



**TOURO COLLEGE
OF
OSTEOPATHIC MEDICINE
STUDENT HANDBOOK**

Effective July 1, 2009

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TOURO COLLEGE OF OSTEOPATHIC MEDICINE - NEW YORK

General Educational Goals

The primary goal of the Touro College of Osteopathic Medicine (TouroCOM) is to educate qualified students to become osteopathic physicians, imbued with the philosophical principles and palpatory and manipulative skills of osteopathic medicine. It is the stated purpose of the college to educate and develop primary care, medical and surgical specialist physicians in the osteopathic tradition.

Synopsis of Curriculum

-- refer to the College Catalog.

Description of Courses

Courses are subject to change through normal academic channels. New courses and changes in existing course work are initiated by the responsible departments or programs recommended by the Curriculum Committee and approved by the Dean. Please see the College Catalog for course descriptions.

Degree Awarded

The Doctor of Osteopathic Medicine (D.O.) degree is conferred upon graduates of Touro College of Osteopathic Medicine who have fulfilled all of the requirements for graduation published elsewhere in this handbook.

Licensure

Osteopathic physicians are required to be licensed by the states in which they practice. Each state has its own requirements for granting licensure, and its own licensing board.

The examination given by the National Board for Osteopathic Medical Examiners (NBOME) is accepted for licensure in all 50 states. The examination offered by the NBOME is divided into three parts. Part I is a written examination. Part II is both a written and clinical skills examination. The written examination of Part II is called CE and the clinical skills examination is termed PE. Part I and Part II examinations are taken during the college years. Part III consists of a written examination that may be taken during the internship year or during the first post-graduate year of a residency program.

Internship and Residencies

Postdoctoral training in an American Osteopathic Association (AOA) - approved hospital is part of the continuum of osteopathic medical education. The training is designed to further students' medical skills and knowledge in hospital and ambulatory care environments. Hospitals throughout the country offer carefully supervised internship training affording the intern-physician practical experience in the practice of medicine.

An internship [in an osteopathic hospital or in an allopathic hospital] is a 12-month training period. An internship can be secured with the assistance of the College, by participating in the Intern Match Program (IMP) of the American Osteopathic Association. Residency training follows the internship year. Some programs refer to the first year of

postgraduate training as PGY-1. This may be served in AOA approved programs (refer to the appropriate specialty college [osteopathic or allopathic] for information). Residencies in all major medical specialties are available, and accredited at major osteopathic and allopathic hospitals with approved osteopathic programs.

Policy of Non-discrimination

-- refer to the College Catalog.

STUDENT ACADEMIC AFFAIRS

Office of the Registrar

The Office of the Registrar is responsible for the official documentation for student enrollment at TouroCOM. The services provided by the Office of the Registrar include:

- course registration
- adding or dropping a course
- transcript requests
- withdrawal requests
- leave of absence requests
- transfer requests
- certifying enrollment for student loans

Registration

All students will be required to register online, or in person before the registration day specified in the College calendar. Failure to register on that day may be grounds for dismissal. Full tuition and fees and prior debts for students entering the 2nd, 3rd and 4th year must be paid in-full on or before registration day for each academic term.

Matriculation is subject to satisfactory completion of all academic requirements and payment of all outstanding debts to the College. Prior to first-year registration, official transcripts from all colleges and universities which the student has previously attended, including a final transcript, must be on file in the Registrar's Office. In addition, the following items are required: a criminal background check, a physical exam, immunizations as outlined on the physical examination form and proof of health insurance. Attendance during Student Orientation is mandatory for first-year students.

Bursar's Office

The function of the Bursar's Office is to manage student accounts and collect tuition and fees from students on behalf of TouroCOM. The Bursar's Office receives and disburses the federal and private loans that the students receive through the Financial Aid Office. The Bursar's Office also processes refund checks for students who receive funds in excess of their tuition and fees to cover their living expenses while attending the College. The Bursar works with students who are having financial difficulty meeting their financial obligations to the College.

The Bursar's Office is responsible for charging tuition to student accounts according to the college schedule and for collecting payments from students. The Bursar will send each student statements until the tuition is paid.

As a result of the large variety of funds available to students, some student accounts may receive funds in excess of tuition and fee charges. Such funds are returned to students to be used for other college related expenses.

The Bursar's Office is responsible for disbursing funds to students resulting from tuition overpayments of any type, commonly referred to as "refunds." Refund checks are issued following Federal and State guidelines pertaining to verification of satisfactory attendance and academic progress.

Tuition Payment

All checks and money orders should be made payable to Touro College of Osteopathic Medicine, with the student's ID number indicated on the front. If tuition payments are made through the mail, please address the envelope as follows:

OFFICE OF THE BURSAR
Touro College of Osteopathic Medicine
230 West 125th Street
New York, New York 10027

Standards of Satisfactory Academic Progress

Touro College of Osteopathic Medicine must establish, publish and apply reasonable standards of satisfactory academic progress. Such standards may be used for financial aid eligibility as required by federal law for all students, including those applying for, or currently receiving, federal, state or institutional financial assistance and veterans educational benefits administered by Touro.

Federal regulations which govern the various federal financial aid programs stipulate that in order for a student to continue to receive financial aid funding, he/she must maintain "Satisfactory Academic Progress" as defined by the institution. In the definition, the institution must establish a maximum time frame in which the student must earn the degree. The time limit is six (6) years.

Academic Standards of Progress

Each semester that the student receives financial aid, he/she will be required to complete at least 80% of the credits for which federal, state and institutional financial aid funds are received. In addition, the student must earn a grade point average of at least 2.0 in each semester financial aid is received.

Any student, who, at the end of two sequential academic semesters fails to maintain satisfactory academic progress and had unsatisfactory remediation, is ineligible to receive financial aid, including student loans. For further information, please refer to the Academic Regulations section of the Touro College of Osteopathic Medicine's College Catalog.

Monitoring Academic Enrollment Satisfactory Academic Progress

Verification of enrollment will be made **prior** to all disbursements. The academic records will also be reviewed at the end of **each** semester to determine if the student is

maintaining and progressing toward an educational goal. The student must complete the academic units for which financial aid funds are received; and maintain a cumulative grade point average of at least 2.0 for each semester financial aid is received.

As required by federal law, reasonable standards of satisfactory academic progress for maintaining financial aid eligibility have been established by Touro for all degree granting programs. These standards apply to all students. The policy procedure for "Assessing Financial Aid Status" is as follows:

Policy

1. All full-time students must complete their academic program within the maximum time frame allowed for their specific program and must maintain a cumulative GPA of 2.0, as specified by their program, at the end of each semester in order to be considered progressing satisfactorily toward their degree.
2. All students are required to accumulate credits toward graduation and are expected to successfully complete a minimum percentage of their academic program each year, not including those courses in which grades of incomplete were received, course withdrawals that occurred or remedial coursework which was performed as specified by their academic program. All periods of enrollment will be included, regardless of whether or not a student receives financial aid.
3. Students who are not maintaining the minimum cumulative GPA of 2.0 as specified by their program at the end of any semester will be placed on financial aid probation by the Director of Financial Aid for the following semester (as defined by their program). While on financial aid probation, students still will be eligible to receive financial aid funds.
4. If a student's cumulative GPA remains unsatisfactory after the completion of the semester in which he/she is on financial aid probation, the student will be placed on financial aid suspension, and no financial aid funds will be awarded until satisfactory academic progress has been attained (cumulative GPA is brought up to the academic program's minimum requirement).
5. Students who are denied financial assistance on the basis of unsatisfactory academic progress may regain financial aid eligibility by satisfactorily completing, at their expense, those courses required to attain the minimum cumulative GPA specified by their academic program. This statement does not imply that continuation in any academic program is the prerogative of the student.
6. A student will be allowed a maximum of two nonconsecutive financial aid probationary periods while enrolled at Touro. A student who does not attain satisfactory academic progress at the conclusion of his/her second probationary period will be placed on financial aid suspension permanently, and will not regain financial aid eligibility for the remainder of his/her enrollment period at Touro.
7. The student must document the reasons for failure to meet the standards of satisfactory academic progress for financial aid eligibility, and must include a plan that demonstrates a means for the student to bring his/her academic progress up to the satisfactory standards within a period of one semester. The student will be permitted to attend and present his/her appeal for financial aid eligibility to the

Financial Aid Committee, which will make the final determination.

