a majority of the participating committee members;
  - f. The committee deliberations will be *in camera* and will result in a short-written decision.
5. A written summary of the Academic, Disciplinary, and Human Rights Committee decision will be placed in the student's program file and a copy given to the student.
6. Any dispute, claim or controversy arising out of or related to matters in the Committee's purview which cannot be resolved internally, shall be submitted to non-binding mediation (the "Mandatory Mediation"). The Mandatory Mediation shall be conducted by a neutral mediator selected at Touro's sole discretion. The costs of such arbitration shall be borne equally by the parties, with each party also bearing its own attorneys' fees and any costs associated with presenting its proof. If upon completion of the Mandatory Mediation all or any part of the Dispute is still unresolved, the remaining Dispute shall proceed to binding arbitration (the "Mandatory Arbitration"). Any judgment upon the award rendered by the arbitrator shall be final and non-appealable, and may be entered in any court of competent jurisdiction. The student's acceptance, registration, enrollment, matriculation and/or petition for graduation and matriculation at Touro acts as a knowing and voluntary waiver by the student of the student's right to seek judicial relief in any manner inconsistent with this policy (see "*Alternative Dispute Resolution*," page 98).

## Requirements for Graduation

Students must complete all degree requirements and achieve a minimum cumulative GPA of 3.0 to be eligible for graduation from any of the School's programs.

### Application for Graduation

It is the student's responsibility to schedule a graduation conference with an academic advisor during the semester before completing his/her degree requirements, to determine whether the requirements are being met. In addition, students have the ability to track their degree completion progress via the Degree Works tool (details below) located on the TouroOne portal, at any point during their course of study at Touro University.

After the graduation conference, the student must apply for graduation by completing the “Application for Graduation” online by the established deadlines:

- For January Graduation – November 15
- For June Graduation – May 1
- For September Graduation – July 15

To apply for graduation online, students need to click the “Apply to Graduate” button under the “Academic” tab located on the TouroOne portal and follow the prompts. Students applying for the baccalaureate degree will also be required to pay the graduation fee through TouchNet. Students who complete their degree requirements in January, June, or September of a given year participate in Division of Graduate Studies commencement exercises.

**Participation in these ceremonies does not necessarily mean that a student has graduated. Graduation is certified officially by the Office of the Registrar only after auditing the student’s record for completion of all certificate or degree requirements. PLEASE NOTE: Touro University’s official degree conferral dates normally do not correspond to the dates on which commencement exercises take place.**

## **Degree Works**

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

The benefits of Degree Works include:

- Helping you easily monitor your academic progress online 24/7.
- Presenting exactly what the degree/program requirements are up front with consistency and accuracy.
- Displaying the fastest and best path to graduation that exists for your degree and your interests.
- Complementing your relationship with the Advisor, by removing some administrative burdens and leaving more time for true advising and career counseling.
- If you are a transferring student, the Degree Works tool will allow you to see where your transferring credits can be applied earlier in the enrollment cycle.
- Allowing you to estimate the number of semesters it will take to graduate.
- Viewing your grades and GPA.

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

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

If you are having difficulty accessing Degree Works, please contact Touro’s HelpDesk at [nonstop@touro.edu](mailto:nonstop@touro.edu).

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

# TRANSCRIPTS

## Ordering official transcripts

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

## Processing

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

## Transcript Fees

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

## Shipping Fees

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

## Viewing and Printing Unofficial Transcripts

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

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

# UNIVERSITY CODES AND POLICIES

## Touro University Code of Conduct

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

1. Theft of, or damage to, University records and property, caused by intentional, negligent or irresponsible conduct;
2. Unauthorized use of any University property, including, but not limited to, its name, property, offices, premises, equipment (computer equipment, telephones, fax machines, copying equipment, laboratories and misuse of student ID cards);
3. Conduct which interferes with or obstructs any University functions or which physically obstructs or threatens to obstruct or restrain members of the University community;
4. The physical or sexual abuse or harassment of any member of the University community (such incidents must also be reported to the Title IX coordinator);
5. Threatening or actual infliction of bodily injury, assault, emotional trauma against students, faculty or staff of the University (such incidents must also be reported to the Chief Security Officer);
6. Disorderly, disruptive or abusive conduct in the classroom or on University premises;
7. Refusal to follow the directives of University officials acting in performance of their duties;
8. Impersonating University faculty, University officials, or University staff;
9. Forging signatures or other information on registration forms, financial aid forms or any other University documents;
10. Computer abuse, including possession of unauthorized passwords, plagiarism of programs, unauthorized destruction of files, misuse of computer accounts and disruptive or annoying behavior on the University's computer system;
11. Unauthorized sale, distribution or consumption of alcoholic beverages on University premises;
12. Distribution, purchase or possession of barbiturates, amphetamines, marijuana, hallucinogens, opiates, or any other addictive or illegal drugs or paraphernalia on University premises;
13. Gambling in any form on University premises;
14. Possession, distribution or sale of weapons, incendiary devices, or explosives on University premises;
15. Tampering with or misusing fire-fighting equipment and/or safety equipment (such as alarm-boxes and extinguishers);
16. Participation in or furtherance of any illegal activity on Touro's premises;
17. Offensive or derogatory written or verbal statements intended to inflict harm on members of the University community, including, without limitation, racist, ethnic, or sexist remarks or references regarding any member or group of the University community;
18. Any abusive conduct or harassment directed at an individual or group of individuals in the University community on the basis of the actual or perceived race, gender, color, national origin, ethnicity, religion, age, disability, sexual orientation, marital or parental status, or citizenship status of such person(s);
19. Refusal to identify oneself to an official or security officer of the University or to present proper identification upon entering the University premises;
20. Actions that are not harmonious with and supportive of the activities and functions of an educational institution; actions that harm the reputation of the University;
21. Aiding or abetting any conduct prohibited by this University Code;
22. Conviction of a felony crime while enrolled at the University;
23. Intentionally filing a false complaint under this University Code of Conduct, and
24. Academic dishonesty and lack of academic integrity.

## **Touro University Social Media Policy**

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

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

## **Adjudication of University Code of Conduct Violations**

**[Please note that there is a separate adjudication process for academic integrity violations (#24 in the Code of Conduct) in the section below entitled "Procedures in Response to Violations of Academic Integrity.]**

Any member of the University community may notify the Academic, Disciplinary, and Human Rights Committee of a Code of Conduct infraction by submitting a written statement describing the alleged violation within ten (10) school days of the alleged violation or within ten (10) school days from the time the charging individual learned of the alleged code violation, but no later than within three (3) months of the violation.

The Academic, Disciplinary, and Human Rights Committee shall inform the individual charged with the infraction, in writing, of the nature of the charges against him/her and designate a time and a place for a meeting.

After meeting with the individual charged with the infraction, the Academic, Disciplinary, and Human Rights Committee will conduct a preliminary investigation and determine what course of disciplinary action is appropriate. The Academic, Disciplinary, and Human Rights Committee can:

- Dismiss the charges;
- Bring the parties together for informal mediation;
- Impose any of the disciplinary sanctions listed in the section entitled "Sanctions," except that the Academic, Disciplinary, and Human Rights Committee cannot require payment of restitution.

Determinations by the committee may be made in the absence of the student, as long as adequate notice is provided. The committee's decisions are final.

### **Sanctions**

The Academic, Disciplinary, and Human Rights Committee may take one or more of the following actions:

1. Dismiss the Charges:

After reviewing all relevant information, and record materials, the Academic, Disciplinary, and Human Rights Committee may decide to dismiss the charges against the student.

2. Impose disciplinary sanctions, which include, but are not limited to the following:

- (a) Warning – A written reprimand putting the student on notice that he/she has violated the Code of Conduct and indicating that further misconduct may result in a more severe disciplinary action. A copy of this warning will be placed in the student's file.
- (b) Disciplinary Probation – A student may be placed on disciplinary probation for a definite period of time,



not to exceed one year. While on probation, students may not hold office in student government organizations, clubs or societies or represent the University in any capacity. Further violations while on probationary status will result in suspension or expulsion from the University. A copy of the probation notice becomes a part of the student's file.

- (c) Counseling and Treatment – A student's continued enrollment at Touro University may be conditioned on his participation in counseling or treatment at outside counseling and treatment agencies. A student's failure to participate in such a program after being advised that his enrollment is conditioned on participation may result in other disciplinary sanctions
  - (d) Restitution – A student may be required to pay restitution to the University or to fellow students for damages and losses resulting from his action. The amount of the restitution is determined by the Academic, Disciplinary, and Human Rights Committee.
  - (e) Suspension – A student may be suspended and may be barred from attending classes for a definite period, not to exceed two years. Notification of the suspension will appear on the student's academic transcript and will remain until the end of the suspension period. A notification of the suspension will remain in the student's file. A student may not be automatically re-enrolled at the end of his suspension. He/she must apply to the Academic, Disciplinary, and Human Rights Committee for reenrollment authorization.
  - (f) Expulsion – This is termination of the student's enrolled status at the University. A student who is expelled from the University is not permitted to complete his courses and may not re-register for a future semester. Notification of the expulsion will appear on the student's academic transcript.
3. Additional Sanctions – The Academic, Disciplinary, and Human Rights Committee may impose the following sanctions in addition to those listed above:
- (a) A fine to be paid to the University, in addition to restitution.
  - (b) Service to the University Community for a designated number of hours. The required service cannot interfere with the individual's course schedule.
4. Legal Action – The Academic, Disciplinary, and Human Rights Committee may recommend that students be turned over to law enforcement authorities for legal action. The final decision on referring student cases to the authorities is made by the Office of the President.
5. Other Sanctions – The Academic, Disciplinary, and Human Rights Committee may impose other sanctions that it deems appropriate and fair.