8. Satisfactory academic progress standards may be waived if a student has undergone personal hardship which the Dean of Student Affairs accepts as valid, and that these hardships will prevent the student from being able to handle a full-time academic load.

Procedure

The Financial Aid Office will be responsible for assessing the financial aid eligibility status of all students by monitoring their academic progress through documentation received from the Office of the Registrar.

1. At the end of each semester, the Financial Aid Office will send a written notice to students who are not maintaining cumulative GPA requirements as specified by their academic program, warning them, the effects of being placed on financial aid probation. A copy of the written notice will also be sent to the Academic Dean.
2. For a student placed on financial aid probation due to failure to meet standards of satisfactory academic progress, the Financial Aid Office will reinstate his/her financial aid eligibility upon receipt of written confirmation from the Registrar that standards of satisfactory academic progress have been met. The Financial Aid Office will provide written notification to the student of his/her compliance with standards of satisfactory academic progress, cancellation of his/her suspension and reinstatement of aid. This notification will also be provided to the Academic Dean of the college in which the student is enrolled, and to the Program Director, if applicable. Financial aid eligibility will not be reinstated for preceding semesters during the academic year in which the student did not meet standards of satisfactory academic progress.
3. A student on financial aid probation or financial aid suspension may appeal the decision of the Financial Aid Director by indicating in writing to the Dean the following:
 - A. The reasons why the minimum academic standards of progress were not met.
 - B. The reasons why his/her aid eligibility should not be terminated or should be reinstated.
 - C. A plan that demonstrates a means to bring his/her academic progress up to satisfactory standards within a period of one semester.

Student Counseling

Students who need advice or counseling about campus life, the academic program, or the administrative requirements of attending TouroCOM, are personally responsible to seek help from the Dean of Student Affairs, Directors of Financial Aid, Registrar, Bursar, Academic Dean, Clinical Department Chairpersons, or a Professor. If physical or mental health counseling is required, students can seek referral through the Dean of Student's office.

Faculty Mentor/ Student Advisors

The mentor program plays an important role at TouroCOM. Students and faculty work

very closely together in the academic arena. This kind of educational interaction permits students to get to know their teachers and vice-versa. Students are encouraged to use the advice, expertise and help of the faculty through the mentor program. At a minimum, the mentor is a faculty advisor and advocate who takes a personal interest in his/her assigned students. Students should feel free to contact their mentors as frequently as necessary for advice, encouragement and support. The student need only ask his/her mentor for assistance. Mentors may assume a pro-active role and become involved with their students when performance levels fail to meet minimum academic standards.

Student Tutor Program

Through the Office of Student Affairs, TouroCOM attempts to offer students peer tutoring services without charge. Tutoring is available during all academic years and is designed to help students enhance their test-taking skills, modify their study habits and/or focus on critical material and content.

Initially, students need not be in academic difficulty to request peer tutoring. However, following the first examination, those students who are receiving a grade of 80% or lower in a course will be given priority in the program. Applications to tutor and requests for tutoring services are available in the Office of Student Affairs. Students requesting a tutor must be registered in the Office of Student Affairs in order to benefit from tutoring services.

Students are eligible to apply to tutor a subject if they are approved by the chair of the department in which the course is taught. Students must be able to communicate effectively, have mastered the course material and be in good academic standing. Tutors receive an hourly honorarium for their services. Student tutors must have registered in the Office of Student Affairs to be eligible for reimbursement of services.

Student Government Association (SGA)

SGA is the official voice for all students. The organization is open to all students in the College and welcomes proposals and participation from the entire body.

The responsibilities of the SGA include: collecting and expressing student opinion, dispensing funds for student activities, acting as a liaison for the student body, promoting osteopathic medicine, supporting club and class activities, and working to improve the quality of life for all students at TouroCOM.

Recognition of Student Organizations

Approval and recognition will be given to organizations dedicated to the advancement of the osteopathic profession. Organizations concerned with politics, race, religion or sexual identity will not be considered.

Application Process

Students identify a level of interest in development of an organization:

1. The students identify a faculty advisor and complete a petition of recognition.

2. The petition must include the organization's goals, proposed charter, faculty advisor, and list of charter members.
3. A complete copy of a proposed charter or constitution and by-laws must be attached to the recognition petition.

Appropriate SGA Action:

1. The SGA will review the petition.
2. If the SGA believes the Club or Organization satisfies the criteria stated above, a vote may be taken. A majority vote of those SGA members voting shall determine the status of the applicant group. The SGA has the authority to recommend to the Dean or CEO a one-year probationary period for the organization.
3. Appeal of the SGA decision may be made to the Dean.
4. SGA has the opportunity to review annually any organization's status. The SGA may require every approved organization to submit an annual report.
5. Objections related to the recognized organization will be reviewed at the discretion of the SGA.
6. No action shall be taken concerning the student organization's status unless the organization in question has an opportunity to hear the charges made against it and present its side of the issue.
7. A group submitting an unapproved application may resubmit its application at any time after having satisfied the objections of the SGA.

Dean of Student Affairs:

After recommendation from the SGA of acceptance, the Dean of Student Affairs reviews the petition to ensure proper documentation and recommends approval, or denial with reason. The Dean of Student Affairs forwards the recommendation to the Dean and CEO.

Dean and CEO:

Reviews the petition for action.

Renewal of Recognition

The SGA conducts an annual review of all approved college student organizations to determine whether the organizations are indeed providing activities and services that are consistent with their charter, and that such activities and services enable them to accomplish their organization's goals. Based on the results of its annual review, the SGA, by vote of its members, makes a recommendation to the Dean for Student Affairs regarding the renewal of an organization's approved status. Following administrative review by the Dean for Student Affairs, a recommendation is submitted to the Dean.

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

Student Representation

Any fulltime student in good academic standing (i.e., not on any form of provisional academic status) is qualified to seek appointment or election to serve in a representative capacity on college committees. Interested students must apply through the college's SGA for consideration.

Official Representation

To ensure that a consistent message of TouroCOM is maintained, only those individuals officially sanctioned by the Dean may represent the views of the College to any public forum.

Student Organization Stationery

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

On-Campus Student Events

To provide a mechanism for student groups (e.g. organizations or classes) to have on campus student events, all student groups seeking to have an on-campus student event must have prior approval of the Dean for Student Affairs who will advise the student organizer of the necessary steps to follow in order to schedule the event.

Recognized Student organizations or classes can obtain a Student Activity Approval/Room Reservation Request Form from the Office of Student Affairs. The Student Activity Approval/Room Reservation Request Form needs to be completed and submitted to the Dean for Student Affairs at least two weeks before the on-campus student event is to be held. All food for these events, in accordance with Touro College policy, must be kosher and OU approved.

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

Extracurricular Activities

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

Publications

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

Dress Code

1. Students must maintain a neat and clean appearance befitting students attending a professional school. Therefore, attire should convey a professional appearance whenever the student is on College grounds, serving on a clinical rotation or attending a college related program.
2. On-campus, the mode of dress is determined by each student's professional judgment, unless a department has a dress code for particular activities. Clothing having caricatures, messages, or symbols that can be construed based on societal norms to be vulgar, offensive, or contribute to creating a hostile learning environment is considered to be unacceptable attire, and demonstrates inappropriate professional judgment that is subject to review and action by the Dean of Students.
3. Students inappropriately dressed or groomed may be asked to leave the campus. Questionable or disputed cases of dress or grooming shall be presented to the Dean, whose decision shall be final.
4. Clinical dress is established by the clinical rotation site. It must be kept in mind that scrub suits are utilized for infection control. They are at no time to be worn outside of hospital grounds.

Student Health

The health and safety of our students are primary concerns.

1. You are required to provide your own health insurance to cover those circumstances where you may become ill. Proof of such coverage is a requirement to matriculate.
2. If you become injured or ill while in class or at TouroCOM and need assistance in obtaining care, notify your instructor or staff person that you are ill and need assistance. If no one is available, notify the Office of Student Affairs. Alternatively, you may go to the Student Affairs Office and notify the Dean of Student Affairs or his/her designee of your situation. As a last resort, notify the Dean's Office. If the illness requires emergency care, e.g., laceration while in the anatomy lab, immediate first aid may be provided by the faculty member in charge and you may be instructed to visit the closest health care facilities for additional care in confidence.