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

Any disciplinary action taken by the Dean or his representatives for a violation of the Code of Conduct may be appealed by filing a written appeal with the Committee on Academic Standing within ten (10) school days of the disciplinary action decision. The copy of the appeal should be submitted to the Dean.

The Academic, Disciplinary and Human Rights Committee will set a date for a hearing within fourteen (14) school days of receipt of the student's written appeal. The burden of proof is on the student to demonstrate that the decision of the Dean was erroneous, arbitrary or capricious. The Academic, Disciplinary, and Human Rights Committee will respond to the appealing individual, in writing, within thirty (30) school days of receipt of the written appeal.

In cases in which the disciplinary sanction was initially imposed by the Academic, Disciplinary and Human Rights Committee the student may file a written appeal with the Dean within ten (10) school days of the committee's decision. The Dean shall appoint a Special Appeals Panel consisting of the Dean of Faculties (or his representative), three full-time faculty members, and a Student Affairs staffer, to hear the student's appeal. This hearing must be scheduled within fourteen (14) school days of the receipt of the student's written appeal. The Special Appeals Panel may overturn the decision of the Academic, Disciplinary and Human Rights Committee only if it determines that the committee's action was clearly erroneous, arbitrary or capricious.

## **TOURO UNIVERSITY ACADEMIC INTEGRITY POLICY**

Touro University is a community of scholars and learners committed to maintaining the highest standards of personal integrity in all aspects of our professional and academic lives. Because intellectual integrity is a hallmark of ethical, 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, and professional conduct in their 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, plagiarizing, and utilizing AI tools without acknowledgment of such, 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. Furthermore, it misrepresents student efforts and mastery of course material both absolutely, and relative to others in their courses.

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

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

The International Center for Academic Integrity (ICAI), of which Touro University is a member, lists six fundamental values: honesty, trust, fairness, respect, responsibility, and courage, to allow institutional scholarship to flourish with integrity. To sustain these values, Touro University's Academic Integrity Policy, requires that a student or researcher:

- Properly acknowledge and cite all use of the ideas, results, or words of others, including the use of AI tools and other emerging technologies;
- Properly acknowledge all contributors to a given piece of work;
- Make sure that all work submitted as their own in a course or other academic activity is produced without the aid of unsanctioned materials or unsanctioned collaboration;
- Treat all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitate academic dishonesty by others nor obstruct their academic progress.

Adherence to these principles is necessary to ensure that:

- Everyone is given proper credit for their own ideas, words, results, and other scholarly accomplishments;
- All student work is fairly evaluated and no student has an inappropriate advantage over others;
- The academic and ethical development of all students are fostered;
- The reputation of the University for integrity in its teaching, research, and scholarship is maintained and enhanced.

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

Touro University works with faculty and students to promote an institutional culture of academic integrity, provides effective training that creates a commitment to academic integrity, and establishes clear procedures to deal with allegations of violations of academic integrity and monitoring the adherence thereto.

## **Violations of Academic Integrity**

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

### **Plagiarism**

Plagiarism is defined as the unauthorized use of the writings, ideas and/or computer-generated material of others without appropriate acknowledgement, and the representation of them as one’s own original work. It also includes the unauthorized use of computer-generated material via artificial intelligence (AI) and other emerging technologies without appropriate acknowledgement and the representation of them as one’s own original work. Plagiarism encompasses acts of inadvertent failure to acknowledge sources, as well as improper attribution due to poor citation.

When using ideas/words from other sources, the student must clearly define the sources using standard methods of citation. Plagiarism can occur even when one does not use the exact words of another author. Paraphrasing written material by changing or rearranging words without the proper attribution is still considered plagiarism (even if it eludes identification by plagiarism detection software). It is therefore critically important that students understand how to cite. If students have any questions about the proper use and citation of material from other sources, they should seek help from their professors.

### **Intentional Plagiarism**

Plagiarism takes many forms. Flagrant forms, or intentional plagiarism, include, but are not limited to:

- Purchasing a paper;
- Commissioning another to draft a paper on one’s behalf;
- Intentionally copying a paper regardless of the source and whether or not that paper has been published;
- Copying or cutting and pasting portions of others’ work (whether a unique phrase, sentence, paragraph, chart, picture, figure, method or approach, experimental results, statistics, etc.) without attribution;
- Using computer-generated material via artificial intelligence (AI) and other emerging technologies without attribution;
- In the case of clinical documentation, copying clinical notes/materials without personally performing the patient examination.

Plagiarized sources may include, but are not limited to, print material, digital and media resources including social media and blogs, as well as assignments completed by other students at Touro University System and elsewhere. A more subtle, but equally flagrant, form is paraphrasing or attempting to put in one’s own words the theories, opinions or ideas of another without proper citation.

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

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

## **Unintentional Plagiarism**

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

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

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

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

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

Examples of cheating include, but are not limited to:

- Giving or receiving unauthorized assistance to or from another person on quizzes, examinations, or assignments;
- Using another learner's audience response device/i-clicker;
- Using materials, devices, or tools 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 or internet sources, unauthorized use of computer-generated material via artificial intelligence (AI) and other emerging technologies, or unauthorized collaboration on answers;
- Sitting in for someone else or permitting someone to sit in for a student on any form of test or examination;
- Working on any form of test or examination beyond the allotted time, which includes any extra time resulting from a documented accommodation (unless the instructor provides explicit permission);
- Hiding, stealing or destroying materials needed by other students;
- Altering and resubmitting for re-grading any assignment, test or examination without the express written consent of the instructor;
- Copying from another individual's examination or providing information to another student during an examination;
- Soliciting, obtaining, possessing or providing to another person an examination prior to the administration of the examination.
- Bringing into the examination room notes in any format and paper, electronics or writings, drawings, etc. that could be used to aid in taking a closed notes/book exam.

Examples of unauthorized assistance include:

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

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

## Research Misconduct

The integrity of the scientific enterprise requires adherence to the highest ethical standards in the conduct of research and research training. Therefore, students and other trainees conducting research are bound by the same ethical guidelines that apply to faculty investigators, based on the Public Health Service regulations dated May 17, 2005. Research misconduct is defined in the USPHS Policy as “fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results.”

These terms are defined as follows:

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

Research misconduct does not include honest error or honest differences of opinion.

Touro’s Research Misconduct Policy can be found: <https://www.nymc.edu/media/schools-and-colleges/nymc/pdf/policies/PoliciesandProceduresforRespondingtoAllegationsofResearchMisconduct.final6.15.23.pdf>

## Other Unethical Conduct

### 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;
- Signing in another person's name on any attendance sheet/roster representing them as present when they are not;
- 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 person or computer-generated material via artificial intelligence (AI) and other emerging technologies;
- Omitting relevant information about oneself.

### Tampering

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

Examples include, but are not limited to:

- 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,” may make a copy of an article or copy small sections of a book for personal use, or may use an image to help teach a concept. Examples of copyright violations include:

- Making or distributing copies of a copyrighted article for a group (on paper or electronically);
- Disseminating an image or video of an artist’s work without permission, including those found on the internet;
- Copying large sections of a book.

The “fair use doctrine” regarding use of copyrighted materials can be found at the following link: <https://www.copyright.gov/fair-use>. Also see the library’s guide on frequently asked copyright questions: <https://libguides.tourolib.org/copyright/faqs>.

Please contact your campus librarian to get copyright clearance for required reading materials.

## Sanctions

The following sanctions may be imposed for violation of this Policy. Informal resolution of violations can be accompanied by Class C sanctions only. Formal resolution can be accompanied by any combination of sanctions from Class A, B, and C. Except in the case of a student’s expulsion or dismissal, any student found to have violated this Policy is required to take additional ethics tutorials intended to assist student to avoid future misconduct. (Academic Integrity Plagiarism Tutorial, <https://libguides.tourolib.org/AI>, for an overview on how to avoid plagiarism. Scroll down the page for the link to the Touro University Academic Integrity Test, <https://libguides.tourolib.org/research-101> that will go to the instructor’s email.)

Class A Sanctions:

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

Class B Sanctions:

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

Class C Sanctions:

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

## Procedures in Response to Violations of Academic Integrity

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

The Dean of each school or the Provost shall designate a member of the school's administration as Chief Academic Integrity Officer (herein referred to as the "CAI Officer") to oversee the adjudication of violations and to maintain appropriate documentation. The CAI Officer of each school will maintain written records of all violations and resolutions, both informal and formal. The CAI Officer must be an assistant dean or higher, or another appropriate responsible individual approved by the Provost or Vice President of the Undergraduate Division for schools in that Division.

Each school shall designate a Committee that will adjudicate violations of academic integrity via a formal Hearing process.

The Provost or Vice President shall designate a Dean responsible for hearing formal resolution appeals (herein referred to as the "Appeals Dean"). The CAI Officer and the Appeals Dean cannot be the same individual.

### **Reporting a Case of Suspected Plagiarism or Cheating**

Due to the organizational and administrative differences among schools and programs, each school can determine its own reporting sequence from faculty member to CAI Officer.

Depending on the school or program, faculty or students may report an alleged incident to: Department Chair, Department Deputy Chair, Program Chair, Sequence Chair, Program Director, Department Director, Academic Dean, Preclinical Dean, Dean, or CAI Officer directly.

Each school and program should make its reporting sequence known to its constituencies.

For the sake of clarity, the faculty member's supervisor will be referred to as "Chair" in the paragraphs that follow.

Faculty members, students, or other members of the Touro community who encounter suspected academic integrity violations should contact the relevant "Chair". The "Chair" will consult with the faculty member, and if a violation is identified, the faculty member will inform the student. The "Chair" will also report all suspected violations in writing (using the [Academic Integrity Violation Reporting Form](#)) to the CAI Officer, who will advise the "Chair" on whether to pursue an informal or a formal resolution. For first-time suspected violations, CAI Officers and faculty are strongly encouraged to seek an informal resolution with the student. No permanent grade may be entered onto the student's record for the course in question before the issue is resolved.