The Administration will make every effort to assist you in being transported to that health care facility for care. If the injury or illness is deemed more serious or life-threatening, emergency service, i.e. 911, will be notified.

Medical Records

Information provided by students at matriculation (e.g., immunization records, emergency

medical form, medical history and physical information) is collected and retained by TouroCOM. It will be required for credentialing prior to serving on student rotation assignments.

Immunization Requirements

TouroCOM requires that all incoming students submit documented proof of immunization against measles, mumps, rubella, diphtheria/tetanus, polio and hepatitis B prior to matriculating as students. Touro College of Osteopathic Medicine is required by law to keep student immunization documentation on file. No student will be permitted to begin and attend classes or clinical rotations if they have not provided satisfactory proof of required immunizations.

TB screening will be required at the time of matriculation, and before serving clinical rotations (see below).

Credentialing Requirements

TouroCOM collects materials in order to satisfy various requirements for clinical service. Required materials for students entering the third year clinical rotations on 7/1/09 include:

1. Documentation of a physical exam after 7/1/08.
2. Documentation of a 2-step PPD examination after 7/1/08.
3. Documentation of a chest x-ray following PPD test, if the test performed after 7/1/08 was positive. If the chest x-ray report is positive for evidence of TB, documentation for medical treatment recommendations is required.
4. Updated vaccine list including Td (within 5 years), IPV, MMR, Varicella and Hepatitis B. Titers may be provided or required.
5. Documentation of HIPAA and confidentiality training.
6. Documentation of Universal Precaution or Infection Control Training.
7. Documentation of BLS and ACLS training with copy of valid American Heart Association Card.
8. Criminal background check.

Personal medical health information, vaccine records and documentation, and criminal background checks are performed at the student's expense.

TOURO COLLEGE OF OSTEOPATHIC MEDICINE MENTAL HEALTH SERVICES

Dr. Mitchell Rubinstein
Psychiatry
718 275 0103

Dr. Harry Lewis
Psychology
212 675 6592

Dr. Esther Rothman
Psychology
212 674 1973

Dr. Arthur Sullivan
Psychology
973 670 3973

For Emergencies
Dr. Cammarata
Dean of Students
917 597 9362

New York City Police and Fire 911

Crime Awareness and Campus Security Act

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

GENERAL ACADEMIC POLICIES

--refer to the Catalog.

Admissions to TouroCOM

--refer to the Catalog.

Undergraduate Requirements

--refer to the Catalog.

Admission Process

--refer to the Catalog.

Technical Standards for Admission

--refer to the Catalog.

Interviews

--refer to the Catalog.

Transfer Students

--refer to the Catalog.

STUDENT INFORMATION

Permanent Address

Each student has the responsibility to provide the Office of the Registrar with their permanent address and phone number. Students also are expected to furnish the Registrar with their local address, mobile telephone numbers, and land-line telephone number while at TouroCOM. Any change of address or telephone number must be reported to the Registrar.

Name Change

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

New Student Orientation

Orientation programs are planned each year by the Office of Student Affairs to welcome and facilitate the integration of new students into each of the colleges of Touro. In conjunction with the orientation programs, students register, receive financial aid information and learn about college services available on-campus. In addition, students are provided with opportunities to interact socially with peers, meet faculty, administration, and staff members to develop a sense of community.

Approximately one month prior to matriculation, new students receive an email pre-orientation packet which contains general information about the college program of study, class schedules, and important information.

Orientation programs are planned each year by the Office of Student Affairs to welcome and facilitate the integration of new students into each of the colleges of Touro. In conjunction with the orientation programs, students register, receive financial aid information and learn about college services available on-campus. In addition, students are provided with opportunities to interact socially with peers, meet faculty, administration, and staff members to develop a sense of community.

Student Identification

The Dean for Student Affairs arranges for the issuance of student personal ID numbers and photo-identification (ID) badges to new students during orientation or the first week of class. This badge must be worn while a student is in any institutional facility or is participating in a clinical rotation at another facility. This ID badge must be displayed in such a manner that is readily visible. Failure to wear and/or properly display the student ID badge may result in a member of the security staff asking the student to leave the building, denying the student admission to the building or referring the student to the Dean for Student Affairs for appropriate action. If a student ID badge is lost or stolen, the student is required to inform the Office of Student Affairs and arrange for a replacement badge. A fee of \$25.00 will be charged to replace a lost or stolen ID badge.

Student Email Account

All students will be issued a TouroCOM Email Account. This email address will be the address used after matriculation for all official communication with the student. It is the account required for communication with administration, faculty and staff.

TOUROCOM ACADEMIC CALENDAR

-- Please link to <http://www.touro.edu/med> for information.

STUDENT RECORDS

Disclosure and Access to Records

Students, who currently are, or, previously have been enrolled at the institution, have the right to inspect and review certain educational records and to request withhold from release certain personally identifiable information in accordance with the Federal Family Educational Rights and Privacy Act (FERPA) of 1974. This policy regarding student access to educational records does not include the right to review such items as confidential letters and statements of recommendation, if the student has waived the right to inspect and review those recommendations.

Disclosure of Student Directory Information

The College designates the following personally identifiable items as Student Directory information: Student name, address, telephone number, email address, date and place of birth, major field of study, dates of attendance, degrees and awards received, most recent previous school attended and photograph. The College may disclose any of those items listed above as public information without prior written consent, unless notified in writing to the contrary by August 1st of each school year. Other confidential personal information not listed above as (except under certain circumstances directory information) may not be disclosed to third parties without the prior written consent of the student. These exceptions include, but are not limited to, disclosure to institutional officials performing normal assigned duties related to the educational or accreditation interests of the College, agencies verifying the financial aid status of the student, parties involved in health or safety emergencies related to the student or others, and certain law enforcement, legal or judicial authorities.

Procedure for Disclosure and Access to Records

Disclosure and access to a student's educational records may be requested through institutional policy as follows: A student desiring to inspect and review his/her records must submit a written request directly to the person in charge of the desired records (see below). The request will be granted within a reasonable time period, not to exceed 45 calendar days. Inspection of records is made in front of the administrator or designee responsible for maintaining the records being inspected. The following summarizes the appropriate institutional official who should be contacted for access to certain files.

Disciplinary Records

Disciplinary files are maintained by the Office of the Dean for Student Affairs in a confidential, secured area. Contact the Dean for Student Affairs for information relating to disciplinary records. Not all records relating to disciplinary proceedings are available to the students.

Medical Records

Medical files are maintained separately from the other student's files. Contact the Dean for Student Affairs for information relating to medical records.

Academic Records

Student academic records are maintained by the Registrar's Office of the College and include a summary of all required and elective courses and grades, record of audited

courses, evaluation of student clerkships and preceptorships and class ranking. Students may access and inspect their records by making an appointment with the Registrar's Office.

Transcripts

Enrolled students will receive an unofficial copy of their transcripts after grades have been posted at the conclusion of each semester, and thereafter whenever a grade change occurs. Third- and fourth-year transcripts will be mailed upon completion of the academic year. In order to request an official transcript, written authorization must be submitted to the Registrar. A form for such a request is available from the Registrar's Office. There is a \$15.00 fee for each transcript requested. The transcript is official only when it bears the signature of the Registrar and the seal of the College. Transcripts may be withheld from students who are delinquent in their financial obligations to the College, or any of its affiliated hospitals or clinics. If the College has knowledge that a student or graduate is in default on any federal, state, outside agency institutional loan or service obligation, the College will withhold all official transcripts, National Board scores, and letters of recommendations for internships, residencies, employment, staff privileges, specialty certification and licensing.

Class Rank

Current class rankings are provided to currently enrolled students in annual or bi-annual grade reports, but may also be requested from the Dean of Student Affairs Office either in-person or in writing. Class ranking is determined on the basis of the cumulative average of the numerical equivalent of letter grades earned from all completed required courses. A = 4 points, B = 3 points, C = 2 points, U = 0 points. Individual course grades are weighted in the formulation relative to course credit hours. Credit hours earned from courses evaluated on a pass/fail basis, including elective courses, are not used in the determination of the cumulative grade point average.

Audited Courses

A course audit is defined as the registration and participation of a student in a course for which they receive no credit or grade. However, a record of the audited course will be maintained in the student's permanent academic file. Students interested in registering to audit a course should first contact the course coordinator who must approve enrollment. Procedures for registering for audited courses can be obtained from the Office of the Registrar. Registration for audits must be completed during the normal registration period. Students registered for audits cannot change back to credit for the course after the semester has started.

CLASS AND EXAMINATION POLICIES

Class and Examination Schedules

The Pre-clinical Dean is responsible for distributing the approved class schedule for all first and second year courses and the approved schedule of examinations.

Examination Decorum

Examinations are proctored by the individual departments. Students are expected to maintain appropriate decorum and demeanor at all times that is consistent with accepted

academic and professional standards during examinations. Upon entry into the examination site, the student must place all books, notes, study aids, coats and personal possessions on the floor at the front of the room. No talking is allowed once an examination starts. Any student engaging in dishonest acts (as defined elsewhere in this Handbook) during an examination is subject to immediate dismissal from the examination. In such instances, the student receives a score of zero for the examination and at the discretion of the Department Chair/Program Director involved; the student may be suspended indefinitely from the course. Such a course suspension is reported and recorded on the student's official transcript as 'U'.

Except for religious reasons, a headpiece may not be worn during any examination. The wearing of a headpiece for religious reasons is permitted during exams.

ATTENDANCE, TARDINESS & ABSENCES

TouroCOM encourages and expects students to attend classroom lectures, laboratory activities, and clinical assignments.

Promptness is a trait the physician must display, and represents professionalism, as tardiness in class both disturbs the lecturer and the entire student body, and is markedly inconsiderate and rude. Repeated tardiness will be considered improper professional behavior and may result in disciplinary action, including dismissal.

Absence from instructional periods for any reason does not relieve the student from responsibility for material covered, and such absences will be viewed as violations of Standards of Academic and Social Conduct. After 8/3/2009, students in the first and second year classes are **required** to attend 70% of all scheduled lectures; and 95% of all laboratory activities. There are no excused absences. Attendance and timeliness are measures of the AOA Core Competency of Professionalism. Failure to adhere to this standard of 70% may result in disciplinary action, including dismissal at the discretion of the Dean.

Students are required to be present for all scheduled examinations and cannot be given an examination more than 15 minutes after the scheduled start time. Should a student miss an examination, the student may be permitted to take a make-up examination. Make up examinations will be administered seven days later. The nature of the exam will be determined by the instructor and/or coordinator. The time and place of the makeup examination will be at the discretion of the instructor or system coordinator, and the score awarded will be 90% of the raw score achieved on the examination. The instructor has the right to refuse to offer another examination.

If the make-up examination is not taken within the time specified, the student will receive a grade of zero. A written report of the conduct of the student relative to the scheduled make-up examination may be sent to the Dean with a copy to the Chairperson of the appropriate Student Promotion Committee.

Student Attendance during Clinical Rotations

- Refer to the Clinical Rotations Manual

Student Absences to Attend Off-Campus Conferences & Events

A policy has been established for students to be excused from lectures, laboratories,

examinations or rotations to attend College-approved, off-campus academic and non-academic functions. This policy includes an approval procedure that must be followed by all student organizations and individual students requesting attendance.

1. TouroCOM-approved student organizations must first seek and be granted permission from the appropriate College Dean to send student representatives to the proposed off-campus activity. This written request (usually by the President of the organization) must be submitted at least one (1) month prior to the activity.
2. Individual students seeking permission to attend an off-campus conference or program must not be on provisional academic status and must be in good overall academic standing at the time permission is granted.
3. A written request by each student to attend the approved off-campus activity must then be submitted to the appropriate College dean, along with completed course signoff forms, for final written approval. With rare exception, requests must be submitted a minimum of two (2) weeks prior to the activity.
4. Students in clinical rotations who wish to attend off-campus activities must have prior approval from the trainer to whom they are assigned, the facility to which they are assigned, and the Clinical Dean. Requests for off-campus conferences must be submitted at least two weeks prior to the beginning of the rotation during which the conference will occur.

Students approved for attending off-campus conferences or events remain fully responsible for all presented information from missed lectures, laboratories, and/or other course assignments. Any missed examinations must be promptly resolved in coordination with the appropriate instructor/coordinator as described earlier.

Leave of Absence

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

1. The student must meet personally with the Dean for Student Affairs to discuss the reason for the leave and the effects on his or her academic progress. After careful consideration, a mutual decision may be reached.
2. The student must then complete a Leave of Absence Petition, which is to be submitted to the Dean.
3. The Dean will send an official letter to the student indicating whether the leave of absence has been approved, or denied.

Provided that the leave is approved, the official start date of the leave of absence will be the original date of receipt of the student's completed Leave of Absence Petition. Any

tuition charged or refunded will be in accordance with the College's withdrawal policy. Any changes in the terms of the petition during the leave period should be relayed to the appropriate Dean as soon as possible. Re-entry of the student into the academic program following a leave of absence will occur in coordination with the Dean for Student Affairs.

The following details some aspects of the policy related to specific types of leave of absence:

Maternity Leave

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

Military Leave

Touro College of Osteopathic Medicine is committed to supporting students called to active military duty. Students called to such duty will be considered to be on military leave. Students called to active duty should immediately notify the Dean and provide all their pertinent call-up papers. Students returning to Touro from active duty will be eligible for reinstatement as full-time Touro students once they have notified the Dean and have supplied any pertinent military papers requested by the Dean. Students called to active military duty will be entitled to receive refunds of tuition and fees if the withdrawal is prior to the sixth week of the semester. If the student is called to active military duty during the sixth through the tenth week of the semester, he/she will receive one-half credit without letter grades for courses in which he/she was earning a passing grade at the time of withdrawal. After the tenth (10th) week, he/she will receive both grades and credit hours for courses in which he/she is earning a passing grade.

Pre-clinical students with less than two-thirds of assignments/exams completed will be encouraged to re-start the courses once they return. Departments, however, will have the prerogative to make special arrangements. Clinical students returning to Touro will be reinstated as closely as possible to the previous point of progress in the clinical experience. The point of entry and order of clinical rotations for the clinical student will be determined by the appropriate dean and by the chair of the department in which the student was doing the clinical rotation. No additional tuition will be due from students for the resumption of any "incompletes" for work that they started before leaving for active military duty.

Tuition charges for students restarting classes or for subsequent academic semesters will be set at the tuition rates in effect at the time the student returns from military duty. The Dean of the College will provide leadership to facilitate the re-entry of students into their programs as close as possible to the point when they were called to active military duty. The Dean for Student Affairs will provide leadership to facilitate student programming to

address issues of stress and personal crisis, and assist students in need of counseling because of a call-up.

WITHDRAWAL POLICIES

Withdrawal from Class

A student may officially withdraw from a class no later than four (4) weeks after the official start of the semester and only with the approval of the Dean or designee. Such approval is granted only for extraordinary circumstances. If approval is granted, the student receives one of the following grades: W (withdrawal), WU (withdrawal unsatisfactory), or WP (withdrawal passing). Withdrawal from core curriculum courses made within 15 days from the beginning of the quarter will not be noted on the student's permanent record. Any student who withdraws from a course between weeks 4 through 8, inclusively, of an academic term will be assigned a grade of 'WU'. Any student, who withdraws from a course during the last two (2) weeks of an academic term, will be assigned a grade of 'U'. Students should be aware that withdrawal from a class may result in a significant extension of the students' professional program. Before withdrawing, students should discuss the issue with their advisor and/or dean. Class add/drop forms are available in the Registrar's Office.

Exceptions to the withdrawal policy may be made by written application to the Dean.

Withdrawal from the College

The decision to withdraw from the College of Osteopathic Medicine is a serious matter. Any student who withdraws from the College or a program is dropped from the rolls of the College of Osteopathic Medicine. As such, if he/she decides at some later date to re-enter the program, he/she must reapply for admission and, if accepted, assume the status of a new student. Students contemplating withdrawal are advised to discuss this issue with their mentor or advisor. If a student decides to withdraw, information is available regarding transfer opportunities to other institutions as well as assistance in defining new occupational or career goals. Students considering withdrawal are subject to the policies governing withdrawal from courses. Students who withdraw from the College after the fourth week of the semester receive a grade of 'WU' or 'WP' for all registered courses.