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

### **Resolution of Academic Integrity Violations**

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

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

## **Informal Resolution**

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

If the student is found to have committed an academic integrity violation, the outcome of the informal resolution should be reported in writing by the Chair to the CAI Officer, who will maintain the record for the duration of the student’s academic career. NOTE: Some Touro schools may be required to report the violation to outside licensing agencies.

The informal resolution process is not available to individuals who have previously committed an academic integrity violation.

## **Formal Resolution**

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

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

- The Chief Academic Integrity Officer receives a written statement from the instructor, proctor, student, or any other complainant, as the case may be.
- The written statement must include the name of the involved student(s), the name and position of the reporting person, and the nature of the alleged act.
- The CAI Officer shall arrange a hearing which, generally speaking, should take place no earlier than five (5) calendar days and no later than twenty (20) calendar days after notification that informal resolution was unsuccessful or not pursued.
- The hearing shall take place before the designated Committee on Academic Integrity of the School. If the hearing involves a student in a dual-degree or joint-degree program, then the Hearing Committee should have representatives from both programs.
- The Committee shall receive the written statement, and any documents submitted by the student or reporting person.
- All persons involved in a hearing shall be given notice of all hearing dates, times and places. Such notice, which will be sent by e-mail will be given at least two (2) business days prior to any hearing, unless waived by the parties involved.
- Postponements of Committee hearings may be made at the discretion of the Committee Chair. Either party may be granted a postponement only if pertinent information or interested parties cannot, for good cause, be present at the appointed time. Any postponement may not extend beyond a one-month period and any delay may affect the student’s ability to progress in the program.
- The accused student and the accuser will be afforded the following opportunities:
  - To review, but not copy, all pertinent information to be presented to the Committee. The length of time for review shall be reasonable, as determined by the Committee Chair.
  - To present fully all aspects of the issue before the Committee.



Committee Hearings will proceed under the following guidelines:

- All Committee hearings and meetings are closed to the public.
- The Committee may hear the student, the faculty member or proctor, and any other individual who may be knowledgeable or may have information to share with the Committee regarding the suspected offense. Each person will meet with the Committee on an individual basis.
- The Committee may consider relevant written reports, discussions with involved parties, examinations, videos, papers, screen shots, social media posts, or other related documents.
- The Committee must be comprised of a minimum of three people, who must be present either in person or via video-conference, and may not be the faculty member of the course in question.
- All decisions shall be made by majority vote.
- The student has the right to appear before the Committee, in person or via video conference, in order to present his/her case, but, after proper notice of a hearing, the Committee may proceed, notwithstanding the student's absence.
- 
- The hearing is academic in nature and non-adversarial. Student representation by an attorney or other representative at the hearing is not permitted. However, the student may bring a support person to accompany them and be present in an anteroom, but not participate, in the hearing.
- Audio recordings of the hearing are not permitted and transcripts are not required.
- All information supporting the charges made against a student shall be presented first. Following this presentation, the student who has been accused of a violation will present his/her side of the matter by submitting to the Committee information that he/she chooses to submit to support their stance or position. The CAI Officer, his or her designee, Office of Institutional Compliance or other members of the faculty and Administration may also meaningfully participate in this information exchange. Pursuant to the Touro University Code of Conduct, the student is expected to conduct themselves harmoniously so as not to obstruct the investigation or proceedings.
- The student, his/her accuser, the Committee, and/or Touro 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 shall generally be held immediately after the hearing or within one Touro business day (a Jewish Day of Observance as delineated on the Touro calendar does not count as a business day).
- If the Committee seeks additional information following commencement of its deliberations, it will notify the parties within two (2) Touro business days, and reconvene the hearing within five (5) Touro business days of the conclusion of the original hearing. The Committee's final decision must then be made.
- The Committee may impose a range of Class A, B, or C sanctions.

## **Appeal Process**

- Following a Formal Resolution Hearing and notification of the Committee decision, either party may appeal the decision. An appeal may only be granted on the basis of: 1) evidence of bias of one or more of the members of the Committee; 2) new material documenting information that was not available at the time of the decision; 3) procedural error.
- The appellant has three (3) business days within which to submit a formal written appeal of the decision to the Appeals Dean for the School. The appeal should be accompanied by the Hearing Committee's letter and by a narrative explaining the basis for the appeal. The narrative should fully explain the appellant's position and substantiate the reason(s) for their appeal.
- The Appeals Dean may request to meet with the appellant.
- After consideration of the Appeal, the Appeals Dean may accept, reject or modify the Committee's

decision, and will notify the student in writing of the decision.

- The Appeals Dean, when notifying the student of the decision, shall inform the student of his/her right to appeal an adverse decision to the Chief Academic Officer.

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

A student has three (3) business days from receipt of written notification to submit a formal written appeal of the decision, that is discretionary in nature, to the Chief Academic Officer (CAO) (i.e., Provost) or his/her designee. In the event the CAO decides to consider the matter, the CAO may only sustain the appeal on the basis of one of the following:

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

The CAO may, at his/her discretion, conduct interviews and review materials. The CAO will notify the student, the CAI Officer, and the Appeals Dean in writing of the appeal decision. The decision of the CAO shall be final.

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

## ALTERNATIVE DISPUTE RESOLUTION

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

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

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

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

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

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

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

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

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

### **ADR Procedures**

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

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

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

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

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

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

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

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

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

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

A hate crime conviction may also subject the offender to monetary penalties pursuant to the Law of their state. Any incident or attempt to commit a hate crime should be reported to Campus the Security Director, Lydia Perez at 50 West 47th Street, 14th Floor, New York, NY 10036; office number (646) 565-6134; or by calling 1-88-Touro-911(1-888- 687-6911); or your Campus Security Department in your state.

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

## **POLICY ON TITLE IX AND SEXUAL MISCONDUCT**

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

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

## **Title IX Grievance Policy**

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

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

## **Title IX Coordinator**

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

Contact Information for the Title IX Coordinator:

Matthew Lieberman  
50 West 47<sup>th</sup> Street, 14<sup>th</sup> Floor  
New York, NY 10036  
Phone: 646-565-6000 x55667  
Email: [Matthew.Lieberman@touro.edu](mailto:Matthew.Lieberman@touro.edu)

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

## **When Title IX Applies**

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

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

If the alleged misconduct meets these requirements, then the Title IX grievance process applies and the Potential Complainant may file a Formal Complaint or their prior Complaint submission will become a Formal Complaint. For the purposes of this Title IX Grievance Policy, "formal complaint" means a document – including an electronic submission - filed by a complainant with a signature or other indication that the complainant is the person filing the formal complaint, or signed by the Title IX Coordinator, alleging sexual harassment against a respondent about

conduct within Touro's education program or activity and requesting initiation of the procedures consistent with the Title IX Grievance Policy to investigate and adjudicate the allegation of sexual harassment.

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

For more details surrounding the Title IX Grievance Policy please see: <https://www.touro.edu/title-ix-policy/>

## **Sexual Misconduct**

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

New York Law also defines these acts as crimes if any of them are engaged in with a person who is incapable of consent either because of the person's age or because the person is mentally defective, mentally incapacitated, or physically helpless. Therefore, sexual abuse, sodomy, and rape are sex crimes and violators will be prosecuted in accordance with New York Penal Law. Retaliation against any individual who made a complaint will not be tolerated.

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

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

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

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

Phone: 646-565-6000, ext. 55330

Email: [compliance@touro.edu](mailto:compliance@touro.edu)

## **For Further Information**

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

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

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

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

## **STUDENT COMPLAINTS**

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

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

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

### **Limitation Period**

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



## **Exception to Policy**

This Policy is not applicable to situations that are governed by other policies. For example, complaints of sexual harassment are governed by Title IX; the University currently has a robust policy and procedure for dealing with such allegations. Therefore, all such incidents are considered under that anti-harassment policy/process. Other examples of exceptions to the Grievance Policy include, but are not limited to, race discrimination, Code of Conduct violations, and ADA Reasonable Accommodations requests and complaints.

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

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

## **POLICY ON DRUGS AND CONTROLLED SUBSTANCES**

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

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

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

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

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

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

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

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

Students are urged to view pages 26-28 in the Annual Security and Fire Report at [https://www.touro.edu/departments/campus-security/clery-reports/TOURO\\_U-2022\\_ASFSR.pdf](https://www.touro.edu/departments/campus-security/clery-reports/TOURO_U-2022_ASFSR.pdf)

# TOURO UNIVERSITY CAMPUS SECURITY POLICIES

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

## Access to the Campus

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

## Security Services

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

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

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

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

## Reporting Criminal Incidents & Other Emergencies

All students, employees, and guests should promptly report criminal incidents, accidents, and other emergencies to the Department of Campus Security by dialing 1-88-Touro911 (1-888-687-6911). This service allows you to speak to a live operator, twenty-four hours a day, seven days a week, to report any incidents or occurrences. The service refers all calls to the appropriate agencies (i.e. Fire, police, etc.) for assistance, as well as to the appropriate University authorities. Additionally, you may report any incidents to any Security Officer at your site, the Campus Security Director, and/or Operations. If you are located in a Student Residence Hall you can also report any incident to your Resident Director, Assistant Resident Director, or R/A at your facility. The Campus Security Administrative office is located at 50 West 47th Street, 14th Floor and can be reached at (646) 565-6000 ext. 55134 or via email at [security@touro.edu](mailto:security@touro.edu).