Withdrawal Procedures

A student wishing to withdraw from Touro is required to meet with the Dean or designee. The student must inform the Dean, in writing, of the decision to voluntarily withdraw and voluntarily relinquish his/her position in the program. An official withdrawal form is available from the Registrar. The official withdrawal form must be completed and sent to the Registrar's Office. The withdrawal process includes the clearing of all financial obligations to Touro and an exit interview. Following completion of these withdrawal procedures, the designation "Withdrawal" will be placed in the student's permanent records. The designation "Unofficial Withdrawal" is placed in the permanent record of any student who withdraws from his/her program without complying with the above procedures.

Tuition Refund Schedule

A student wishing to withdraw from classes must notify the Office of the Registrar by filling

out an Add/Drop form. On approved applications, the following refund schedule will apply:

Before the opening of class	100% of tuition
During the first week of classes	90% of tuition
During the second week of classes	75% of tuition
During the third week of classes	50% of tuition
During the fourth week of classes	25% of tuition
After the fourth week of classes	No Refund

Please note: New Federal Regulations are in effect when a Title IV funds recipient withdraws from school. You may obtain a copy of these regulations from the Financial Aid office.

If the student has not paid full tuition and fees for the term in which the withdrawal takes place, he or she must pay the proportionate amount noted above before leaving the College.

The withdrawal date is the date that the Dean for Student Affairs receives written notice of withdrawal, i.e., a completed Official Withdrawal Form. In cases of academic dismissal, tuition paid in advance for the term immediately following the dismissal date will be 100% refundable.

LECTURE AND EQUIPMENT POLICIES

Recording of Lectures

Taping of lectures is not prohibited by the administration. However, in all instances, prior approval of the instructor must be obtained, and it is to be understood that the instructor's approval is on a voluntary basis, and that such a privilege may be withdrawn at any time.

Clinical Equipment

Information regarding the purchase of instruments will be provided during the orientation program. Students are advised to ask questions of faculty, students at other schools, and salespeople before purchasing any equipment.

Visitors

Only matriculated students are permitted in the TouroCOM buildings. Non-students are not allowed to attend any didactic or laboratory sessions without the special permission of the Dean for Student Affairs and the Faculty member presenting the class. No visitors are permitted in the anatomy lab without the permission of the Anatomy Faculty or Deans of TouroCOM.

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

GENERAL ACADEMIC STANDARDS

Academic Progress Policy

The Faculty provides didactic programs and measures student performance in subject areas deemed necessary to become osteopathic physicians. Students who do not demonstrate minimum competencies assume the obligation and responsibility to rectify academic failures.

Grading and Credit Hours

At the end of each course, system or rotation, a grade for each student will be submitted to the Registrar by the faculty responsible for the instruction; TouroCOM makes use of letter grades. The work of all students in the four years at Touro shall be reported in terms of letter grades in any of the required courses:

A	90-100	
B	80-89	
C	70-79	
U	0-69	Unsatisfactory
U/C		Satisfactory with remediation
I		Incomplete
W		Withdrawal
WU		Withdrawal Unsatisfactory
WP		Withdrawal Passing

Courses are rated at one credit hour for each 15 hours of lecture or 30 hours of laboratory and/or practice sessions. Credit hours of 2.5 will be assigned for each week of clinical rotations. A cumulative grade point average will be calculated and posted on the transcripts. Class ranking is available upon request in the Registrar's Office.

Grading for clinical rotations:

The Grade for a clinical rotation is based upon the following formula:

1. Preceptor evaluation weight of 0-70 points
2. Post rotation examination weight of 0-10 points
3. Submission of completed student logs weight of 0-10 points
4. Timely submission of site evaluation forms (within 10 days of completion of the rotation) weight of 0-10 points

Definition of Grades

Satisfactory (A,B,C): A 70% or above in each course is considered a satisfactory grade.

Unsatisfactory - (U): An unsatisfactory grade (U). If a U is obtained it must be satisfied by remediation.

Satisfactory with remediation (U/C): After an unsatisfactory performance has had successful remediation, a U/C will replace the U on the transcript (see section on remediation).

Incomplete - (I): An incomplete grade (I) indicates that a student has not been able to finish all required work for issuance of a letter grade. An incomplete grade is not counted in the grade point calculations until a letter grade replaces it. An incomplete must be replaced before the student registers for the next academic year. Replacement of an incomplete will be under the direction of the instructor. If the required work is not completed within two weeks of the initial grade posting, the (I) will be automatically converted to an unsatisfactory grade (U). It is to the student's advantage to arrange to make up any incomplete work as soon as possible.

Withdrawal (W): A withdrawal indicates that a student has registered for a course and then has withdrawn from the course within the first four weeks of the semester. A W will remain on the students' transcript.

Withdrawal Unsatisfactory (WU): If a student withdraws from a course after the fourth week, the student will receive a WU and this grade will be calculated in the grade point average. A WU must be satisfied with remediation.

Withdrawal Passing (WP): In rare, extenuating circumstances, the Dean may allow for withdrawal after four weeks of classes. For students otherwise in good academic standing, this designation may apply. No credit will be earned for the course, nor will the GPA be impacted by this action.

Promotion

Promotion is defined as progression from one academic year to the next.

1. A student will be recommended to the Dean for promotion by the appropriate Student Promotions Committee.
2. A student will not be recommended for progression from one academic year to the next with any outstanding grade of (I) or two (U) grades on his/her academic record for the year.
3. When considering a student for promotion, professional, ethical, and personal conduct will also be taken into consideration.
4. A student will be promoted provided that all academic, legal and financial requirements to the College have been satisfied.

National Board for Osteopathic Medical Examiners (NBOME)

Each student must take and pass Part I and Part II (both CE and PE) of the COMLEX Examinations of the National Board of Osteopathic Medical Examiners (NBOME) as partial fulfillment of the requirements for graduation. Part I includes Osteopathic Principles, Anatomy, Pharmacology, Physiology, Biochemistry, Community Medicine, Medical Humanities, Internal Medicine, Microbiology and Pathology. Part II includes Surgery, Obstetrics and Gynecology, Psychiatry, Pediatrics and Osteopathic Principles, Community Medicine and Medical Jurisprudence. Part I is taken following the completion of the second year and Part II is taken during the Spring of the fourth year. Failure to pass Part 1 by October 15 of the 3rd year will result in removal of the student from the rotation

roster. In order to graduate, both Part I and Part II (both CE and PE) of the COMLEX Examinations of the (NBOME) must be taken and passed.

The specific examination dates are listed on the NBOME Web site. To be excused from taking these examinations at the prescribed time, the student must have prior approval of the Dean of TouroCOM. Permission normally will *not* be granted.

The Dean of Student Affairs distributes and collects National Board applications. The NBOME scores all examinations and provides the results to TouroCOM and the students. This process usually takes six to eight weeks following examination. At various times, students will be asked to submit official transcripts of their NBOME scores when applying for post-graduate training, licensure as well as job opportunities.

Pre-Clinical and Clinical Promotions Committees

Two faculty committees of the Medical College review the academic performance of students: the Student Promotions Committee for the basic science years, and the Student Clinical Promotions Committee for the clinical years.

Student Promotions Committee

This Committee is charged with maintaining academic standards in the academic courses. The Committee assesses the progress of each student at the end of each academic year. Students who attain satisfactory academic and professional progress are promoted to the next academic year, provided all tuition and fees have been paid.

The Committee interviews students who are identified by the faculty or administration as academically at-risk. The Committee makes every effort to work with students early in their enrollment in order to improve their opportunities to succeed. Students may request a meeting of the Committee at any time in order to evaluate their academic standing.

After thorough review of student performance, which may include an interview with the student, faculty or administrator(s), the Student Promotions Committee recommends an action to the Dean that abides by the academic standards defined in this Handbook. Students may appeal an action that the Committee requires of them, such as Academic Dismissal. The appeal process is described in the Academic Appeal Process section of this Handbook.

Students with academic failures, or with identified academic deficiencies, as well as those who have not met the professional standards set forth in the American Osteopathic Association-Code of Ethics, are required to meet with the Student Promotions Committee. Notification of the date, time and place of the committee meeting is sent to students by email at least 24 hours in advance. Recommendations of the Student Promotions Committee are made to the Dean, and the decision of the Dean is then emailed to student.

The right of appeal exists, and is described elsewhere in this handbook. Appeals must be filed with the Dean within three (3) working days following official notification of the committee's decision. The Student Promotions Committee also recommends for graduation those students who have successfully completed their two years of clinical

training, who have passed Part I and Part II of the COMLEX (CE & PE) Examinations of the National Board of Osteopathic Medical Examiners, and who have paid all tuition and fees to the Dean.

PROVISIONAL ACADEMIC STATUS

Definition of Provisional Academic Status

Provisional Academic Status is defined as a period of time during which the student's progress will be closely monitored by the appropriate Student Promotion Committee and by the Dean for Student Affairs. A student may be placed on Provisional Academic Status for any of the following reasons:

1. A semester or cumulative grade point average of less than 2.0.
2. When directed to repeat a year for academic reasons.
3. Receipt of a U in a course or clinical rotation.

Terms of Provisional Academic Status

1. When a student is placed on Provisional Academic Status, it is noted in the student's academic file. Subsequently, when a student is returned to Good Standing" (i.e. is no longer on any form of Provisional Academic Status, social or legal probation), this also is noted in the student's file. Provisional Academic Status is not noted on transcripts.
2. When a student is placed on Provisional Academic Status, he/she will be notified in writing by chair of the appropriate Student Promotion Committee and the reasons will be stated. A copy of this letter will be placed in the student's permanent file, and sent to the Dean. The Student Promotion Committee will ascertain when the terms of the Provisional Academic Status have been satisfied, and recommend to the Dean that Provisional Academic Status rescinded.
3. A student on Provisional Academic Status may not serve as an officer of any official College club or organization, and shall not engage in time-consuming extracurricular activities including employment.
4. A Freshman or Sophomore on Provisional Academic Status should meet with his/her faculty advisor at least once a month. A Junior or Senior on provisional academic status should contact the Clinical Dean once a month.
5. The student will remain on Provisional Academic Status until the following minimal acceptable standards are again met:
 - a. A student will be removed from Provisional Academic Status after one semester provided his/her cumulative grade point average is above 2.0 and all grades of U are made up.
 - b. Junior or Senior students on Provisional Academic Status for a clinical rotation grade of U will be removed from Provisional Academic Status when the U with successful remediation of the U.
 - c. Junior and Senior students on Provisional Academic Status will be subject

to review by the Student Promotions Committee at the end of each year and may be recommended for continuation of provisional academic status or removal from Provisional Academic Status.

Remediation

Every effort will be made to give each student ample opportunity to demonstrate competency in each area of the academic program. However, remediation is to be regarded as a privilege which must be earned by a student through active participation in the educational program, as demonstrated by regular attendance as defined in the Student Handbook, individual initiative and utilization of resources available to him/her. Decisions regarding remediation will be made on an individual basis after considering all pertinent circumstances in each case. The decision will be made by the appropriate Student Promotion Committee.

The Committee will base its recommendation on the student's academic records and considerations after consultation with the student's faculty advisor, course instructor, system coordinator or appropriate Dean and the student.

The appropriate Student Promotion Committee, after consultation, may recommend to the Pre-clinical (or in the case of clinical rotation- the Clinical) Dean any one of the following options:

1. Take an examination as directed by the course coordinator or appropriate instructor.
2. Complete special projects or studies in the deficient area(s), as directed by the course coordinator or appropriate instructor.
3. Repeat the course.

Students may take the failed course at an accredited college of medicine which offers comparable course content and curriculum, as reviewed and approved by the Dean (the grade is accepted as transfer credits); or the student may:

- a. Repeat the academic year.
 - b. Withdraw from the College.
4. In the case of a U on a rotation, the Clinical Dean may assign a site for remediation, but this is not guaranteed.

If a student does not pass the remediation attempt in pre-clinical courses, the student may be allowed to petition to carry the U or to retake the course the following year, provided that suitable arrangements can be made.

The grade achieved as a result of remediation will be the grade recorded EXCEPT that the highest grade a student may earn by options (1) or (2) is a grade of C. The grade achieved by remediation will be recorded on the transcripts beside the original grade (U/C).

Grades earned during an attempted remediation of a course, system, or clinical rotation, will be reviewed critically by the appropriate Student Promotion Committee and the Dean for Student Affairs.

Dismissal from the College

The College may require dismissal at any time it deems necessary to safeguard its standards of scholarship, conduct and orderly operation. In all cases, the final decision rests with the Chief Academic Officer, the Dean of TouroCOM.

Students with a Full Academic Load

For students on a full academic program, the appropriate Student Promotion Committee may recommend dismissal to the Dean for any reason it deems appropriate, including:

1. A student with 3 U's in a semester. Remediation is not permitted in this situation.
2. A student who accumulates 3 U's with unsuccessful remediation during his/her entire academic/clinical program.
3. A student who, under Provisional Academic Status, fails to achieve satisfactory progress after two semesters by earning a cumulative and semester grade point average of 2.0 or higher.
4. A student who receives unsatisfactory (U) grades in two clinical rotations.

ACADEMIC APPEAL PROCESS

Following notification of a decision for dismissal, a student may wish to appeal the decision. He or she has (7) working days within which to submit a formal written appeal of the decision to the Chief Academic Officer (the Dean). The appeal request must be submitted in writing and delivered to the Office of the Dean within this seven day period. The request should be accompanied by a narrative explaining the basis for the appeal. The narrative should fully explain his/her situation and substantiate the reason(s) for advocating a reversal of the prior decision by the appropriate Student Promotion Committee or Dean. The Dean will notify the student in writing of the appeal decision. The decision of the Dean shall be final.

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

1. Bias of one or more of the members of the appropriate Student Promotion Committee.
2. New material, documenting information that was not available to the committee at the time of its initial decision.
3. Procedural error.

While the appeal is pending, the status of the student will not be altered.

Conduct of Hearings

1. The hearing shall take place before a Hearing Committee composed of three faculty or administrative members appointed by the Dean of Students.
2. The hearing will be open to the student and appointed Hearing Committee; it is closed to all other individuals. The Committee may hear other people of its choosing who may be knowledgeable about the issue(s) under consideration, and

may investigate relevant written reports, discussions with involved parties, examinations, papers, or other related documents.

3. A quorum (more than half) of this Committee must be present in order to conduct official business and render a decision.
4. All decisions shall be made by majority vote, the mechanism to be determined by Committee membership.
5. The student has the right to appear in person before the Committee in order to present his/her case.
6. Representation by an attorney will not be permitted.

Following review, the Student Appeals Committee will recommend to the Dean to:

1. Uphold the Decision; or
2. Modify the original decision, giving the text of the modified recommendation; or
3. Reconsider the earlier decision based on material information either unknown or not previously considered.

In consideration of the recommendation of the Student Appeals Committee, the Dean may include examination of the related documents, discussions with involved parties and/or the student, or others at the Dean's discretion.

A Dean will notify the student in writing of the appeal decision.

The decision of the Dean shall be final.

Status of Student Pending Action

Pending action on charges, the status of the student will not be altered except for reasons of his/her physical and emotional well-being, or for reasons relating to the safety of other students and College personnel.

However, if a student is suspended, for any reason, all financial aid will be withheld unless or until the appeals process is resolved by reinstatement. If reinstated, the financial aid funds can be released to the student. If the student is dismissed, the funds will be returned to the proper agency or lender.

Graduation Requirements

A student will be recommended for the degree of Doctor of Osteopathic Medicine provided the candidate satisfies all of the following criteria:

1. Has completed at least four years in an accredited osteopathic medical college or its equivalent
2. Has been enrolled in the Touro College of Osteopathic Medicine during the final two academic years prior to graduation.
3. Is not on provisional academic status, has completed all prescribed academic requirements having remediated all U grades with a cumulative grade point average of 2.0 or higher, has no outstanding grade which is incomplete and has a passing grade for all clinical rotations
4. Has passed Part I and Part II (both CE and PE) of the COMLEX Examinations of

the National Board of Osteopathic Medical Examiners

5. Has performed and behaved in a manner which is ethical, professional, and consistent with the practice of osteopathic medicine
6. Has complied with all the legal and financial requirements of Touro College of Osteopathic Medicine
7. Attends the graduation ceremony IN-PERSON, unless special permission has been granted by the Dean of TouroCOM
8. Is at least 21 years of age
9. Have satisfactorily passed prescribed exams

All degree requirements must be completed within six years following matriculation.