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

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

Students are urged to read the Annual Security and Fire Report at [https://www.touro.edu/departments/campus-security/clery-reports/TOURO\\_U-2022\\_ASFSR.pdf](https://www.touro.edu/departments/campus-security/clery-reports/TOURO_U-2022_ASFSR.pdf)

# STUDENT RESPONSIBILITIES AND RIGHTS

## Campus Citizenship

Students of Touro University are expected to be considerate of all individuals at the University – fellow students, faculty, staff and administrators – and to help maintain a harmonious and supportive environment conducive to learning and the furtherance of academic pursuits. While specific regulations are listed on the following pages, it is expected that all members of the University community to demonstrate respect for their colleagues, sensitivity to their needs, and tolerance for their ideas and views. Please cooperate with University officials by observing the rules and regulations of the University, and by exercising respect for University values and property.

## Standards of Classroom Behavior

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

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

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

Additionally, please see Touro's Policy on Weapons in the Annual Security and Fire Safety Report, [https://www.touro.edu/departments/campus-security/clery-reports/TOURO\\_U-2022\\_ASFSR.pdf](https://www.touro.edu/departments/campus-security/clery-reports/TOURO_U-2022_ASFSR.pdf).

## Internet Services and User-Generated Content Policy

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

## Acceptable Use Policy for Information Technology

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

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

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

## **Dress Code**

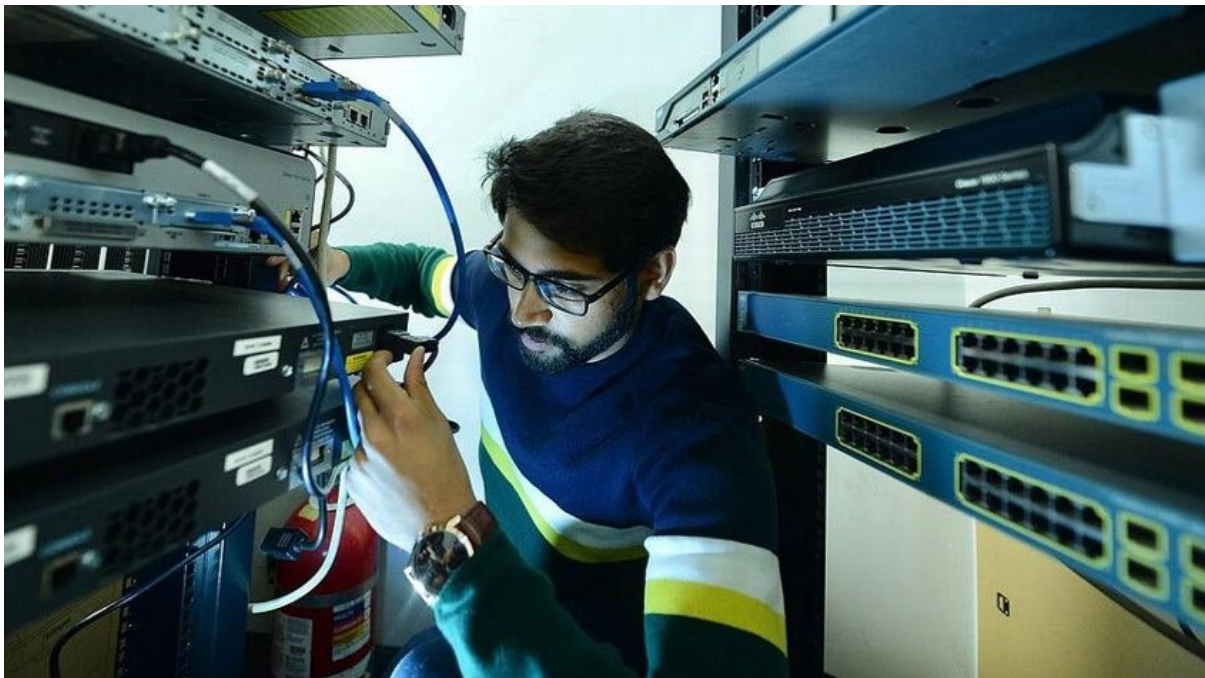
While individual variations regarding dress code and personal grooming are accepted, appropriate professional appearance is expected.

## **Anti-Hazing Regulations**

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

## **No-Smoking Policy (including the use of electronic cigarettes or vapor devices)**

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



## CONFIDENTIALITY OF STUDENT EDUCATION RECORDS

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

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

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

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

1. The right to inspect and review the student's education records within a reasonable period of time, but not more than 45 days after the University receives a request for access. Students should submit to the Office of the Registrar written requests that identify the record(s) they wish to inspect. The Office of the Registrar will make arrangements for access and notify the student of the time and place the records may be inspected.
2. The right to request an amendment to the student's education records that the student believes contains information that is inaccurate, misleading, or in violation of the student's rights of privacy. Students may ask the University to amend a record that they believe is inaccurate. They should write to the Office of the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide signed and dated written consent before the University discloses personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
  - a. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- b. A second exception that permits disclosure without consent is disclosure of Directory Information. Directory Information is information that is generally not considered harmful or an invasion of privacy if released.