Student Academic Integrity and Ethics

American Osteopathic Association Code of Ethics

1. The physician shall keep in confidence whatever he/she may learn about a patient in the discharge of professional duties. Information shall be divulged by the physician when required by law, or when authorized by the patient.
2. The physician shall give a candid account of the patient's condition to the patient or to those responsible for the patient's care.
3. A physician-patient relationship must be founded on mutual trust, cooperation and respect. The patient, therefore, must have complete freedom to choose his/her physician. In emergencies, a physician should make his/her services available to anyone.
4. The physician shall give due notice, in writing, to the patient or to those responsible for the patient's care when he/she withdraws from a case. Then, another physician may be summoned.
5. A physician is *never* justified in abandoning a patient.
6. A physician shall practice in accordance with the body of systematized knowledge relating to the healing arts, and shall avoid professional association with individuals or organizations which do not practice or conduct organizational affairs in accordance with such knowledge.
7. A physician should join and actively support the recognized local, state and national bodies representing the osteopathic profession and should abide by the rules and regulations of such bodies.
8. A physician shall not be identified in any manner with testimonials for proprietary products or devices advertised or sold directly to the public.
9. A physician shall not hold forth or indicate possession of any degree recognized as the basis for licensure to practice the healing arts unless he/she is actually licensed on the basis of that degree in the state in which he/she practices.

10. An osteopathic physician shall designate his/her osteopathic school of practice in all professional uses of his/her name. Indications of specialty practice, memberships in professional societies and related matters shall be governed by rules promulgated by the Board of Trustees of the AOA.
11. In any dispute between or among physicians involving ethical or organizational matters, the matter in controversy should be referred to the arbitrating bodies of the profession.

Code of Conduct

Students are expected to emulate the legal, moral and ethical standards expected of professionals in their respective areas, and display behavior which is consistent with these qualities. Violations of this code may be grounds for dismissal by the Dean.

Professional Promise

Professionalism and professional ethics are terms that signify certain scholastic, interpersonal and behavioral expectations. Among the characteristics included in this context are the knowledge, competence, demeanor, attitude, appearance, mannerisms, - integrity, morals, etc., displayed by the students to teachers, peers, patients and colleagues in the other health care professions. Students are expected to conduct themselves at all times in a professional manner.

Academic Honesty

Academic honesty and integrity are expected of all students throughout their course study at TouroCOM. Any violation of this code is considered to be a serious academic violation, and can serve as grounds for dismissal by the Dean. Academic dishonesty constitutes a breach of academic integrity that violates the philosophical foundation of our institution, and compromises the integrity and well-being of the educational program. It makes the learning and working environment hostile and offensive; it undermines the credibility of the educational process; it destroys opportunities for students to develop a strong sense of self-esteem and pride in accomplishment and the self-confidence that is an integral part of educational growth and the learning process. Students are obligated to adhere to the standards and expectations for academic integrity.

Responsibility of the Student

To be honest, act fairly towards others, take group and individual responsibility for honorable behavior, and know what constitutes academic dishonesty. Violations of this code may be grounds for dismissal by the Dean.

Student Academic Ethics: A Guide to Academic Honesty

What is Academic Dishonesty? Academic dishonesty is intentional cheating, fabrication or plagiarism. It is also knowingly helping or attempting to help others be dishonest. Academic dishonesty lowers scholastic quality and defrauds those who will eventually depend upon your knowledge and integrity. Violations of this code may be grounds for dismissal by the Dean.

Such dishonesty includes:

Cheating

Definition: Intentionally copying from another student's work or accepting assistance from

other students, using or attempting to use unauthorized materials, information, or study aids during any academic exercise unless permitted by the instructor.

Clarification:

1. Students completing any examination should assume that external aids (for example, books, cell phones, PDAs, notes, conversation with others) are prohibited unless specifically allowed by the instructor.
2. Students are responsible for maintaining an appropriate demeanor and decorum during examinations (for example: no talking; no hats; eyes on your own paper; placing books, notes, study aids, coats and personal possessions (including cell phones and PDAs) well away from your seat).
3. Students may not have others conduct research or prepare work for them without advance authorization from the instructor. This includes, but is not limited to, the services of commercial companies.
4. Major portions of the same academic work may not be submitted more than once for credit or honors, without authorization.

A proctor who observes students cheating should record their names, inform them that disciplinary proceedings will be initiated, and report them to the Dean for Student Affairs. Students cannot be prevented from completing an examination simply based on the suspicion of cheating.

Fabrication

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

Clarification:

1. "Invented" information may not be used in any laboratory experiment or academic exercise. It would be improper, for example to analyze one sample in an experiment and "invent" data based on that single experiment for several more required analyses.
2. One should acknowledge the actual source from which cited information was obtained. For example, a student should not take a quotation from a book review and then indicate that the quotation was obtained from the book itself.
3. Students must not change and resubmit previous academic work without prior permission from the instructor.

Plagiarism

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

Clarification:

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

2. Paraphrase - Prompt acknowledgment is required when material from another source is paraphrased or summarized in whole or in part, in one's own words. To acknowledge a paraphrase properly, one might state, "to paraphrase Locke's comment..." Then conclude with a footnote or endnote identifying the exact reference.
3. Borrowed facts-Information gained in reading or research, which is not common knowledge among students in the course, must be acknowledged. Examples of common knowledge include the names of leaders of prominent nations, basic scientific laws, etc. Materials which add only to a general understanding of the subject may be acknowledged in the bibliography and need not be footnoted or end noted.

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

Facilitating Academic Dishonesty

Definition: Intentionally or knowingly helping or attempting to help another commit an act of academic dishonesty.

Clarification: A student must not knowingly allow another student to copy from his or her work during any academic exercise. This includes, among other things, examinations, videotapes, audiotapes, laboratory experiments and term papers.

Students Concerns and Grievances

On occasion, students may have complaints relating to accreditation standards and procedures. In addition, there may be issues affecting relationships with fellow students, faculty, staff and/or administration. Those complaints should be made directly to the Dean of Student Affairs who will do a preliminary evaluation of the complaint and then refer the student to the proper party. Various complaints will be handled by different administrators. In all cases, students will receive a response to the complaint, records of the complaint, adjudication and the resolution of such complaints will be maintained by the Dean of Student Affairs. Students will be informed that they may submit complaints directly to the American Osteopathic Association at (800) 621-1773.

Conduct Violations

The following acts are considered to be violations of acceptable student conduct. (Please refer to section on Student Academic Ethics for details and additional conduct violations)

- Cheating
- Plagiarism
- Fabrication
- Facilitating Academic Dishonesty

- Unauthorized collaboration: Working together on an exam, project, or report when expressly prohibited from doing so by an instructor.
- Knowingly furnishing false information to the College, including statements made on medical school applications.
- Forgery, alteration or misuse of TouroCOM documents, records, identification, or other official TouroCOM materials.
- Malicious obstruction or disruption of teaching, research or administrative operational procedures.
- Physical abuse of any person on TouroCOM property, or conduct which threatens or endangers the health or safety of any person.
- Theft of, or damage to property of a member of the University on-campus, or theft of, or damage to, property of TouroCOM.
- Neglect of clinical and/or hospital duties.
- Neglect of patient's rights.
- Misuse of pharmaceutical privileges.
- Drug abuse – being under the influence of substances of abuse, including alcohol, during class, laboratory, externship, clerkship or any other situation under the jurisdiction of TouroCOM during which professional conduct is expected or required.
- Possession or use of firearms, ammunition or explosive devices or materials on-campus.
- Violation of any campus rules or regulations.
- Violations of the confidentiality of any medical, personal, financial or business information obtained through the student's educational activities, in any academic or professional practice setting.
- Behavior inconsistent with the qualities and ethics described for professionals within the chosen fields.
- Engaging in the synthesis, manufacturing, theft, sale or use of a controlled substance for unlawful purposes, or assisting any individual or group in accomplishing this end.

The resolution of student a conduct issue is the responsibility of the Dean for Student Affairs, who will hear all violations of the responsibilities and rights of the student. The Dean of Student Affairs may invoke one of two methods of resolution.