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

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

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

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

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\*Office of Institutional Advancement

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**Marty Katzenstein, M.D.**, Vice President of Community Affairs

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**Israel Singer, Ph.D.**, Vice President for International Affairs

**Marian Stoltz-Loike, Ph.D.**, Vice President, Online Education and Dean, Lander College for Women

**Judah Weinberger, M.D., Ph.D.**, Vice President for Collaborative Medical Education, Associate Vice President of Undergraduate Education, Dean of NYSCAS



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M.S., Touro College

**Braj Agarwal**

M.S., SUNY at Stony Brook  
M.B.A., Long Island University

**Joshua Baron**

M.B.A., Mississippi State University

**Albert Bina**

M.S., Touro College

**Payam Bina**

M.S., Touro College

**Jesse Epstein**

M.A., New School University

**Pedro Estrada**

M.S., Touro College

**Shmuel Fink**

Ph.D., Nova Southeastern University

**Rosemary Fitzgerald**

Ph.D., New York University

**Elliot Friedman**

M.S., Touro College

**Ilene Goldfeder**

M.A., Touro College

**Mark Gura**

M.S., Long Island University  
Post-Master's Certificate, Hunter  
College/CUNY

**Miriam Gutherc**

M.S., Brooklyn College/CUNY

**Jacob Gutnicki**

M.S., NY Institute of Technology  
M.S., Mercy College

**Linda Gutterman**

M.A., Lehman College/CUNY

**Joseph Herbst**

M.S.E.E., Polytechnic Institute of New York

**Issac Herskowitz**

Ed.M., Ed.D., Columbia University

**Martin Herskowitz**

M.S., Brooklyn College/ CUNY  
M.S.W., Wurzweiler School of Social Work

**Dominika Juraszek**

M.F.A., California Institute of the Arts

**Vyacheslav Khaitov**

M.S., Touro College

**Behrooz Khorsandi**

M.S., Columbia University  
IT IBM, IBM Cert. CNE, CCNA. MCSE

**Joseph LoCicero**

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**Benjamin Lunzer**

M.S., Polytechnic University

**Arjun Mahat**

M.S., Touro College

**Aron Morgulis**

M.S., Touro College

**William Muskopf**

M.S., Boston University

**Anna Necakov**

M.A., The University of Bialystok (Poland)

**Patricia Baia Newell**

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M.F.A., SUNY Purchase

**Holly Owens**  
M.Ed., MDE, University of Maryland

**Miriam Plonczak**  
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M.S., Touro College

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**Ryan Seslow**  
M.F.A., Long Island University

**Ilene Silverberg**  
M.A., Touro College

**Valerie Taylor**  
M.F.A., School of Visual Arts

**Michele Teodori**  
M.A., City University, London (UK)

**Edward White**  
M.S., NY Institute of Technology  
M.S., Touro College



## DIRECTORY

### Touro University Graduate School of Technology

[www.touro.edu/gst](http://www.touro.edu/gst)

Email: [info.gst@touro.edu](mailto:info.gst@touro.edu)

Tel: (212) 463-0400 ext. 55378

Toll-free: (877) 669-7227

### Main Campus Office

3 Times Square, New York, NY 10036

(212) 463-0400 (phone)

(212) 462-4889 (fax)

*Receptionist*, ext. 55231, Main number, ext. 55378

### Office of the Dean, 3 Times Square, New York, NY 10036

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Jay Lefkowitz, *Chief of Staff*, ext. 55224

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Shmuel Fink, *Chair, MS in Information Systems*, ext. 55231

Markus Haala, *Chair, MA in Web and Multimedia Design*, ext. 55460

Jack Romano, *Program Director, MS in Information Systems*, ext. 55462

Marekh Chikadze, *Assistant Program Director, MS in Instructional Technology*, ext. 55248

Nataliya Klymenko, *Assistant Program Director, MA in Web and Multimedia Design*, ext. 55319

Robert Grosberg, *Director of Career Services*, ext. 55496

James Shafer, *Director of Marketing and Recruitment*, ext. 55585

Lora Gornaya, *Administrative Assistant*, ext. 55231

### Student Administrative Services

Web help – <https://help.touro.edu>

Email help – [help@touro.edu](mailto:help@touro.edu)

Phone help – (844) 868-7666

**Office of Admissions**, 3 Times Square, 2nd Floor; Tel: (212) 463-0400 ext. 55119

**Office of the Bursar**, 3 Times Square, 2nd Floor; Tel: 212-463-0400 x55297

**Student Accounts Representative**

Tel: Monday, Tuesday & Wednesday: (646) 565-6051 Thursday, Friday: (212) 851-1199 ext. 42533

**Office of Financial Aid**, Kings Highway Campus, Brooklyn Room 2014  
Tel (212)-463-0400 ext. 55140, 55322 or (718) 301-2027 (MSIS)

**Office of the Registrar**, 3 Times Square, 2nd Floor; Tel: (212) 463-0400 ext. 55206

**Office of International and Veteran Student Affairs**, 3 Times Square, New York, NY 10036  
Director, International and Veteran Student Affairs  
Tel: (212) 463-0400 ext. 55607  
Coordinator, International and Veteran Student Affairs  
Tel: 212-463-0400 ext. 55391

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