Informal Method of Resolution

1. Upon written notification that a violation of student conduct has taken place, the Dean for Student Affairs will contact the student involved to request an appointment to discuss the alleged violation.
2. After investigating the incident and meeting with the student, he/she will render a decision within five (5) school days, in writing, of the disposition of the

- violation and, if applicable, inform the student of the disciplinary action.
3. Should a student accept the decision of the Dean for Student Affairs, the disciplinary action will be effective immediately.
 4. If the student does not accept the decision of the Dean for Student Affairs, a formal hearing procedure will be implemented.

(The Dean of Student Affairs reserves discretion to refer any violation to the formal Method of Resolution, at any time, during the resolution process).

Formal Method of Resolution

TouroCOM, in an effort to differentiate between student discipline and evaluation of student academic and professional competency, has developed the following formal method of resolution to deal with disciplinary infractions.

Procedures for Formal Resolution of Conduct violations

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

1. Nature of the act and related circumstances are to be reported in detail and in writing and submitted to the Dean for Student Affairs
2. The written statement must include the name of the involved student, the name and status of the reporting person, and the nature of the alleged act.
Should a student action be of such a nature that it is felt that he or she must be relieved of his/her right to attend TouroCOM, the student may be temporarily suspended from the College upon recommendation of the Dean for Student Affairs to the Dean.
3. The student, after being notified of any allegation, will meet with the Dean for Student Affairs, and the Dean for Student Affairs shall arrange a hearing which is to take place no earlier than three calendar days and no later than 20 calendar days after the decision to proceed with the formal method of resolution has been reached.
4. The hearing shall take place before a Hearing Committee composed of three faculty or administrative members appointed by the Dean
5. All persons involved in a hearing shall be given adequate notice of all hearing dates, times and places. Such notice, which may be by email and followed by a hardcopy, will be given at least 36 hours prior to any hearing unless waived by the parties involved.
6. Postponements of committee meetings may be made by the interested parties. The student may be granted a postponement if pertinent information or interested parties cannot for good cause be present at the appointed time. Any postponement may not extend beyond a three-month period, except in the case of a student who has been temporarily suspended, where a postponement will be limited to a 48-hour period. Should an extension beyond the 48-hour period be needed, the suspension itself shall be reevaluated.
7. The student charged and the person making the charges will be afforded the following rights:

- a. To review all information to be presented to the hearing committee. The length of time for review shall be reasonable, as determined by the hearing committee moderator or Dean.
- b. To present fully all aspects of the issue before the Hearing Committee.

Committee Hearings will proceed under the following guidelines:

- All committee hearings and meetings are to be closed sessions, unless all parties mutually agree in writing to open sessions.
- A recording secretary is to be appointed by the committee moderator. Transcripts of the proceedings may be made at the advance request and expense of any party.
- All issues in dispute shall be orally presented by the committee moderator.
- All information supporting the charges made against a student shall be presented first. Following this presentation, the student who is under investigation will present his/her side of this issue, submitting for Hearing Committee study all information which he/she chooses to submit.
- At the completion of all discussion, the student and his/her adversary may each make a summary statement.
- At any time during the hearing the student, his/her adversary, the committee and/or college representatives may raise questions about the information under review so that all aspects of the case are clarified.
- Silence by the charged student shall not be interpreted as an admission of guilt.

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

- The Hearing Committee will meet in closed session to reach a decision. Such meeting must be held within one school day following the formal hearing.
- If the Hearing Committee seeks additional information following commencement of its deliberations, it will notify the parties within two school days, and reconvene the hearing within five school days of the conclusion of the original hearing. The Hearing Committee's final decision must then be made.
- The Hearing Committee's decision will be presented in writing to the Dean. The Dean may then inform the Dean for Student Affairs to disseminate it to the involved parties. The committee decision must be based solely on the evidence presented at the hearing and must include all recommendations for final disposition of the issues involved.
- The Dean, when notifying the student of the committee decision, shall inform the student of his/her right to appeal an adverse decision.

An appeal may be instituted by the following methods:

- The student appealing may request a personal meeting with the Dean within two school days of his/her notification of the committee's decision.
- At this meeting, the student must submit in writing his/her basis and reasons for the appeal and be prepared to support orally his/her appeal. All facts necessary to substantiate the appeal must be given in writing at this meeting.

The Dean will act upon the appeal by (a) confirming the original decision, (b) modifying

any penalties imposed or (c) ordering a new hearing. The decision of the Dean is final.

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

- If the committee finds no merit in the allegation under discussion, all college
- records of the proceedings shall be sealed and secured in the office of the Dean for Student Affairs until such time as any legal statute of limitations has expired. Upon such event, all records shall be destroyed. Should a need arise to open the sealed records, the Dean or Chief Executive Officer's shall issue an order to open the record. These records will not go into a student's file.
- If the committee determines that there is merit, all matters relative to an appeal shall be filed in the student's file mentioned above.

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

INSTITUTIONAL POLICIES

Smoking

The Touro College of Osteopathic Medicine recognizes the health, safety and benefits of smoke-free air and the special responsibility that it has to maintain an optimally healthy and safe environment for its faculty, students, employees and guests. Touro is committed to the promotion of good health, wellness and the prevention of disease and to comply with New York state law regarding smoking indoors. Out of respect and loyalty to the college and its mission, smoking is not permitted inside any campus building, any of our healthcare facilities where patient care is delivered or inside College vehicles. Violators are subject to disciplinary action. In addition, smoking materials shall not be sold or in any way distributed under the auspices of TouroCOM.

Drugs, Alcohol, Firearms and Hazing

TouroCOM does not condone any form of drug, substance or alcohol abuse by its students. No alcoholic beverages or illegal drugs may be manufactured in any academic facility, clinic or hospital associated with Touro. Any violation of this policy will result in disciplinary and appropriate legal action against the offending individual(s) or organization(s). Any student who attends class or a rotation or is on the premises of a facility affiliated with Touro while under the influence of alcohol or drugs is subject to immediate suspension and probable expulsion. Only with the prior approval of the Dean for Student Affairs may alcoholic beverages be served at an on-campus student party (see "Student Sponsored Events").

No firearms, ammunition, explosive devices or other weapons may be carried, (concealed or otherwise), by a student on institutional property. Violators of this policy are considered to be a threat to the academic environment of the institution and are subject to immediate suspension or dismissal from the University.

No organization or individual(s) may engage in any form of hazing of any student enrolled

in TouroCOM. Students engaged in such activities are subject to suspension or expulsion from the Touro College of Osteopathic Medicine.

Drug-Free Workplace and Substance Abuse Policy and Procedures

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

These stated policies and procedures apply to all students of TouroCOM at all facilities operated by the affiliated entities; and any student enrolled at another academic institution rotating in a clinical service on the premises of a facility operated by Touro. The College reserves the right to have any student evaluated by the Student Health Service, if he/she appears to be under the influence when his or her ability to perform usual tasks is diminished or impaired due to the apparent use of an illegal drug/substance, alcohol or a combination thereof. Again, any student who attends a class or a clinical rotation under the influence of alcohol or drugs is subject to either immediate suspension or probable expulsion in accordance with this policy.

Sexual Harassment

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

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

Any member of the College community may resist such harassment and/or report such harassment to the appropriate Dean or other member of the College administration.

Institutional Policy on AIDS

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

Impairment of Life Safety Devices/Systems

A policy has been established to prohibit the destruction or impairment of campus life

safety systems or devices. The destruction or impairment of campus life safety systems or devices are malicious acts and could be life threatening. Any student found responsible for such acts is subject to disciplinary action, fines and/or costs to repair damaged systems or devices.

Eating, Drinking and Smoking in Classrooms

To ensure a safe, clean and healthy environment for all students on-campus, no eating, drinking or smoking will be permitted in any classroom, laboratory or auditorium. The student lounge and areas outdoors may be used for eating. Occasionally, Noon-hour lectures or seminars are scheduled; at these times students are permitted to bring their own lunches, however, care must be taken to remove all refuse to a trash container after the lecture. Student violators will be referred to the Dean for Student Affairs for disciplinary action.

Lockers

Upon matriculation, students can be issued lockers for personal use while enrolled at the college. No fee is charged for use of the lockers. Students must provide their own locks. Contact the Office of the Dean for Student Affairs for locker assignment.

Lost and Found

The Department of Human Resources maintains a Lost and Found service for the College. Lost articles may be claimed from Human Resources during regular business hours. Students are urged to label all books and other personal belongings so that they can be easily identified if turned into the Lost and Found.